**Online Essentials and Platforms**

Use online essentials and platforms

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| Elements of competency | Performance criteria |
| 1. Introduce online essentials | 1.1 Web Browser is properly described according to browser engine  1.1. Web Browser is properly described according to the layout |
| 1.2 Website and search engine are properly described according to the function |
| 1.3 E-Platforms are properly identified according to the services |
| 2. Use web browsers, emails and E-Platforms | 2.1 Web browser is well used. |
| 2.2 Email is well used. |
| 2.3 E-Platform are properly used according to the customer needs |
| 2.4 social media are properly used according to work to be done |
| 3. Secure online information  (Stay safe online) | 3.1 Potential threat are well described  3.1 Basic Cyber Security threat are well described |
| 3.2 Basic information security is applied according to confidentiality integrity availability (CIA). |
| 3.3 Copyright is well respected |