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 (ICT)

♦ 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 straightforward information and communication technology (ICT) effectively 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 Information and Communication Technology at SCQF level 3. Alternatively, you may possess equivalent experience in modern information access, processing, and presentation techniques. For example, creating documents using word-processing software, streaming and managing music on digital platforms, or utilising search engines and online research tools to efficiently navigate the internet.

What do I need to do?

You will:

♦ select and start up application software that is suitable for the activity you are doing (for example, word-processing, spreadsheet, database, media packages)

♦ use straightforward tools (for example, file manager, print manager, control panels)

♦ name and organise folders and sub-folders

♦ enter and, if required, edit data using appropriate applications software

♦ locate various types of information, for example, text, numerical data, graphics, videos, and audio, from a diverse array of contemporary data sources. These sources encompass online databases, cloud-based storage platforms, internal networks, and personal computing devices. Utilise advanced search engines, streaming services, and software to access and retrieve relevant content

♦ use of specific keywords, for example, phrase searching with quotes, and search tools such as filters, Boolean operators, and artificial intelligence (AI)-assisted search suggestions. Additionally, utilise voice search capabilities

- select relevant information that matches criteria (for example, by date, UK information, media type)

- present information in an appropriate mode (for example, display on screen, print out, play an audio file)

- use multi-factor authentication and biometrics to recognise security risks and act accordingly. For example, it is essential to keep your login and password secure and take necessary precautions while 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 you and ask questions, and may make notes or a recording of what you are doing or saying. You can print out or save information on your hard drive or from cloud storage, as well as from modern removable storage devices or smartphones and tablets.

What might this involve?

You can achieve the unit in many ways. Examples of activities you might do are:

- create a report with integrated graphics using word processing software

- utilise search engines and online planning tools for organising a community group event

- manage event budgets using spreadsheet software with data integration

- organise digital files using cloud-based storage solutions

- personalise your digital workspace across devices

What can I do next?

You could move on to the Information and Communication Technology Unit at SCQF level 5.

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 4 learners are expected to be able to work with a computer system to carry out some straightforward processing activities. They may need some help with technical terminology, but should be able to use the computer with a degree of independence. Learners can use commercial packages or bespoke application software.

Processing information using ICT

This requires learners to use application software. The software should be chosen for its relevance to the learners' personal, workplace, social, and educational situations. An example choice might be a word processor, a spreadsheet, or a presentation package.

The learners must work to a reasonable timescale, accurately, and with results meeting the desired purpose.

Accessing information using ICT

At SCQF level 4, learners have to carry out a number of straightforward searches or one in-depth, sustained search. Beyond simply inputting a single search term, learners are expected to employ advanced techniques to refine their search results with relevant criteria. This involves not only using quotation marks for exact phrase searches and incorporating additional keywords but also leveraging the sophisticated functionalities of modern search engines. For example, using Boolean operators (like AND, OR, NOT) for more precise filtering, applying advanced search filters for specific file

types or date ranges, and utilising AI-driven search suggestions for enhanced accuracy.

If learners carry out straightforward searches, they should be from different sources or use different search criteria. The searches could all involve using a search engine but should not be searches for the same type of information, for example postal addresses. A sustained search, while still showing some variety in criteria or sources, will consist of searches that are combined together to give a result. Learners will see all the searches as part of a single activity.

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 [SQA Assessment Arrangements](www.sqa.org.uk/assessmentarrangements) (www.sqa.org.uk/assessmentarrangements).

ADMINISTRATIVE INFORMATION

Credit value

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History of changes to unit

Version	Description of change	Date
03	Amendments to: ♦ What should I know or be able to do before I start? ♦ What do I need to do? ♦ How do I get this Unit? ♦ What might this involve? ♦ Accessing information using Information and Communication Technology (ICT)	27 / 05 / 24

Additional copies of this unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.