

Summary of Information and Communication Technology (ICT) Unit and ASP alterations: version 1 to version 2

Version 1 published date: August 2008

Version 2 published date: August 2009

In response to feedback from centres who have been using the NQ Core Skills Units and ASPs since they were first introduced in August 2008, we have made a few minor revisions to these documents. The revisions that have been made are intended to improve clarity and understanding rather than change the standards required.

General amendments

Several amendments have been made to the format and layout of all of the Core Skills Units and ASPs:

- ◆ Unit numbers have been included on the front page and in the footer of each Unit and ASP.
- ◆ The final section of the version 1 ASPs, *Information for learners*, has been removed.
- ◆ The sections titled *Disabled learners and/or those with additional support needs* and *Administrative information* have been replaced by new standard wording.

ICT Units

There have been a number of amendments made to the wording of the bullet points in the section *What do I need to do*, which indicate the standard to be achieved by learners. In some cases the amendments simply improve the consistency between the wording in the Unit and the wording in the ASP and in other cases words have been removed or added to help clarify the standard. The amendments are detailed below:

SCQF level	Details of amendments (BP refers to the bullet point number)
2	BP3 — 'to a given text' added to end of sentence. BP6 — 'find information in a file...' replaced by 'use a simple search to find a file containing text, numeric, graphical, video or audio information'.
3	BP1 — 'use menus to choose operations' replaced by 'use features on the screen, such as icons, menus and option buttons to choose operations'. BP6 — 'locate information in different formats which matches one keyword from local or remote data sources' replaced by 'locate information using a single search criteria from local or remote data sources'.

	BP7 — 'in a suitable form' replaced by 'in an appropriate mode'.
4	BP4 — 'if required' added. BP5 — 'in different formats' deleted. BP7 — 'relevant' added
5	BP1 — 'are suitable' replaced by 'is suitable'. BP2 — 'if required' deleted. BP6 — 'evaluate the information and your search strategy' has been replaced by two points: 'evaluate the information found against a set of criteria you select'; and 'evaluate the search strategy'.
6	BP2 — 'be aware of common hardware and software problems' added. BP3 — 'applications' added. BP4 — 'and extract' added. BP5 — examples added in brackets. BP6 — 'evaluate the information you find against criteria' replaced by 'evaluate the information you find against a set of criteria you select' and examples added in brackets. BP7 — 'complex' added and examples added in brackets. BP8 — examples added in brackets. BP9 — 'and well managed' added and examples added in brackets.

ICT Assessment Support Packs (ASPs)

There are several amendments in the ASPs, which mainly reflect the amendments made to the Unit requirements, as detailed above. The examples of assessment checklists at the end of the ASPs have been updated to reflect the amended requirements.