

IT Solutions for Administrators

SCQF: level 5 (6 SCQF credit points)

Unit code: H1YW 75

Unit outline

The general aim of this Unit is to develop learners' skills in IT and organising and managing information in administration-related contexts. Learners will interpret a given brief that will help them to develop problem solving skills. Learners will select appropriate IT applications covering word processing, spreadsheets and databases, and will use them to create and edit business documents.

Learners who complete this Unit will be able to:

- 1 Use a spreadsheet application to interpret a given brief
- 2 Use advanced functions of a relational database to interpret a given brief
- 3 Use advanced functions of word processing to interpret a given brief

This Unit is available as a free-standing Unit. The Unit Specification should be read in conjunction with the *Unit Support Notes*, which provide advice and guidance on delivery, assessment approaches and development of skills for learning, skills for life and skills for work. Exemplification of the standards in this Unit is given in *Unit Assessment Support*.

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Recommended entry

Entry to this Unit is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience:

- ◆ National 4 Administration and IT Course or relevant component Units
- ◆ National 4 Business Course or relevant component Units

Equality and inclusion

This Unit Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information, please refer to the *Unit Support Notes*.

Standards

Outcomes and assessment standards

Outcome 1

The learner will:

- 1 Use a spreadsheet application, to interpret a given brief by:**
 - 1.1 Creating, editing and applying advanced functions and formulae to a workbook
 - 1.2 Creating a suitable chart

Outcome 2

The learner will:

- 2 Use advanced functions of a relational database to interpret a given brief by:**
 - 2.1 Populating a database, using forms
 - 2.2 Editing a database
 - 2.3 Manipulating information in a simple relational database
 - 2.4 Presenting information in a report, to a professional standard

Outcome 3

The learner will:

- 3 Use advanced functions of word processing to interpret a given brief by:**
 - 3.1 Editing business documents, applying the house style
 - 3.2 Creating and/or editing a table
 - 3.3 Importing data from a spreadsheet and/or database dynamically into a business document
 - 3.4 Merging appropriate data from a spreadsheet or database into a business document

Evidence Requirements for the Unit

Assessors should use their professional judgement, subject knowledge and experience, and understanding of their learners, to determine the most appropriate ways to generate evidence and the conditions and contexts in which they are used.

The evidence for all three Outcomes in this Unit will be generated through practical IT-based activities and may be generated either separately or through a range of activities assessed holistically. If the latter approach is used, it must be clear how the evidence covers each Outcome.

Exemplification of assessment is provided in *Unit Assessment Support*. Advice and guidance on possible approaches to assessment is provided in the *Unit Support Notes*.

Development of skills for learning, skills for life and skills for work

It is expected that learners will develop broad, generic skills through this Unit. The skills that learners will be expected to improve on and develop through the Unit are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Unit where there are appropriate opportunities.

2 Numeracy

2.3 Information handling

4 Employability, enterprise and citizenship

4.1 Employability

4.2 Information and communication technology (ICT)

5 Thinking skills

5.1 Remembering

5.2 Understanding

5.3 Applying

Amplification of these is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work*. The level of these skills should be at the same SCQF level of the Unit and be consistent with the SCQF level descriptor. Further information on building in skills for learning, skills for life and skills for work is given in the *Unit Support Notes*.

Administrative information

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Superclass: AY

History of changes to National Unit Specification

Version	Description of change	Authorised by	Date

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Note: readers are advised to check SQA's website: www.sqa.org.uk to ensure they are using the most up-to-date version of the Unit Specification.

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