

SVQ for IT Users (ITQ) — level 2 (SCQF level 5)

F9AF 04: IT Software Fundamentals 2

3 SCQF credit points at SCQF level 5

Description: This is the ability to decide which IT software application is appropriate to use to process different types of data, and to use a range of applications to produce and present information.

| Outcome | Skills and Techniques | Knowledge and Understanding |
|--|---|--|
| On completion of this Unit the candidate should be able to: | | |
| 1 Select and use appropriate software applications to meet needs and solve problems. | 1 Select and use software applications to develop, produce and present different types of information to meet needs and solve problems. | 1 Describe what types of information are needed. |
| 2 Enter, develop, combine and format different types of information to suit its meaning and purpose. | 1 Enter, organise , refine and format different types of information, applying editing techniques to meet needs. 2 Use appropriate techniques to combine image and text components. 3 Combine information of different forms or from different sources. 4 Select and use appropriate page layout to present information effectively. | |
| 3 Present information in ways that are fit for purpose and audience. | 1 Work accurately and proof-read , using software facilities where appropriate. 2 Produce information that is fit for purpose and audience using accepted layouts and conventions as appropriate. | 1 Identify inconsistencies or quality issues with the presentation of information. |
| 4 Evaluate the selection and use of IT tools and facilities to present information. | 1 Review and modify work as it progresses to ensure the result is fit for purpose and audience and to inform future judgements. | 1 the effectiveness of the IT tools selected to meet needs in order to improve future work. |

Note: The **emboldened** items are exemplified in the Support Notes.

Evidence Requirements

Completion of a portfolio (manual, electronic or combination) to cover all of the Skills and Techniques and Knowledge and Understanding points stated above. The evidence generated should adhere to the Assessment Strategy for this award and encompass a range of evidence types.

NB It is possible to achieve this Unit by Accreditation of Prior Achievement (APA), however, the relevant evidence must be referenced within the portfolio.

General information

This Unit equates to NOS (National Occupational Standards for IT Users 2009) code ISF: FS: IT Software Fundamentals level 2. It has a stated number of SCQF credit points = 3 at SCQF level 5.

Support Notes

Summary

A SCQF level 5 (ITQ level 2) user can select and use a wide range of intermediate audio or video software tools and techniques to record and edit audio or video sequences that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

An activity will typically be 'non-routine or unfamiliar' because:

- ◆ the task or context is likely to require some analysis, clarification or research (to separate the components and to identify what factors need to be considered, for example, time available, audience needs, accessibility of source, types of content, message and meaning) before an approach can be planned
- ◆ the user will take some responsibility for developing the input or output of information
- ◆ the techniques required will involve a number of steps and at times be non-routine or unfamiliar

Examples of context — producing a business letter, creating a presentation with a sound track, working out a monthly budget and tracking spending against it, editing and searching customer records, editing a photo for a brochure or developing a multiple page website.

Examples of content are given separately for highlighted text, where explanatory notes are required on terminology in the Outcomes, and do not form part of the standards. Such examples are not meant to form a prescriptive list for the purposes of assessment but rather to amplify and interpret the generic terms used in the Performance Criteria in the light of current usage of ICT systems and software. These examples are subject to change as new tools and techniques become commonplace and older ones drift out of use.

The examples given below are indicative of the learning content and are not intended to form a prescriptive list for the purpose of assessment.

Outcome 1

Software applications: Types: word processing, spreadsheet, graphics, internet browser, e-mail, audio and video software. Open and close applications, switch between applications.

Types of information: Text, numbers, images, graphics, sound, data records.

Outcome 2

Organise information: Headings, lists, tables, use of templates, sort, charts and graphs, records, simple calculations, *structure of information, document layout*.

Format information: Formatting techniques appropriate to the type of information, for example:

- ◆ Text: bullets, numbering, alignment, tabs, line spacing, colour, font, style, size.
- ◆ Numbers: currency, percentages, number of decimal places, date, time, text wrap, row height, column width, gridlines, merged cells, cell borders.
- ◆ Images: size, position.
- ◆ *Tables: horizontal and vertical text alignment, merge and split cells, gridlines, borders, shading.*

Editing techniques: Editing techniques appropriate to the type of information, for example: select, copy, cut, paste, undo, redo, drag and drop, find, replace, insert, delete, size, crop, position, *change templates*.

Combine text and images: Insert, size, position, captions, text alignment, text wrap, use of text boxes, behind, in front, grouping.

Combine information: Combine images with text (eg photo with caption); presentation with audio and/or video; numbers with charts and graphs; *text alignment, captions, text wrap; behind, in front, grouping*.

Page layout: Size, orientation, margins, portrait, landscape, page breaks, page numbers, date and time, *columns, header, footer, adjust page set up for printing*.

Outcome 3

Work accurately and proof-read: Ensure meaning is clear, seek views of others, check spelling, check calculations, ensure consistent layout, print preview.

Information fit for purpose: Letter, memo, report, newsletter, poster, information sheet, webpage, multi-media presentation, budget, invoice, stock list, *multi-page brochure, multi-entry catalogue*.

Quality issues: Formatting, page layout, structure, clarity, accuracy.

Outcome 4

IT tools selection: Time taken, convenience, cost, quality, accuracy, range of facilities, versatility, transferability of information into other formats, speed of internet connection, time constraints of downloading large files.

Review and modify work: Evaluate the quality of the information used, produce drafts, review against initial plans, check with intended audience.

Guidance on examples of evidence

Typical examples of evidence for Outcomes 1–4

Produce a business letter, create a presentation with a sound track, work out a monthly budget and tracking spending against it, edit and search customer records, edit a photo for a brochure or develop a multiple page website.

To assess competence in the Knowledge and Understanding sections for all of the Outcomes a knowledge test in the form of multiple-choice questions (say 16–20 questions) or candidate statement or expert witness testimonial statements or a semi structured interview could be employed. Either one or a combination of these methods would be appropriate. If oral questioning techniques are employed it is essential to keep a record of the questions asked together with a record in a suitable format of the candidate's responses to these for evidence purposes.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements