05 The Workforce Competence Model in Nutrition

Competence 2. IT Skills & Knowledge

You will need to know and understand:

**Level 3 and 4**
1. Appropriate terminology when referring to IT systems.
2. How to efficiently manage electronic files and folders to enable information storage, organisation and retrieval.
3. What storage media to use, when and how to use it.
4. Basic use of different software programmes and applications which may be needed.
5. The importance of safe handling, including the protection of sensitive data and the appropriate information security procedures.
6. How to access safe and reliable websites when directing individuals to sources of information.
7. How to minimise risk when using IT-based communications online and how and why to carry out routine maintenance of IT systems.

**Level 5**
8. How to manipulate and adapt different types of data to suit its meaning and purpose.
9. How to make effective use of IT tools and facilities to present information that is fit for purpose.
10. Evaluate and review the IT tools selected to meet needs in order to improve future work.
11. How to use nutrition related software to meet needs and solve problems.

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