|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 20** | | | **Unit Number: L/502/4384** | |
| **QCF Credit Value: 3** | | | **Learning Outcomes (Number): 4** | |
| **Examples of Context:**   * Producing a letter, making a slide for a presentation, recording spending, drawing boxes and arrows to highlight information. | | | **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** |
| --- | --- | --- | --- | --- |
| **1 Select and use software applications to meet needs and solve problems** | 1.1 | Identify different software applications and give examples of their use |  |  |
| 1.2 | Select and use appropriate software applications to develop, produce and present different types of information to meet needs and solve problems | *Software applications: Types: word processing, spreadsheet, graphics, Internet browser, e-mail, audio and video software*  *Use: open and close applications; switch between applications* |  |
| 1.3 | Identify what types of information are needed | *Types of information: Text, numbers, images, graphics, sound, data records* |  |
| **2 Enter, develop and format different types of information to suit its meaning and purpose** | 2.1 | Enter, organise and format different types of information to meet needs | *Organise information: Headings, lists, tables, use of templates, sort, charts and graphs, records, simple calculations*  *Format information: Formatting techniques appropriate to the type of information, for example:*  *Text – bullets, numbering, alignment, tabs, line spacing, colour, font, style, size, simple tables*  *Numbers – currency, percentages, number of decimal places*  *Images – size, position* |  |
| 2.2 | Apply editing techniques to refine information as required | *Editing techniques: Editing techniques appropriate to the type of information, for example: select, copy, cut, paste, undo, redo, drag and drop, find, replace, insert, delete, size, crop, position* |  |
| 2.3 | Combine information of different forms or from different sources to meet needs | *Combine information: Combine images with text (eg photo with caption); presentation with audio and/or video; numbers with charts and graphs* |  |
| 2.4 | Select and use appropriate page layout to present information effectively | *Page layout: Size, orientation, margins, page breaks, page numbers, headers, footers, date and time* |  |
| **3 Present information in ways that are fit for purpose and audience** | 3.1 | Work accurately and proof-read, using software facilities where appropriate for the task | *Work accurately and proof-read: Ensure meaning is clear, seek views of others, check spelling, check calculations, ensure consistent layout, print preview* |  |
| 3.2 | Produce information that is fit for purpose and audience using commonly accepted layouts as appropriate | *Information fit for purpose: Letter, memo, report, newsletter, poster, information sheet, webpage, multi-media presentation, budget, invoice, stock list* |  |
| **4 Make effective use of IT tools and facilities to present information** | 4.1 | Review and modify work as it progresses to ensure the result is fit for purpose and audience | *Review and modify work: Evaluate the quality of the information used, produce drafts, review against initial plans, check with intended audience* |  |
| 4.2 | Review the effectiveness of the IT tools selected to meet presentation needs | *IT tools selection: Time taken, convenience, cost, quality, accuracy* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:** |  |