



**INFORMATION AND
COMMUNICATION TECHNOLOGY**
SCQF Level 3
40 Hour Unit (F3GC 09)

CORE SKILLS UNIT

What are Core Skills?

Core Skills are skills and abilities that everyone uses in their family and personal life, at work, in public, in the community, and in education and training.

The Core Skills are:

- ◆ Communication
- ◆ Numeracy
- ◆ Information and Communication Technology
- ◆ Problem Solving
- ◆ Working with Others

They are important because they help you to be effective in almost everything you do. That's also why employers value them.

Improving your Core Skills helps you cope with today's quickly changing world. It will make you more confident, help you to learn more easily, and improve your career prospects.

What is this Core Skills Unit about?

This Unit is about using simple information and communication technology (ICT). You will use information communication technology to access, process, and present information in familiar, everyday settings.

If there are any words you don't understand in this Unit, your tutor will explain them to you.

What should I know or be able to do before I start?

You may have achieved the Core Skills Unit in Information and Communication Technology at SCQF level 2.

Alternatively, you may be able to show that you have equivalent experience of accessing, processing, and presenting information through information communication technology (for example, using cash-point machines, touch-screens, mobile telephones, or personal computers) to find or share information.

What do I need to do?

You will:

- ◆ use features on the screen, such as icons, menus, and option buttons to choose operations
- ◆ copy/transfer files from the hard drive to a removable storage device and vice versa
- ◆ create, name, save, copy/transfer, and delete folders and files
- ◆ select applications software suitable for the activity you are doing (for example, word processing, spreadsheet, database, media packages)
- ◆ enter, edit, and output data using appropriate applications software
- ◆ locate information using a single search criteria from local or remote data sources (for example, the internet, CD-ROM, intranet, your own computer)
- ◆ present information in an appropriate mode (for example, display on screen, print out, play an audio file)
- ◆ keep information safe by using common information communication technology security measures (for example, keeping your own login and password secure, and taking precautions when online)

Your tutor will offer you time to practise your skills.

How do I get this Unit?

You will need to show that you have all the skills in the Unit.

You will carry out information communication technology activities that involve accessing, processing, and presenting information. Your tutor may watch while you do the activities and could ask you questions. Your tutor may also make notes or a recording of what you are doing or saying.

You can print out or save information on your hard drive or external storage device to show you have done all the activities.

What might this involve?

Here are examples of some things you might do:

- ◆ word process a letter to let someone know about your change of address
- ◆ load a piece of music onto a portable music player
- ◆ log on and use e-mail at home, at school/college, or at work
- ◆ use the internet to find times of trains for a class trip and display this information on screen
- ◆ search your company's intranet to find a training course that you could sign up for

What can I do next?

You could move on to the Information and Communication Technology Unit at SCQF level 4.

You could think about doing other Core Skill Units in:

- ◆ Communication
- ◆ Numeracy
- ◆ Problem Solving
- ◆ Working with Others

Your tutor can advise you about this.

Guidance for tutors

At SCQF level 3 learners are expected to be able to work with a familiar information communication technology system to carry out simple processing activities. They may need some support with this, especially with technical terminology.

Processing and presenting information using ICT

This part of the Unit can be based on any applications software. At SCQF level 3 learners are required to use only one software application.

Accessing information using ICT

When extracting information from an electronic data source, learners can use a local or a remote source that is familiar to them. The local data source may be one which they have helped to construct, such as a simple database. Tutors can identify suitable sources of information for learners to use in information searching. In each case no more than a single search field (or keyword term) need be used. The search can be for textual information or a graphics, audio, or video file.

The resulting information should be presented by learners in the appropriate manner (for example, displayed on screen, as a printout, or played as an audio file).

Further guidance is available in the accompanying Assessment Support Pack.

Disabled learners and/or those with additional support needs

The additional support needs of individual learners 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.

ADMINISTRATIVE INFORMATION

Credit value

6 SCQF credit points (1 SQA credit) at SCQF level 3



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