

Draft National Unit Specification



Unit title: Communications Applications (Access 2)

SCQF: level 2 (6 SCQF credit points)

Unit code: to be advised

Unit outline

The general aim of this Unit is to allow the learner to become familiar with the use of a range of applications for personal interaction and communication with others (which can include gaming, the use of texting, or social networking). The Unit will also provide opportunities for collaborative working.

Learners who complete this Unit will be able to:

- 1 Use equipment for a given purpose correctly and safely
- 2 Carry out simple operations to personally interact with others, using a range of applications

This Unit is an optional Unit of the Access 2 Information and Communications Technology 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 equipment for a given purpose correctly and safely by:

- 1.1 Choosing an appropriate piece of equipment for a given activity
- 1.2 Following health and safety requirements when using equipment
- 1.3 Following simple rules for personal safety when using equipment

Outcome 2

The learner will:

2 Carry out simple operations to personally interact with others, using a range of applications, by:

- 2.1 Following correct procedures to open the applications
- 2.2 Participating with others in directed activities using the applications
- 2.3 Following correct procedures to close the applications

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.

In this Unit, Evidence Requirements are as follows.

Evidence may be presented for individual Outcomes or it may be gathered for the Unit as a whole through integrating assessment holistically in one single activity. If the latter approach is used, it must be clear how the evidence covers each Outcome.

Evidence for Outcomes 1 and 2 can take the form of a completed log, checklists, observations, photographs, video or equivalent.

For Outcome 2, evidence should show that the learner has participated in sustained and directed activities and completed all of the tasks for at least two applications. The range of applications could include gaming (including the communication facility within games), the use of texting, or social networking.

Evidence for health and safety and personal safety requirements could be provided in the form of a completed log, checklist, observation, photographs, video or 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.

4 Employability, enterprise and citizenship

4.2 Information and communication technology

5 Thinking skills

5.1 Remembering

5.3 Applying

5.5 Creating

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: December 2011 (draft version 1.0)

Superclass: to be advised

History of changes

Version	Description of change	Authorised by	Date

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