

# Draft National Unit Specification



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**Unit title:** Information Solutions (Access 3)

**SCQF:** level 3 (9 SCQF credit points)

**Unit code:** to be advised

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## Unit outline

In this Unit, the learner will develop basic knowledge, understanding and practical problem solving skills in a range of applications. Learners will develop their practical skills by using appropriate applications to create, share and locate information. Learners will also show they have an understanding of some of the key features of a range of applications.

Learners who complete this Unit will be able to:

- 1 Develop simple information solutions using appropriate applications
- 2 Identify some of the key features of applications

This Unit is a mandatory Unit of the Access 3 Computing and Information Science 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. 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:

- ◆ Access 2 Information and Communications Technology or relevant component Units

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 Develop simple information solutions using appropriate applications by:**

- 1.1 Creating a structure to store information
- 1.2 Populating the structure with information
- 1.3 Sharing location of information via digital communications technology with others
- 1.4 Locating specific information using simple searching
- 1.5 Identifying and rectifying simple errors
- 1.6 Maintaining information by keeping it accurate and up-to-date

### Outcome 2

The learner will:

#### **2 Identify some of the key features of applications by:**

- 2.1 Listing basic objects and/or operations
- 2.2 Stating their purpose

## 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.

Evidence of the Assessment Standards for Outcome 1 may be derived from a variety of applications, including databases, web page creation software, blogs, wikis, or online documents, with only one product from one application being submitted for assessment. Evidence for Outcome 2 may be oral or written.

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

### **2 Numeracy**

2.1 Information handling

### **4 Employability, enterprise and citizenship**

4.2 Information and communication 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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**Published:** December 2011 (draft version 1.0)

**Superclass:** to be advised

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### 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](http://www.sqa.org.uk)** to ensure they are using the most up-to-date version of the Unit Specification.