

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 3240973**UNIT TITLE:** INTRODUCTION TO COGEN

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

OUTCOME

1. USE A GIVEN SYSTEM TO ACCESS INFORMATION

PERFORMANCE CRITERIA

- (a) The description of the uses and benefits of the given system is correct.
- (b) The use of the keyboard to start up and shut down the system is correct.
- (c) The accessing of files on the system is correct with respect to the information required.

RANGE STATEMENT

The range statement for this outcome is specified within the performance criteria.

EVIDENCE REQUIREMENTS

Written evidence of the ability to describe the uses and benefits of the given systems.

Practical evidence of the ability to use the keyboard to start up and shut down the system and access files.

OUTCOME

2. USE A GIVEN SYSTEM TO STORE AND PRINT INFORMATION

PERFORMANCE CRITERIA

- (a) The storing of information on disc is correct with respect to given specifications.
- (b) The printing of the information stored on disc is correct with respect to given specifications.

RANGE STATEMENT

The range statement for this outcome is specified within the performance criteria.

EVIDENCE REQUIREMENTS

Practical evidence of the ability to store and print information.

ASSESSMENT RECORDS

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of Support Notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES****UNIT NUMBER** 3240973**UNIT TITLE** INTRODUCTION TO COGEN

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

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This module would be appropriate for a candidate who is considering employment in the clothing industry and would like to use the appropriate management control systems.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This module will enable you to learn how to produce examples from given data and calculate working examples as well as become familiar with the workings of a computer.

CONTENT/CONTEXT Corresponding to Outcomes 1 and 2:

Candidates could concentrate on the areas within which Management Control Systems are used in the Clothing Industry and their functions when carrying out the following:

- using keyboard
- using system
- maintaining printer
- storing, copying and accessing files
- workplace safety and housekeeping

Areas to include:

- performance: departmental, individual
- costing: unit cost, direct/indirect
- wages: incentive schemes, wages

APPROACHES TO GENERATING EVIDENCE A candidate-centred, resource-based learning approach is recommended. The outcomes in this module need not be taught separately and it is likely that an integrated approach will be used. The outcomes need not be tackled in the order given.

Each candidate should have several opportunities to develop practical skills, and should be assessed at appropriate points throughout the module. Where a candidate is unsuccessful in achieving an outcome, provision should be made for remediation and reassessment.

The candidate should be able to use and understand the system.

ASSESSMENT PROCEDURES Centres may use Instruments of Assessment which are considered by tutors/trainers to be the most appropriate. Examples of Instruments of Assessment are as follows:

OUTCOME 1 & 2 It is recommended that an assignment is used here to assess the candidate's ability to use the system. An observation checklist should be used to ensure the candidate's completion of the assignment including a print-out of the specified information.

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised and Recommended Groupings'.

REFERENCES

1. Guidelines for Module Writers.
2. SQA's National Standards for Assessment and Verification.
3. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
4. Procedures for special needs statements are set out in SQA's guide 'Students with Special Needs'.

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