



National Unit Specification: general information

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

CODE F1F8 10

SUMMARY

This Unit is a mandatory Unit of PC Passport: Beginner but can also be undertaken as a free-standing Unit.

This Unit is designed to be an introduction to four main types of IT software — artwork and imaging, word processing, presentation and spreadsheets. The candidate will be introduced to basic features of these types of software application packages. The Unit will also provide candidates with information regarding the selection of appropriate software for specific tasks.

This Unit is appropriate for any candidate who wishes to enhance their IT skills by covering the basic features of a range of IT software.

OUTCOMES

- 1 Identify basic functions of computer software application packages.
- 2 Identify features of data and information.
- 3 Use basic functions of computer software application packages.
- 4 Produce solutions to specified tasks using features of software application packages.

RECOMMENDED ENTRY

While entry is at the discretion of the centre.

CREDIT VALUE

1 credit at Intermediate 1 (6 SCQF credit points at SCQF level 4*)

Administrative Information

Superclass: CD

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National Unit Specification: general information (cont)

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

Achievement of this Unit gives automatic certification of the following Core Skill:

- | | |
|---------------------------|--|
| ◆ Complete Core Skill | Information Technology at SCQF level 4 |
| ◆ Core Skill component(s) | None |

There are also opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Communication (SCQF level 4)
- ◆ Problem Solving (SCQF level 4)

National Unit Specification: statement of standards

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

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

Identify basic functions of computer software application packages.

Performance Criteria

- (a) Identify basic functions of a word processing application package.
- (b) Identify basic functions of a spreadsheet application package.
- (c) Identify basic functions of a presentation application package.
- (d) Identify basic functions of an artwork and imaging application package.

OUTCOME 2

Identify features of data and information.

Performance Criteria

- (a) Identify the difference between data and information.
- (b) Identify the features of data and information required by different target groups.

OUTCOME 3

Use basic functions of computer software application packages.

Performance Criteria

- (a) Use basic functions of a word processing application package.
- (b) Use basic functions of a spreadsheet application package.
- (c) Use basic functions of a presentation application package.
- (d) Use basic functions of an artwork and imaging application package.
- (e) Use the operating system effectively with software application packages.

OUTCOME 4

Produce solutions to specified tasks using features of software application packages.

Performance Criteria

- (a) Select appropriate software application packages to create solutions for specified tasks.
- (b) Provide reasons for selecting a particular software application package for a specified task.
- (c) Gather information from appropriate sources to meet the requirements of specified tasks.
- (d) Use the basic features of appropriate software application packages to create a solution for the specified tasks.
- (e) Save the solutions of the specified tasks.

National Unit Specification: statement of standards (cont)

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required that candidates have achieved all Outcomes and Performance Criteria.

Candidates are encouraged to use the internet in any research, etc however the evidence produced must be the candidate's own words. Assessors should assure themselves of the authenticity of candidate's evidence.

Written and/or oral recorded, performance and product evidence is required which demonstrates that the candidate has achieved the requirements of all of the Outcomes and Performance Criteria.

Written and/or oral recorded evidence is required which demonstrates that the candidate has achieved Outcomes 1 and 2 to the standard specified in the Outcomes and Performance Criteria. The evidence for these Outcomes should be obtained under controlled, supervised conditions. The assessment will be closed-book and should last no more than 45 minutes.

The instrument of assessment will provide opportunities for each of the Outcomes to be fulfilled by means of sampling across the range of the content of Outcomes 1 and 2. Where re-assessment is required, it should contain a different sample from the range of mandatory content contained within this document. Achievement can be decided by use of a cut-off score. Each sample must include the following:

- ◆ Four basic functions of a word processing application package.
- ◆ Four basic functions of a spreadsheet application package.
- ◆ Two basic functions of a presentation application package.
- ◆ Two basic functions of an artwork and imaging application package.
- ◆ One difference between data and information.
- ◆ Two different features of information which are required by different target audiences.

Product and performance evidence supplemented by an assessor observation checklist and written and/or oral recorded evidence is required which demonstrates that the candidate has achieved Outcomes 3 and 4 to the standard specified in the Outcome and Performance Criteria.

National Unit Specification: statement of standards (cont)

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

For Outcome 4 candidates are required to provide:

- ◆ Written and/or oral recorded evidence justifying the selection of the software application package for each specified task.
- ◆ Saved solutions in electronic format.

For Outcome 4 candidates are required to complete four specified tasks using appropriate software application packages, which the candidate has selected, to create a solution. The four specified tasks must be designed for four different software application packages included in this Unit and the tasks must include those activities listed below.

Mandatory content for Outcomes 1, 3 and 4.

For Outcome 3 candidates are required to demonstrate that they can use the operating system effectively to carry out tasks and manage files and folders.

For Outcome 3 candidates are required to demonstrate that they can use each function listed below, and for Outcome 1 candidates are expected to be able to identify each function listed below.

For the **word processing** application the task must allow the candidate to perform one function from each of the following categories:

- ◆ Loading and terminating the application software
- ◆ Creating a new document
- ◆ Entering text — a minimum of 100 words
- ◆ Saving the document
- ◆ Closing the document
- ◆ Page formatting — page size, page orientation, change the size of the margins
- ◆ Editing text — cut, copy, paste text
- ◆ Formatting text — bold, italic, underline, font size, font type
- ◆ Text alignments — left, right, centre or justify
- ◆ Printing — whole files, selected pages or selection of text
- ◆ Functions – spell check, grammar check, word count

For the **spreadsheet** application the task must allow the candidate to perform one function from each of the following categories:

- ◆ Loading and terminating the application software
- ◆ Creating a new spreadsheet
- ◆ Entering and editing data
- ◆ Saving the spreadsheet
- ◆ Closing the spreadsheet
- ◆ Page formatting/set-up options — page size, page orientation, margin size, fit to one page
- ◆ Use of a simple formula — addition, subtraction, multiplication or division
- ◆ Use of a simple function — Sum, Average, Min or Max
- ◆ Formatting features — eg bold, italic, underline, font size, font type, alignment
- ◆ Creation of a graph — bar or column from adjacent data
- ◆ Printing — whole files, selected pages, graph

National Unit Specification: statement of standards (cont)

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

For the **artwork and imaging** application the task must allow the candidate to perform all of the following functions:

- ◆ Loading and terminating the application software
- ◆ Creating a new image using basic tools and techniques
- ◆ Incorporating a basic shape into the image
- ◆ Incorporating text into the image
- ◆ Checking size, alignment and orientation
- ◆ Using at least two colours in the image
- ◆ Saving the image using an appropriate file type
- ◆ Closing the image

(Note: for Outcome 1 candidates should also know basic image file types and their characteristics.)

For the **presentation** application the task must allow the candidate to create a minimum of five slides and allow the candidate to perform one function from each of the following categories:

- ◆ Loading and terminating the application software
- ◆ Creating a new presentation
- ◆ Entering and editing text
- ◆ Saving the presentation to disc
- ◆ Closing the presentation
- ◆ Entering and resizing images
- ◆ Formatting features — slide design, slide format or background
- ◆ Inserting, deleting or moving the order of slides
- ◆ Printing – all slides, current slide, range of slides, selection of slides, number of slides per page

The Assessment Support Pack (ASP) for this Unit provides sample assessment materials including assessor checklists, practical tasks and an instrument of assessment for the knowledge and understanding of Outcomes 1 and 2. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

Mandatory content for Outcome 2

- ◆ Identify the difference between data and information.
- ◆ Identify the features of data and information required by different target groups, including
 - different types of data and information (text, numbers, graphs, images and presentations) and how that information is formatted for different target groups
 - identifying the needs of the target group — who is the data or information for and where will it be used (on screen or hard copy).

National Unit Specification: support notes

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is xx hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit may be delivered as a stand-alone Unit or in combination with other Units as part of a group of Units making up an award, eg PC Passport: Beginner.

The overall aim of this Unit is to introduce the candidate to the basic features of four main types of software application packages — word processing, spreadsheets, presentation and artwork and imaging software. Candidates must be aware that they must proofread their own work for accuracy. On completion of the Unit candidates should also be able to make an informed choice as to which software to use for a particular task. The Unit is designed to be a practical based Unit and it is anticipated that most of the time will be spent on practical work.

This Unit maps to the National Occupational Standards (NOS) for IT users, as specified by the Sector Skills Council (e-Skills UK). This Unit includes full content coverage of level 1 Areas of Competence in the following areas of NOS:

- ◆ Make Selective Use of IT
- ◆ Word Processing Software
- ◆ Spreadsheet Software
- ◆ Presentation Software
- ◆ Artwork and Imaging Software

Full assessment coverage of NOS is detailed in the Assessment Support Pack for this Unit. Further information regarding NOS can be found at www.e-skills.com.

Outcome 1

This Outcome deals mainly with the practical use of a range of software application packages. The candidate should be aware of the correct procedure to start and shut down a computer. The candidate should also be aware of how to log on to a system and the importance of logging off when they are finished using the system. The candidate should know the correct procedure for starting and terminating an application package.

Candidates will be introduced to a range of basic functions of four different software application packages. The mandatory content for Outcome 1 is detailed in the Evidence Requirements for this Unit.

Outcome 2

This Outcome deals with the relationship between data and information. This Outcome also introduces the basic features of information such as what type of information is suitable for different target audiences and the format of this information.

National Unit Specification: support notes (cont)

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

Outcome 3

This Outcome introduces candidates to the use of four different types of software application packages. Candidates are required to carry out a range of appropriate tasks using each package introduced in Outcome 1.

In Outcome 3 candidates are expected to make effective use of the operating system. It is expected that at a minimum candidates will demonstrate ‘good housekeeping’ by creating files and folders, using appropriate file and folder names for ease of retrieval. Candidates are also expected to locate applications and correctly execute and close as appropriate. Candidates will also start-up and shut down the system appropriately.

Outcome 4

This Outcome deals with the candidate’s ability to select an appropriate application package for a specified task. Candidates will be given a task and asked to identify which of the four types of application software covered in Outcome 1 is most suitable for the specified task.

Candidates should be able to work out how to use IT for simple tasks and purposes.

Candidates should be able to identify an appropriate application package for a specific task and provide simple reasons for choosing and using software tools and techniques that match the required tasks and uses.

Having completed Outcome 4 candidates should then review their selection of IT software and their own use of IT. Candidates should state why the IT system and software that was used was appropriate for the task, or explain why, in hindsight, they might have made another choice.

Candidates should know how to use the correct terms for types of hardware being used and basic tools and techniques in software being used.

The candidate should be able to discuss the merits of all the software packages and come to an informed decision about the suitability of each package for the specified task.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This Unit has been designed to provide practical experience in the use of the basic features of four types of application software — word processing, spreadsheets, presentations and artwork and imaging. It is anticipated that the vast majority of the time spent on this Unit will be on practical exercises. Outcomes 1 and 2 carry the knowledge and understanding for this Unit and it would be expected that this be taught using a range of appropriate practical exercises allowing use of the features of each application, and what each package can and cannot do.

Outcomes 3 and 4 are designed to consolidate, through practical application, the knowledge in Outcomes 1 and 2. Outcome 4 requires the candidate to make an informed decision as to what software package to use for a specific task.

National Unit Specification: support notes (cont)

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

It is, therefore, expected that the teaching plan for the Unit will commence with Outcomes 1 and 3 where candidates are introduced to each application package and the uses of each package. Candidates will then continue to Outcome 2 where they are introduced to features of data and information. In Outcome 4 candidates are required to select an application package for a specific task and to justify that selection, and finally the candidates are required to produce a solution to the specified task.

While teaching will necessarily focus on a specific product, candidates should be made aware that alternative packages are available and should be encouraged to explore these alternatives.

The actual distribution of time between Outcomes is at the discretion of the centre, however one possible distribution of time is:

Outcome 1 and 3	30 hours
Outcome 2	2 hours
Outcome 4	8 hours

The allocated timings allow for assessment and re-assessment where required.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates are required to:

- ◆ Use a range of features provided by software application packages and search for information which provides opportunities to gather evidence towards the IT Core Skill.
- ◆ Carry out an evaluation of software application packages which may provide an opportunity to gather evidence towards aspects of the Problem Solving Core Skill.
- ◆ Justify their choice of software application packages which may provide an opportunity to gather evidence towards aspects of the Communication Core Skill.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

It may be appropriate for some of the evidence for this Unit to be produced using e-assessment provided the national standard is applied and the conditions of assessment are consistent for all candidates. This may take the form of e-testing (for knowledge and understanding) and/or e-portfolios (for practical abilities).

If a centre is presenting Outcomes 1 and 2 of these assessments online the following assessment methods, where appropriate, may be selected:

- ◆ Multiple choice
- ◆ Drag and drop
- ◆ Multiple response
- ◆ Mix and match
- ◆ a combination of the above

National Unit Specification: support notes (cont)

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

It is expected that the questions will be of the multiple-choice variety. Centres may consider the use of alternative questions types, particularly if using Computer Assisted Assessment approaches. However, care should be taken that the questions are valid and at an appropriate level. The use of simple true/false question responses is unlikely to achieve this.

For Outcomes 1 and 2 a suitable assessment would be an objective test which demonstrates that the candidate has the required knowledge. The evidence for these Outcomes should be obtained under controlled, supervised conditions. The assessment will be closed-book. Achievement can be decided by the use of a cut-off score. The possibility may arise where these questions are taken as an online assessment.

The Evidence Requirements for Outcome 3 may be generated by on-going learning activities rather than single assessment event.

The written evidence for Outcome 4 may take the form of a pro-forma where the candidate is required to answer specific questions, or be a report by the candidate justifying his/her selection.

Evidence for Outcome 4 may be in the form of the candidate's saved solution to the tasks specified in the form of an e-portfolio.

In Outcome 4, the tasks used in the assessment could be in the context of one of the following or similar to make it more relevant to the candidate:

- ◆ Correspond with a friend inviting them to a party at the weekend
- ◆ Keep track of his/her monthly spending
- ◆ Produce a logo for a local hockey club
- ◆ Publicise a new after school club that is opening soon
- ◆ Appeal to local businesses for sponsorship for a youth club
- ◆ Contact a business with regard to a job interview
- ◆ Show the attendance pattern at a series of meetings
- ◆ Produce an advert for the customers' notice board at the local supermarket

It may be beneficial if each task supplied in Outcome 4 has a common theme, for example:

- ◆ The artwork task could be to produce a logo for a local athletic club
- ◆ The spreadsheet task could be to record club fees for the athletic club
- ◆ The presentation task could be to present a presentation in support of a plea for sponsorship for the athletic club
- ◆ The word processing task could be to thank a sponsor for donating a sum of money to the athletic club

There may be an opportunity to use information that has been searched for and selected in other Units that the candidate may have been undertaking that requires candidates finding information.

If this Unit is undertaken in the workplace there may be opportunities for candidates to gather evidence in day to day workplace activities.

National Unit Specification: support notes (cont)

UNIT PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

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

History of changes:

Version	Description of change	Date
02	Evidence Requirements clarified and/or details of NOS mapping inserted	10/08/2010