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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 15** | **Unit Number: L/502/4398** |
| **QCF Credit Value: 2** | **Learning Outcomes (Number): 2** |
| **Examples of Context:**Examples of specialist software include:* logistics planning applications
* computer aided design (CAD) applications
* computer animation applications
* music composition and editing applications
 | **Learning Materials Available:**None for this unit |
| **Suggested Assessment Methods:**All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met* Scenario
* Coursework
* Portfolio of Evidence – classroom or work-based
* Practical Demonstration
* Assignment
* Task-based Controlled Assessment
* Professional Discussion
* Observation
* Witness Statement
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| **Ofqual Learning Outcome** | **Assessment Criteria** | **Examples of Content***The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- |
| **1 Input, organise and combine information using specialist software** | 1.1 | Input relevant information accurately into existing templates and/or files so that it is ready for processing | *Types of information: Information will vary according to the software for example, text, numbers, photos, scanned images, graphic elements, digital recorded sound, graphs, charts, tables**Inputting information: Inputting tools and techniques will vary according to the technology being used: for example, interface devices (eg keyboard, mouse, stylus, touch screen), microphone (eg headset, built-in), camera (eg web cam, video camera, mobile phone camera)* |  |
| 1.2 | Organise and combine information of different forms or from different sources | *Combining information techniques: Insert, size, position, wrap, order, group* |  |
| 1.3 | Follow local and/or legal guidelines for the storage and use of data where available | *Guidelines for the storage and use of data: Set by employer or organisation. Policies relating to security, backup and data protection; guidelines for data format; compliance, audit and reporting requirements. File management will vary according to the application* |  |
| 1.4 | Respond appropriately to data entry error messages |  |  |
| **2 Use tools and techniques to edit, process, format and present information** | 2.1 | Use appropriate tools and techniques to edit, process and format information | *Editing, analysis and formatting techniques: Techniques will vary according to the software and task, for example:**Editing – select, insert, delete, cut, copy, paste, drag and drop, find, replace, page layout, labelling, alignment, orientation, colour, resolution, size, pitch**Process – sort, pre-set queries, simple operator formulas, charts and graphs**Formatting – characters, lines, paragraphs, pages, file type* |  |
| 2.2 | Check information meets needs, using IT tools and making corrections as appropriate | *Check bespoke information: Checks will vary according to the type of information and software, but could include: spell check, grammar check, accuracy of figures, labelling and size of images, volume of sound* |  |
| 2.3 | Use appropriate presentation methods and accepted layouts | *Presentation methods: Methods will vary according to the software and task, for example, on screen display, publishing on a web site, hard copy print out, digital file; organisational house style, branding* |  |

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| **Assessment Report** |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) |
| **Internal Verifier actions / comments / feedback**  |
| **Assessor signature:**  |  | **Assessment date:** |  | **Reason for IV:****New Assessor** [ ] **Random Sample** [ ] **New Unit/Qualification**  [ ] **Other**  [ ]  |
| **IV signature:** |  | **IV date:** |  |