Unit 4 - Transacting

Unit summary	This unit will enable learners to develop the knowledge and skill involved in carrying out an online transaction, and buying items online
Guided learning hours	9
Level	Level 1
Mandatory/optional	Mandatory

Learning Outcomes	Assessment Criteria
The learner will:	**The learner can:**
11. use online services	11.1 enter relevant data online when using transactional services (including online shopping, finance, utilities, government services, media) 11.2 manage account settings including setting preferences 11.3 understand and use privacy and security mechanisms when transacting online 11.4 upload and download documents and images as required