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## IT Solutions for Administrators (National 4)

**SCQF:** level 4 (6 SCQF credit points)

**Unit code:** H1YW 74

### Unit outline

The general aim of this Unit is to develop learners' basic skills in IT and organising and processing information in administration-related contexts. Learners will use the functions of the following IT applications: word processing, spreadsheets and databases, to create and edit simple business documents.

Learners who complete this Unit will be able to:

- 1 Use functions of a spreadsheet in line with a given task
- 2 Use functions of a flat database in line with a given task
- 3 Use functions of word processing in line with a given task

This Unit is a mandatory Unit of the National 4 Administration and IT 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*.

The *Added Value Unit Specification* for the National 4 Administration and IT Course gives further mandatory information on Course coverage for learners taking this Unit as part of the National 4 Administration and IT Course.

## **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 3 Administration and IT Course or relevant component Units
- ◆ National 3 Business Course or relevant component Units

In terms of prior learning and experience, relevant experiences and outcomes may also provide an appropriate basis for doing this Unit.

## **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 functions of a spreadsheet in line with a given task by:**

- 1.1 Editing a spreadsheet, applying simple formulae
- 1.2 Sorting data within the worksheet
- 1.3 Creating a simple chart from a specified range

### Outcome 2

The learner will:

#### **2 Use functions of a flat database in line with a given task by:**

- 2.1 Populating a database, using forms
- 2.2 Editing a database
- 2.3 Manipulating information by searching and sorting
- 2.4 Creating a simple report

### Outcome 3

The learner will:

#### **3 Use functions of word processing in line with a given task by:**

- 3.1 Creating and editing simple business documents, complying with the prescribed house style
- 3.2 Creating a simple table and sorting the data
- 3.3 Importing data into a simple 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

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### 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](http://www.sqa.org.uk) to ensure they are using the most up-to-date version of the Unit Specification.

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