

National Unit Specification: general information

UNIT Basic Information and Communication Technology (ICT)
Skills (Intermediate 1)

CODE DW7H 10

COURSE

SUMMARY

This Unit is designed to enable candidates to use Information and Communication Technology (ICT) to locate, process and communicate information. This Unit is suitable for candidates who wish to obtain a basic knowledge of ICT.

OUTCOMES

- 1 Use ICT to locate and evaluate information.
- 2 Use ICT to process information.
- 3 Use ICT to communicate information.

RECOMMENDED ENTRY

Entry is at the discretion of the centre. No previous knowledge or experience of computers or the Internet is required.

CREDIT VALUE

1 credit at Intermediate 1 (6 SCQF points at SCQF level 4*)

**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.*

Administrative Information

Superclass: CY

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National Unit Specification: general information (cont)

UNIT Basic Information and Communication Technology (ICT) Skills
(Intermediate 1)

CORE SKILLS

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill IT @ SCQF level 4

National Unit Specification: statement of standards

UNIT Basic Information and Communication Technology (ICT) Skills (Intermediate 1)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Use ICT to locate and evaluate information

Performance Criteria

- (a) Describe on-line sources of information correctly.
- (b) Obtain information from on-line sources effectively.
- (c) Evaluate information obtained from on-line sources for reliability, accuracy and currency.

OUTCOME 2

Use ICT to process information

Performance Criteria

- (a) Process textual information correctly.
- (b) Process numerical information correctly.

OUTCOME 3

Use ICT to communicate information

Performance Criteria

- (a) Describe on-line methods for communicating information correctly.
- (b) Use on-line methods for communicating information effectively.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Outcome 1

PC (a)

Performance evidence that the candidate can describe on-line sources of information correctly to the standard defined by performance criterion (a). This will be in the form of brief descriptions of at least three online sources of information, selected from the following: World Wide Web, blogs, newsfeeds, music download services, podcasts.

National Unit Specification: statement of standards

UNIT **Basic Information and Communication Technology (ICT) Skills (Intermediate 1)**

PC (b)

Performance evidence that the candidate obtain information from on-line sources effectively to the standard defined by performance criterion (b). This will be in the form of electronic copies of at least three items of information obtained from different types of sources.

PC (c)

Performance evidence that the candidate can evaluate information obtained from on-line sources for reliability to the standard defined by performance criterion (c). This will be in the form of brief written evaluations of at least two items of information obtained from different sources.

Outcome 2

Performance evidence that the candidate can use ICT to process information correctly. This will be in the form of electronic copies of the unprocessed and processed versions of at least three items of information of different types for each pc. Multimedia information must include audio files, video files and digital photographs.

Outcome 3

PC (a)

Performance evidence that the candidate can describe on-line methods of communicating information correctly. This will be in the form of brief descriptions of at least three on-line methods of communicating information selected from: email, chat, instant messaging, blogs, VOIP, newsgroups, podcasts and on-line photo albums.

PC (b)

Performance evidence that the candidate can use on-line methods for communicating information effectively. This will be in the form of electronic copies of at least three items of information which have been successfully communicated using at least three different methods of communication.

National Unit Specification: support notes

UNIT Basic Information and Communication Technology (ICT) Skills (Intermediate 1)

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 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is designed to enable candidates to use Information and Communication Technology (ICT) to locate, process and communicate information. Throughout the Unit, emphasis should be placed on the use of ICT to carry out these tasks, rather than the ICT applications as an end in their own right. Candidates should be encouraged to think of ICT as a set of tools for handling information, and to think critically about any information located on-line.

Information should be thought of in the widest sense as any kind of digital content, including audio, video and graphics, as well as text and numbers.

Outcome 1

Performance criterion (a) relates to correctly describing on-line sources of information. Candidates should be able to give brief descriptions of on-line sources of information such as the World Wide Web, weblogs, newsfeeds, music download services and podcasts. Coverage of music download services should be related to legal services – there are a number of free music download services available and clips of songs can be downloaded from major on-line retailers.

Performance criterion (b) relates to obtaining information effectively from on-line sources. Sources should include those described in the previous section. Centres should make an effort to have candidates use some of the less familiar sources rather than concentrating on the World Wide Web. For example, there is software available for free download that provides a simple and effective means of accessing podcasts.

Performance criterion (c) relates to evaluating information obtained from on-line sources in line with specified criteria. Candidates should be encouraged to evaluate information obtained from on-line sources critically in terms of its reliability, accuracy and currency.

Reliability can be assessed by considering the expertise and reputation of those connected with the information source and looking for evidence of lack of bias and evidence of equal emphasis on all aspects of the search topic

Accuracy can best be assessed by cross-checking information across more than one reliable source.

It is very easy for on-line sources to become outdated due to infrequent updating. Currency can be assessed by means of any explicit “Last Update” dates within a source, but also by means of implicit information, such as dates of publications referred to, or dates given in events lists etc.

National Unit Specification: support notes (cont)

UNIT **Basic Information and Communication Technology (ICT) Skills (Intermediate 1)**

Outcome 2

Outcome 2 relates to using ICT to process information. Again, information should be thought of in the widest sense as any kind of digital content, including audio, video and graphics as well as text and numbers.

Performance criterion (a) relates to processing textual information correctly. This does not necessarily mean using a word processing program — text processing could equally well take place in the context of writing weblog entries or e-mails. Whatever text processing facilities are used, candidates should be encouraged to make use of additional features such as spell-checking and text formatting.

Performance criterion (b) relates to processing numerical information correctly. Again, this does not necessarily mean using a spreadsheet. There are numerous on-line numerical processing facilities available, including currency conversion sites, imperial/metric conversions, mileage and cost calculators on route planning sites etc.

Performance criterion (c) relates to processing multimedia files correctly. These could include audio files, video files and digital photographs. Audio processing might include conversion between differing file formats, eg: .wav to .mp3, changing the speed or pitch of an audio file or removing vocals to create a karaoke backing track. As always, close attention should be paid to the legal use of audio tracks. Video processing might include editing several short video clips and merging these into a single file. This need not involve the use of expensive equipment – many ordinary digital cameras have the facility to shoot short video clips. Digital photo processing might include cropping, zooming, red-eye reduction and the application of digital effects or filters.

Outcome 3

Outcome 3 is about using ICT to communicate information.

Performance criterion (a) relates to correctly describing on-line methods for communicating information. These methods might include e-mail, chat, instant messaging, blogs, VOIP, newsgroups, podcasts or on-line photo albums. Centres are encouraged to allow candidates to experiment with some of the more unusual methods rather than sticking to the more conventional ones.

Performance criterion (b) relates to using on-line methods for communicating information effectively. The methods used should be selected from those described above.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

A practical, hands-on approach to learning should be adopted. The emphasis should be on learning-by-doing. Terminology and underpinning knowledge should be introduced in a practical context.

The actual distribution of time between outcomes is at the discretion of the centre. However, the following distribution is suggested:

National Unit Specification: support notes (cont)

UNIT **Basic Information and Communication Technology (ICT) Skills (Intermediate 1)**

Outcome 1: 15 hours
Outcome 2: 15 hours
Outcome 3: 10 hours

Throughout this Unit, candidate activities should relate to their personal or vocational interests. For example candidates locate, process and communicate information relating to their academic work, hobbies and pastimes, recreational and entertainment preferences or other topics that can genuinely stimulate their interest.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Evidence of practical competence should be stored in a portfolio. At the completion of this Unit the portfolio should contain a range of evidence, drawn from the evidence requirements for each outcome.

Candidate evidence could be stored and submitted in an electronic portfolio (e-portfolio).

Opportunities exist for integration between teaching and assessment, for example the process of setting up a smartgroup to use as a repository for an electronic portfolio could in itself be a source of assessment evidence.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: (www.sqa.org.uk).