

Draft National Unit Specification



Unit title: Business in Practice: Using ICT in Business (Access 2)

SCQF: level 2 (6 SCQF credit points)

Unit code: to be advised

Unit outline

The general aim of this Unit is to enable learners to develop basic skills required to use software and ICT (communications technology) to support a business enterprise. Examples of software are likely to include the use of word processing, presentation and spreadsheet packages. ICT skills are likely to include the use of e-mail and internet searching.

Learners who complete this Unit will be able to:

- 1 Use software to support a business enterprise
- 2 Use ICT (communications technology) to research and communicate information to support a business enterprise

This Unit is a mandatory Unit of the Access 2 Business in Practice 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 the *National Assessment Resource*.

Recommended entry

Entry to this Unit is at the discretion of the centre. In terms of prior learning and experience, relevant experiences and outcomes may also provide an appropriate basis for doing this Unit. Further information on relevant experiences and outcomes will be given in the *Unit Support Notes*.

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 software to support a business enterprise by:

- 1.1 Selecting appropriate software to support a business enterprise
- 1.2 Inputting, editing, saving and printing data, using the software selected

Outcome 2

The learner will:

2 Use ICT (communications technology) to research and communicate information to support a business enterprise by:

- 2.1 Choosing a suitable communications technology
- 2.2 Using this technology to research information
- 2.3 Using this technology to communicate simple information

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.

It is expected that learners will receive support throughout the delivery of this Unit.

In this Unit, Evidence Requirements are as follows.

Evidence for Outcome 1 should demonstrate that the learner has chosen appropriate software in order to input, edit, save and print out data to support a small business enterprise. Evidence can be in the form of logs, checklists, printed evidence or their equivalent.

Evidence for Outcome 2 should demonstrate that the learner has chosen and used a suitable communications technology (internet, e-mail, etc) in order to support a small business enterprise. Evidence can be in the form of logs, checklists, printed evidence or their equivalent.

Exemplification of assessment will be provided in the *National Assessment Resource*. 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.

1 Literacy

- 1.1 Reading
- 1.3 Listening and talking

4 Employability, enterprise and citizenship

- 4.2 Information and communications technology (ICT)

5 Thinking skills

- 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



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Superclass: to be advised

History of changes

Version	Description of change	Authorised by	Date

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Note: readers are advised to check SQA's website: **www.sqa.org.uk** to ensure they are using the most up-to-date version of the Unit Specification.