IT Solutions for Administrators (Higher) Unit

SCQF: level 6 (6 SCQF credit points)

Unit code: H1YW 76

Unit outline

The general aim of this Unit is to develop learners' skills in IT, some of them complex, and in organising and managing information in administration-related contexts. The Unit will also enable learners to extend their problem solving skills through having to provide solutions asked for in a given brief. Learners will select appropriate IT applications covering word processing, spreadsheets and databases, or emerging equivalent technologies, and will use them to analyse, process and manage complex information in the context of creating and editing business documents.

Learners who complete this Unit will be able to:

1   Use complex functions of a spreadsheet to provide solutions asked for in a task
2   Use complex functions of a database to provide solutions asked for in a task
3   Use complex functions of word processing to provide solutions asked for in a task

This Unit is a mandatory Unit of the Higher Administration and IT Course and is also available as a free-standing Unit. The Unit Specification should be read in conjunction with the *Unit Support Notes,* which provide advice and guidance on delivery, assessment approaches and development of skills for learning, skills for life and skills for work. Exemplification of the standards in this Unit is given in *Unit Assessment Support.*

The *Course Assessment Specification* for the Higher Administration and IT Course gives further mandatory information on Course coverage for learners taking this Unit as part of the Higher Administration and IT Course.

Recommended entry

Entry to this Unit is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience:

♦ National 5 Administration and IT Course or relevant component Units

Equality and inclusion

This Unit Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information, please refer to the *Unit Support Notes.*

Standards

Outcomes and assessment standards

Outcome 1

The learner will:

1   Use complex functions of a spreadsheet to provide solutions asked for in a task by:

1.1   Completing a workbook, using complex functions and formulae
1.2   Manipulating a workbook to aid analysis

Outcome 2

The learner will:

2   Use complex functions of a database to provide solutions asked for in a task by:

2.1   Creating relationships between tables
2.2   Manipulating the database using advanced functions
2.3   Creating a report

Outcome 3

The learner will:

3   Use complex functions of word processing to provide solutions asked for in a task by:

3.1   Editing large business documents by using advanced functions
3.2   Importing and editing data from a spreadsheet or database into business documents by using advanced functions
3.3   Merging appropriate data from a spreadsheet or database into a business document

Evidence Requirements for the Unit

Assessors should use their professional judgement, subject knowledge and experience, and understanding of their learners, to determine the most appropriate ways to generate evidence and the conditions and contexts in which they are used.

The evidence for all three Outcomes in this Unit will be generated through practical IT-based activities and may be generated either separately or through a range of activities assessed holistically. If the latter approach is used, it must be clear how the evidence covers each Outcome.

Exemplification of assessment is provided in *Unit Assessment Support*.
Advice and guidance on possible approaches to assessment is provided in the *Unit Support Notes.*

Development of skills for learning, skills for life and skills for work

It is expected that learners will develop broad, generic skills through this Unit. The skills that learners will be expected to improve on and develop through the Unit are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Unit where there are appropriate opportunities.

2   Numeracy

2.3   Information handling

4   Employability, enterprise and citizenship

4.1   Employability
4.2   Information and communication technology (ICT)

5   Thinking skills

5.2   Understanding
5.3   Applying

Amplification of these is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work.* The level of these skills should be at the same SCQF level of the Unit and be consistent with the SCQF level descriptor. Further information on building in skills for learning, skills for life and skills for work is given in the *Unit Support Notes.*

Administrative information

Published: April 2014 (version 1.1)

Superclass: AY

History of changes to National Unit Specification

Version	Description of change	Authorised by	Date
1.1	The words 'different types' removed from AS 2.1. The word 'searching' changed to 'manipulating' in AS 2.2. The word 'and' changed to 'or' in AS 3.2 and AS 3.3 to reduce the evidence required.	Qualifications Development Manager	April 2014