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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/502/4385** |
| **QCF Credit Value: 3** | **Learning Outcomes (Number): 4** |
| **Examples of Context:*** Producing a business letter, creating a presentation with a sound track, working out a monthly budget and tracking spending against it, editing and searching customer records, editing a photo for a brochure or developing a multiple page website.
 | **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** |
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| **1 Select and use appropriate software applications to meet needs and solve problems** | 1.1 | Describe what types of information are needed | *Types of information: Text, numbers, images, graphics, sound, data records* |  |
| 1.2 | Select and use 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 Open and close applications, switch between applications* |  |
| **2 Enter, develop, combine and format different types of information to suit its meaning and purpose** | 2.1 | Enter, organise, refine and format different types of information, applying editing techniques to meet needs | *Organise information: Headings, lists, tables, use of templates, sort, charts and graphs, records, simple calculations, structure of information, document layout**Format information: Formatting techniques appropriate to the type of information, for example:**Text – bullets, numbering, alignment, tabs, line spacing, colour, font, style, size**Numbers – currency, percentages, number of decimal places, date, time, text wrap, row height, column width, gridlines, merged cells, cell borders**Images – size, position**Tables – horizontal and vertical text alignment, merge and split cells, gridlines, borders, shading* |  |
| 2.2 | Use appropriate techniques to combine image and text components | *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, change templates**Combine text and images: Insert, size, position, captions, text alignment, text wrap, use of text boxes, behind, in front, grouping* |  |
| 2.3 | Combine information of different forms or from different sources | *Combine information: Combine images with text (eg photo with caption); presentation with audio and/or video; numbers with charts and graphs; text alignment, captions, text wrap; behind, in front, grouping* |  |
| 2.4 | Select and use appropriate page layout to present information effectively | *Page layout: Size, orientation, margins, portrait, landscape, page breaks, page numbers, date and time, columns, header, footer, adjust page set up for printing* |  |
| **3 Present information in ways that are fit for purpose and audience** | 3.1 | Work accurately and proof-read, using software facilities where appropriate | *Work accurately and proof-read: Ensure meaning is clear, seek views of others, check spelling, check calculations, ensure consistent layout, print preview* |  |
| 3.2 | Identify inconsistencies or quality issues with the presentation of information | *Quality issues: Formatting, page layout, structure, clarity, accuracy* |  |
| 3.3 | Produce information that is fit for purpose and audience using accepted layouts and conventions as appropriate | *Information fit for purpose: Letter, memo, report, newsletter, poster, information sheet, webpage, multi-media presentation, budget, invoice, stock list, multi-page brochure, multi-entry catalogue* |  |
| **4 Evaluate the selection and 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 and to inform future judgements | *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 needs in order to improve future work | *IT tools selection: Time taken, convenience, cost, quality, accuracy, range of facilities, versatility, transferability of information into other formats, speed of Internet connection, time constraints of downloading large files* |  |

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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:** |  |