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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 20** | | | **Unit Number: R/502/4399** | |
| **QCF Credit Value: 3** | | | **Learning Outcomes (Number): 3** | |
| **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 Material 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 | | |

| **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** |
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| **1 Input and combine information using specialist applications** | 1.1 | Input relevant information accurately 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 | Select and use appropriate techniques to link and combine information of different forms or from different sources within the software | *Combining information techniques: Insert, size, position, wrap, order, group, import data, links and references to external data* |  |
| 1.3 | Respond appropriately to data entry error messages |  |  |
| **2 Use appropriate structures to organise and retrieve information efficiently** | 2.1 | Describe what functions to apply to structure and layout information effectively |  |  |
| 2.2 | Select and use appropriate structures and/or layouts to organise information | *Structures and layouts: Apply and change existing templates, set up templates for inputting or retrieving information, apply or change existing styles* |  |
| 2.3 | Apply local and/or legal guidelines and conventions 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* |  |
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| **3 Use the functions of the software effectively to process and present information** | 3.1 | Select and 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*  *Analysis – design queries, mathematical, logical or statistical functions*  *Formatting – characters, lines, paragraphs, pages, file type* |  |
| 3.2 | Check information meets needs, using IT tools and making corrections as necessary | *Check 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, quality of images and sound, that line, paragraph and page breaks fall appropriately, formatting is consistent, the use of headings and subheadings aid clarity, the placing of images or sound clips* |  |
| 3.3 | Select and use appropriate methods to present information | *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:** |  |