

## National Unit Specification: General Information

**UNIT** Information Technology (Access 2)

**NUMBER** D01D 08

### COURSE

### SUMMARY

This core skills unit develops basic skills in the use of a familiar IT system to perform simple processing of a limited range of data.

### OUTCOMES

- 1 Perform basic operations using an IT system.
- 2 Perform simple processes using an application package.
- 3 Extract and present information from an electronic source.

### RECOMMENDED ENTRY

Entry is at the discretion of the centre.

### CREDIT VALUE

1 Credit at Access 2.

### CORE SKILLS

Information on the automatic certification of core skills is published in *Automatic Certification of Core Skills in National Qualifications* (SQA, 1999).

The attainment of this unit will lead to the automatic award of:

- Information Technology at Access 2.

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## Administrative Information

**Superclass:** CD

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## **National unit specification: statement of standards**

**UNIT**            Information Technology (Access 2)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

### **OUTCOME 1**

Perform basic operations using an IT system.

#### **Performance Criteria**

- a) Operations are carried out with limited assistance.
- b) Display and selection from menus is accurate.
- c) Loading and saving of an existing file is efficient and effective.

#### **Evidence Requirements**

Performance evidence that the candidate can carry out the following basic operations: display menu; select from menu; load file; save file.

Candidates must use a basic user interface device (eg. keyboard, mouse or other appropriate device).

### **OUTCOME 2**

Perform simple processes using an application package.

#### **Performance Criteria**

- a) Processing of familiar data is carried out effectively.
- b) Processes are carried out with limited assistance.
- c) Data is output accurately in a given format.

#### **Evidence Requirements**

Performance evidence that the candidate can perform the following simple processes on familiar data: enter; edit; delete; output. At least one application package should be used.

### **OUTCOME 3**

Extract and present information from an electronic source.

#### **Performance Criteria**

- a) Data is correctly extracted using a single selection criterion.
- b) Information is presented effectively.

#### **Evidence Requirements**

Performance evidence that the candidate can extract and present simple, familiar data.

A paper or electronic copy of the presented information should be retained.

## **National unit specification: support notes**

**UNIT** Information Technology (Access 2)

This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

### **GUIDANCE ON CONTENT AND CONTEXT**

The content and context for this core skills unit should be appropriate to the personal and vocational needs of the candidate.

Core skills units are stated at five levels of attainment, with activities becoming progressively more demanding in breadth and depth, and in the extent of individual autonomy required. The appendix to this unit shows the relationship between the levels in Information Technology.

### **Outcome 1**

This outcome relates to the basic operation of an IT system. A typical IT system is a personal computer system which may be stand-alone or networked. Candidates are required to perform a limited number of basic operations. These are defined in the Evidence Requirements.

Teachers/lecturers should advise candidates on the correct handling and operation of one or more appropriate interface device. Only the basic use of each device is expected. So, for example, candidates might use a keyboard for simple text entry, a mouse for basic interactions with software and a monitor for output purposes. Devices used should be appropriate to the operation being performed and the candidate's individual needs.

Performance criterion (a) relates to basic operations. The range of operations is defined in the Evidence Requirements and includes displaying menus and loading files. Candidates at this level may require several attempts at carrying out these operations. Teachers/lecturers can provide candidates with limited assistance (performance criterion a). So, for example, it is acceptable to occasionally help candidates in their routine use of either keyboard or mouse. Candidates are not required to deal with non-standard conditions at this level. All that is required is simple display of a menu, basic selection of a menu option, and simple loading and saving of a standard file.

## **National unit specification: support notes (cont)**

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Candidates are required to use menu systems accurately (performance criterion b). This simply requires them to invoke and select from a menu system. Most contemporary operating systems and application packages incorporate menu systems (such as Windows start button or Word pull-down menus). The actual function used via the menus is not important; what is important is that the candidate can interact with a menu interface accurately.

Candidates are also required to load and save a file (performance criterion c). This can be done using any appropriate software package and any suitable storage device (such as hard disk, floppy disk or CD-ROM). For example, candidates could load a document into a word processing program or save their position within a computer game. Loading and saving should be efficient and effective. In this context, efficiency relates to the time taken to perform a load or save operation – candidates do not have to get it right first time every time but repeated attempts at loading and saving are not acceptable. Loading and saving are effective if the loaded program appears on screen and the saved program can be retrieved from backing storage.

### **Outcome 2**

This outcome relates to candidates' skills in performing simple processes using application software. Candidates are required to demonstrate basic skills in a single package. The defined processes are enter data, edit data and output data. The data used should be familiar to the candidate. The actual processes will vary from program to program. A wide range of software is appropriate to this outcome ranging from business software to leisure software. For example, in the context of a word processing program, entering data would involve typing text; editing would involve revising and removing text, and output would involve printing text. In the context of an Internet chat program, input would relate to the text that the candidate types; editing would involve changes to that text or removal of some of the text (backspace key), and output would involve sending the message to the chat window (i.e. pressing the enter key). The important point is that a wide range of software can be used to demonstrate these basic skills. Processes must be carried out effectively (performance criterion a) and with limited assistance (performance criterion b). So candidates are expected to succeed in carrying out each process without too much help from their teacher/lecturer. Occasional assistance is acceptable. Candidates are required to output the data in a given format. At this level, the given format should be very simple. For example, a word processing program might output text in a continuous format; a spreadsheet program might output text in a tabular format; a paint program would output data in a graphics format. The teacher/lecturer should supply the format for the candidate.

## **National unit specification: support notes (cont)**

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### **Outcome 3**

This outcome relates to candidates' ability to extract and present information. The source of the information could be a simple database (created by the candidate or provided to the candidate) or a CD-ROM based information source (such as an educational program) or the Internet (such as the World Wide Web). Irrespective of the source, candidates are required to select information which satisfies a single criterion (performance criterion a). This criterion should be very simple. For example, in the context of a database of soccer teams it might relate to all the soccer teams from Glasgow. In the context of a CD-ROM program (such as an electronic encyclopaedia) it might relate to the national anthem of a specific country. In the context of the WWW it might relate to the home page of a particular pop group. Once the information has been located it must be presented (performance criterion b). This will depend on the nature of the information. For example, the soccer teams from Glasgow could be printed once they are found (assuming the package supports this feature); the national anthem sound file would simply be played; and the WWW page would be displayed on the screen.

### **GUIDANCE ON TEACHING AND LEARNING APPROACHES**

The learning and teaching approaches should encourage candidates to identify the evidence of their attainment and to transfer the skills acquired to other contexts.

Programmes of work in core skills should be designed to engage candidates in the varied and purposeful use of interrelated skills through a range of tasks. These tasks may reflect the candidates' vocational interest or may be of more general interest. It is recommended that these tasks should be negotiated and planned in such a way that the evidence required for assessment is generated in the course of ongoing work rather than as a discrete exercise.

Learning and teaching in core skills should be active and candidate-centred. Candidates should have the opportunity to plan and make decisions for themselves and to show initiative and independence. Activities should provide opportunities to use skills in real situations for real purposes and may be part of projects or practical exercises set within the IT programme or drawn from activities in other vocational and social contexts.

Where the Information Technology unit is being combined with another unit to create an enhanced learning and teaching programme, care must be taken to ensure that all aspects of each unit are covered and adequate time must be allowed for the coverage of both units. Such a programme would create opportunities to consolidate the skills gained in this unit.

## National unit specification: support notes (cont)

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### **GUIDANCE ON APPROACHES TO ASSESSMENT**

The statement of satisfactory performance for each outcome indicates the minimum required for the purpose of summative assessment. However, the number of activities undertaken by the candidate in the course of the unit should not be limited to those specified for assessment purposes. In awarding the candidate Information Technology at Access 2, the teacher/lecturer must be confident that the candidate will be able to demonstrate these skills in any appropriate context and set of circumstances.

Teacher/lecturers must remember to distinguish between their differing roles in formative and summative assessment. In the former, as much help and support as is required by the candidate may legitimately be given by the teacher/lecturer. *Tasks which are used to provide evidence for summative assessment must be completed by the candidate unaided.*

Evidence of attainment should be gathered, wherever possible, from integrated activities, whether this unit is being studied as a stand alone unit or is being used in combination with others.

### **SPECIAL NEEDS**

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements* (SQA, 1998).

**Information Technology Core Skills Units  
Progression chart**

**Appendix**

| <b>Skill</b>              | <b>Access 2</b>  | <b>Access 3</b>   | <b>Intermediate 1</b>  | <b>Intermediate 2</b>   | <b>Higher</b>   |
|---------------------------|--|---|--|---|---|
| <b>Use an IT System</b>   | Perform basic operations using an IT system.               | Perform basic operations using an IT system.                    | Use an IT system effectively.  | Use an IT system effectively.                                   | Use an IT system effectively.   |
| <b>Use IT software</b>    | Perform simple processes using an application package.     | Perform simple processes using a range of application packages. | Perform simple processes using a range of application packages.        | Perform processes using a range of application packages.        | Use software in an unfamiliar context to produce complex information. |
| <b>Carry out searches</b> | Extract and present information from an electronic source. | Extract and present information from an electronic source.      | Carry out simple searches to extract and present relevant information. | Carry out searches to extract and present relevant information. | Carry out searches to extract and present relevant information.       |