

SFJ CO7 – SQA Unit Code H55X 04

Specialist or bespoke software



Overview

What is the unit about?

This unit is about using specialist software in a fire and rescue context.

Who is the unit for?

The unit is recommended for control room staff who make more complex use of information technology applications.

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Performance criteria

You must be able to:

- P1 use appropriate techniques to handle, organise and save files
- P2 link information with the same kind of software
- P3 add information from one type of software to information produced using different software, such as a spreadsheet graph to a word processing document, text to an image file, picture to a presentation, or simple information from a database on to a website
- P4 carry out more complex tasks using appropriate tools and techniques for entering, editing and processing information
- P5 use appropriate techniques to check more complex information

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Knowledge and understanding

You need to know and understand:

- K1 why and how using the software was an appropriate way of carrying out the task
- K2 what most tools and functions of the software applications can be used for
- K3 how to select and use appropriate tools and functions for more complex tasks

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Additional Information

Links to other NOS

This unit is based on the E-Skills Area of Competence Specialist or Bespoke Software where it appears as SBS2.

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Developed by Skills for Justice

Version number 1

Date approved January 2008

Indicative review date January 2013

Validity Current

Status Tailored

Originating organisation e-skills

Original URN SBS2

Relevant occupations Public Services; Protective Service Occupations; Public Service and Other Associate Professionals;

Suite Fire Rescue Sector Control Operations 2007;

Key words IT, information technology, equipment
