

# Draft National Unit Specification



---

**Unit title:** ICT 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 develop skills in using a range of commonly available software applications. The learner will apply these skills to open, use and close the applications. The learner will also develop skills in using equipment and peripherals (such as keyboard, mouse, printer) that support the use of these applications, including selecting the appropriate equipment/peripherals to use for a given application.

Learners who complete this Unit will be able to:

- 1 Demonstrate an understanding of the relationship between applications, equipment and peripherals
- 2 Carry out simple operations across a range of applications

This Unit is a mandatory 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 Demonstrate an understanding of the relationship between applications, equipment and peripherals by:**

- 1.1 Identifying a range of equipment and peripherals
- 1.2 Choosing appropriate equipment/peripherals for given applications
- 1.3 Following health and safety requirements when using equipment/peripherals
- 1.4 Following hygiene guidelines when using equipment/peripherals

### Outcome 2

The learner will:

**2 Carry out simple operations across a range of applications by:**

- 2.1 Following correct procedures to open the applications
- 2.2 Demonstrating basic skills in using the main functions of the applications
- 2.3 Using save and print functions of the applications
- 2.4 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 should show that the learner has completed the tasks, and can be provided by using a completed log, checklist, observation, photographs, video or equivalent.

For Outcome 1, evidence is required of the learner's sustained activity in respect of following health and safety and hygiene requirements for at least two applications.

For Outcome 2, evidence should show that the learner has completed the tasks for at least two applications.

The range of applications could include word processing, spreadsheets, simple databases, the drawing element of a graphics package, or presentation software.

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

© Scottish Qualifications Authority 2011

This specification may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged. Additional copies of this Unit can be downloaded from SQA's website at [www.sqa.org.uk](http://www.sqa.org.uk).

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