



ICT Applications (National 2)

SCQF: level 2 (6 SCQF credit points)

Unit code: H20T 72

Unit outline

The general aim of this Unit is to allow the learner to develop skills in using a range of commonly available software applications. The learner will apply these skills to open, use and close the applications. The learner will also develop skills in using equipment and peripherals such as keyboard, mouse and printers that support the use of these applications, including selecting the appropriate equipment/peripherals to use for a given application.

Learners who complete this Unit will be able to:

- 1 Demonstrate an understanding of the relationship between applications, equipment and peripherals
- 2 Carry out operations across a range of applications

This Unit is a mandatory Unit of the National 2 Information and Communications Technology Course and is also 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*.

Recommended entry

Entry to this Unit is at the discretion of the centre. However, relevant experiences and outcomes may provide an appropriate basis for doing this Unit.

Core Skills

Achievement of this Unit gives automatic certification of the following:

Core Skill component(s) for the Unit	Providing and Creating Information at SCQF level 2
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National 2
Unit
Specification



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 Demonstrate an understanding of the relationship between applications, equipment and peripherals by:**
 - 1.1 Identifying a range of equipment and peripherals
 - 1.2 Choosing appropriate equipment/peripherals for given applications
 - 1.3 Following health and safety requirements when using equipment/peripherals
 - 1.4 Following hygiene guidelines when using equipment/peripherals

Outcome 2

The learner will:

- 2 Carry out operations across a range of applications by:**
 - 2.1 Following correct procedures to open the applications
 - 2.2 Demonstrating skills in using the main functions of the applications
 - 2.3 Using save and print functions of the applications
 - 2.4 Following correct procedures to close the applications

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.

Evidence may be presented for individual Outcomes or it may be gathered for the Unit as a whole through integrating assessment in one single activity. If the latter approach is used, it must be clear how the evidence covers each Outcome.

It is expected that learners will receive support to achieve the Outcomes of this Unit.

For Outcome 1, evidence that the learner has used at least two pieces of equipment/peripherals for at least two applications is required. Evidence of the learner's sustained activity in respect of following health and safety and hygiene requirements for at least two applications is required.

For Outcome 2, evidence that the learner has completed the tasks for at least two applications is required.

The range of applications could include word processing, spreadsheets, simple databases, the drawing element of a graphics package, or presentation software.

Evidence can be presented in a variety of formats, such as written, oral, or pictorial, and may be gathered using the learner's usual means of communication.

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.

4 Employability, enterprise and citizenship

4.2 Information and communication technology

5 Thinking skills

5.1 Remembering

5.3 Applying

5.5 Creating

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 as 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*.

Employability, enterprise and citizenship skills shown in this National Unit provide automatic certification of Core Skill component: Providing and Creating Information at SCQF level 2.

Administrative information

Published: June 2013 (version 1.1)

Superclass: CD

History of changes to National Unit Specification

Version	Description of change	Authorised by	Date
1.1	Core Skills information added.	Qualifications Development Manager	June 2013

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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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