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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: A/502/4395** | |
| **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 | | |

| **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, organise and combine information using bespoke software** | 1.1 | Input relevant information accurately into existing templates and/or files so that it is ready for processing | *Types of bespoke 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:** |  |