Higher National Unit specification: general information

Unit title: Working in IT

Unit code: H185 35

Superclass:	CC
Publication date:	March 2012
Source:	Scottish Qualifications Authority
Version:	01

Unit purpose

This Unit is designed to provide candidates with the opportunity to gain credit for working in an IT role (related to their Group Award) within an organisation. The candidate may be engaged in regular employment or for a placement period within an organisation carrying out an IT role. Candidates will gain knowledge and understanding of the responsibilities and duties of a professional role within a contemporary IT functional area whilst gaining insight into the need for employee contribution to organisational goals. Candidates should be able to demonstrate a contribution to the organisation through work activities related to organisational goals.

On completion of the Unit the candidate should be able to:

1   Evaluate Personal Strategy For IT Role Seeking.
2   Perform IT Professional Role Activities.
3   Reflect on Personal Performance in the context of host organisation.

Recommended prior knowledge and skills

While entry is at the discretion of the centre, learners would normally be expected to have achieved the Core Skill of Communication at SCQF level 5 or equivalent.

Credit points and level

2 Higher National Unit credits at SCQF level 8: (16 SCQF credit points at SCQF level 8*)

SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.

General information (cont)

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes. Candidates may find this Unit useful to get prepared for advancement to the next stage in their career, for progression to employment or further study.

The most appropriate approach to delivery is to make use of an online portfolio environment and to integrate this Unit with a Unit that requires the candidate to make use of current Word Wide Web tools.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Please refer to *Knowledge and/or Skills for each Outcome* and *Evidence Requirements for the Unit* after the Outcomes.

Outcome 1

Evaluate Personal Strategy For IT Role Seeking.

Knowledge and/or Skills

♦ Personal Profile
♦ IT Functions
♦ Company Profiles
♦ Targeting Strategy

Outcome 2

Perform IT Professional Role Activities.

Knowledge and/or Skills

♦ Goal Setting
♦ Goal Achievement
♦ Effective Performance Of Regular Work Activities
♦ Effective Performance Of Ad Hoc Work Activities
♦ Effective Communication with line manager
♦ Effective Communication with Unit Supervisor
♦ Measurement of impact on organisation

Outcome 3

Reflect on Personal Performance in the context of host organisation.

Knowledge and/or Skills

♦ Learning/Development Achievements
♦ Action Plan
   — Educational
   — Career Development
♦ Professional Contribution To Host Organisation

Higher National Unit specification: statement of standards (cont)

Unit title: Working in IT

Evidence Requirements for the Unit

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can develop and maintain an e-portfolio which includes the Knowledge and/or Skills for **all** Outcomes in the Unit. Knowledge and skills should be evidenced by use of audio/video/ text items which are integrated to produce an overall view of the candidates work in an IT role within an organisation. The e-portfolio development should build during the designated period of work and development by candidates will naturally follow an iterative set of activities. E-portfolio content will be evaluated by use of an appropriately designed rubric. The evidence will be produced by candidates over a designated period of work or placement during which the duties of an IT professional role are fulfilled.

Outcome 1 evidence will be based on either the strategies used to find the placement role or to seek future promotion/IT job roles. Outcome 2 and 3 evidence will be gathered concurrently and there will be regular self-reflection and review of the content and navigation of the e-portfolio. All assets within the e-portfolio should be linked together using a logical structure which can be followed easily be the assessor for the Unit. Assets which relate to evidence of demonstrated knowledge and skills may also take the form of witness statements by the candidate's organisational supervisor/line manager.

Higher National Unit specification: support notes

Unit title: Working in IT

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

Guidance on the content and context for this Unit

Evidence Requirements for **all** Outcomes within the Unit are assessed holistically and should include at least one instance of every item included in the Knowledge and/or Skills for Outcomes 1, 2 and 3. Discussion with tutor and other candidates enrolled on this Unit should be scheduled on a regular basis either through an online chat facility or online conferencing to encourage reflective practices by candidates in the creation and review of assets within the portfolio. Gathering of evidence in a range of formats should be encouraged as should the sharing of e-portfolio with other candidates undertaking the Unit (this should be carried out from approximately half way through the period of work/work placement).

Outcome 2

This Outcome covers the day to day and ad hoc activities which may be undertaken by candidates in the work environment, the candidate's interaction with the host organisational structure, and contribution to selected aims and objectives within the context of the organisation.

Outcome 3

This Outcome is designed to enable candidates to reflect on their actions and performance against the host organisations requirements.

This Outcome encourages candidates to develop their skills in self-reflection including the ability to identify their own strengths and weaknesses in relation to future personal and career development potential. The evaluation of opportunities and threats by candidates will contribute to the formulation of a personal action plan. The portfolio evidence produced by candidates can successfully be used to demonstrate their level of professional expertise within a range of IT skills and competencies to contribute to either future personal development or during prospective employer's recruitment procedures.

Higher National Unit specification: support notes (cont)

Unit title: Working in IT

Guidance on the delivery of this Unit

This Unit is optional in HNC Computing, HND Computing, HND Computing: Technical Support, HND Computing: Networking and HND Computing: Software Development Group Awards and is designed to prepare candidates for employment in an IT/computing job role by affording experience of real life job activities, requirements and responsibilities. Where the Unit is being delivered to HND Group Award candidates it is expected that it will be scheduled either between the first and the second year of full-time study or over a period of time within the second year of full-time study. Prior approval of work roles or work placement activities in relation to Unit requirements is essential for this Unit.

Delivery of the Unit should include candidate tutor input on criterion to be used for evaluation of suitability of work roles or work placement. Throughout the timing of the Unit there should be appropriate input from the tutor (in the form of online discussions, individual tutorials, learning resources and lectures) to constructively guide candidates in production of suitable evidence/assets to be included in the e-portfolio for assessment purposes. In addition there should be regular online discussions initiated by tutor and monitored to ensure student engagement in activities. Consideration should also be given to the use of a wiki or similar to enable candidate sharing of knowledge, research and personal illustrations of the Knowledge and/or Skills for each Outcome. Candidate contributions to a wiki or maybe in any digital format including/but not restricted to podcast or video. Where possible during the delivery links should be drawn with other relevant areas of the course. The undertaking of this Unit by candidates should promote candidate independent study and an understanding of the individual as part of an organisation.

In delivering the Unit consideration should be given to the use of technology enhanced learning methods to improve candidate engagement.

Guidance on the assessment of this Unit

Assessment Guidelines — Outcomes 1–3

Outcomes 1, 2 and 3 are assessed by evaluation (using an appropriately designed rubric) of an e-portfolio produced by the candidate which should include all the Evidence Requirements for the Unit encompassing all Knowledge and/or Skills range for Outcomes 1–3.

Candidates should complete the assessment requirements throughout the duration of the Unit after a short period of input from the Unit tutor/assessor which should include issue of the rubric to be used for portfolio evaluation.

Online and Distance Learning

This Unit could be delivered by distance or online learning. It should be noted that this type of delivery may require addition scheduling and planning by the centre to ensure authenticity of evidence produced by candidates

Higher National Unit specification: support notes (cont)

Unit title: Working in IT

Opportunities for developing Core Skills

In this Unit candidates will naturally use and develop aspects of the Core Skill of *Communication* at SCQF level 6 as they work through the assessment requirements it may be possible for candidates to use and develop aspects of the Core Skill of *Numeracy* at SCQF level 6 dependent on work/ work placement activities and evidence.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**

History of changes to Unit

Version	Description of change	Date

General information for candidates

Unit title: Working in IT

This Unit is designed to allow you to have the opportunity to gain credit for working in an IT job within a business organisation IT/Computing function/ functional area. You may be working in regular employment or for a placement period in a suitable IT role (assessors should pre-approve the nature of the job role to be carried out for completion of this Unit).

This Unit consists of three Outcomes which inter-relate to one another to enable you to develop the knowledge and skills required to carry out practical work activities within a business environment. In addition the completion of the Unit will enable you develop your skills in self-reflection on your performance to allow you to develop an action plan for your own future professional/career development.

The knowledge gained through the carrying out of a period of work in an IT role will allow you to build a portfolio which will not only be used for assessment purposes for the Unit but to demonstrate your knowledge, expertise and practical abilities to potential future employers.

Successful completion of the Unit will be achieved by submission of an e-portfolio which meets the criterion set out in an evaluation rubric which will be given to you in the early stages of the Unit scheduling to help you design your portfolio.