



Unit title	Spreadsheet Software 3
SQA code	H67D 04
SCQF level	6
SCQF credit points	6
SSC ref	Unit 30

History of changes

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Version number	Date	Description	Authorised by

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Title	Spreadsheet Software 3	
Learning Outcomes		Assessment Criteria
The candidate will:		The candidate can:
1	Use a spreadsheet to enter, edit and organise numerical and other data.	<p>1.1 Identify what numerical and other information is needed in the spreadsheet and how it should be structured.</p> <p>1.2 Enter and edit numerical and other data accurately.</p> <p>1.3 Combine and link data from different sources.</p> <p>1.4 Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available.</p>
2	Select and use appropriate formulas and data analysis tools and techniques to meet requirements.	<p>2.1 Explain what methods can be used to summarise, analyse and interpret spreadsheet data and when to use them.</p> <p>2.2 Select and use a wide range of appropriate functions and formulas to meet calculation requirements.</p> <p>2.3 Select and use a range of tools and techniques to analyse and interpret data to meet requirements.</p> <p>2.4 Select and use forecasting tools and techniques.</p>
3	Use tools and techniques to present, and format and publish spreadsheet information.	<p>3.1 Explain how to present and format spreadsheet information effectively to meet needs.</p> <p>3.2 Select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets effectively.</p> <p>3.3 Select and use appropriate tools and techniques to generate, develop and format charts and graphs.</p> <p>3.4 Select and use appropriate page layout to present, print and publish spreadsheet information.</p>

Learning Outcomes	Assessment Criteria
The candidate will:	The candidate can:
	<p>3.5 Explain how to find and sort out any errors in formulas.</p> <p>3.6 Check spreadsheet information meets needs, using IT tools and making corrections as necessary.</p> <p>3.7 Use auditing tools to identify and respond appropriately to any problems with spreadsheets.</p>

Additional information about the Unit
Unit purpose and aim(s)
By completing this Unit, the candidate will develop the ability to use software application designed to record data, perform calculations with numerical data and present information using charts and graphs. Candidates will develop the skills and knowledge required by an IT user to select and use a wide range of advanced spreadsheet software tools and techniques to produce, present and check complex and non-routine spreadsheets.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit equates to NOS (National Occupational Standards for IT Users 2009) code SS: Spreadsheet Software Level 3 Unit.
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
Refer to e-skills 'IT User Assessment Strategy', available from www.e-skills.com

Assessment (evidence) Requirements

Evidence must be authentic, current, sufficient for purpose and valid — and should come from real work produced in the workplace. Where the assessment is regarding a candidate's knowledge and understanding it should be related to the candidate's workplace or working situation. Real work is defined as the provision of a product or service which, if not carried out by the candidate, would require someone else to do it.

It will be the assessor's responsibility to agree the best method of assessing a candidate in relation to their individual circumstances. The agreed methods must be:

- ◆ valid
- ◆ reliable
- ◆ safe and manageable
- ◆ suitable to the needs of the candidate

Simulation is not acceptable as a form of evidence for this Unit.

Guidance on Instruments of Assessment

This Unit is designed to assess the skills and knowledge of candidates in the workplace.

Acceptable Types of Evidence

A range of different types of evidence is desirable to demonstrate achievement of this Unit. Assessors may consider a number of methods of gathering evidence. These could include:

- ◆ **Observation:** this should form a substantial part of the evidence.
- ◆ **Product evidence:** as would be contained within a portfolio or signposted to its location within in the workplace.
- ◆ **Professional Discussion:** an in-depth discussion recorded electronically or in writing. Assessors must be able to authenticate what candidates have discussed. This may be through confirmation from a third party or sight of the documentation discussed.
- ◆ **Witness Testimony:** in writing or verbally to the assessor. This could include existing in-house records such as internal audit records, call monitoring, observation and file review checklists. The name of the witness and their relationship to the candidate should be clearly documented.
- ◆ **Questioning:** using open questions to elicit detailed and articulate replies. Assessor records should include sufficient detail to justify assessment decisions.
- ◆ **Recognition of Prior Learning:** this should be acknowledged where appropriate. In all instances where recognition of prior learning is used as a form of evidence, assessors must ensure the candidate's knowledge or competence remains current and that all Assessment Criteria have been met through valid assessment tools.

Guidance on Instruments of Assessment (cont)

Assessors should discuss decisions to be made with candidates at an early stage as to the suitability of particular forms of evidence (eg candidate statements, photographic evidence, video recordings).

Holistic assessment is encouraged and one piece of evidence can be used to meet the requirements of more than one Learning Outcome, Assessment Criterion, or Unit.

SQA's Guide to Assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website:

http://www.sqa.org.uk/files_ccc/GuideToAssessment.pdf