



INFORMATION AND COMMUNICATION TECHNOLOGY

Mapping of changes between old and new Units

Key to degree of change

R significant change

A slight change

G no real change

Title changed from Information Technology to Information and Communication Technology: SCQF Level 3 (formerly Access 3)

Unit Headings	Degree of Change	Actual change
What is this Core Skills Unit about?		The focus of this Unit has changed from how many software packages you can use to how well you can use them. The change of title allows other technologies such as cash machines, and mobile phones to be used as evidence towards this Unit at this Level.
What should I know or be able to do before I start this Unit?		New Unit elaborated on to inform candidates of the type of experience or qualifications they may have that will be helpful when undertaking this Unit.
What will I know when I've achieved this Unit?		This section has been removed and incorporated into the "What do I need to do?" section of the revised Unit to remove duplication.
What do I need to do?	     	<p>The new version does not specifically require candidates to prove competence in the use of input devices, or correctly starting up and closing down a computer system. Neither does it ask for the opening and closing down software packages and open save and close an existing file although these activities will naturally occur because of the requirement to carry out simple ICT activities which involve the use of menu based software.</p> <p>Presentation of information gained as the result of a search to others is not a requirement of the new version of the Unit.</p> <p>The new version of the Unit requires the candidate to carry out operations on folders and files and transfer data between devices. This was not a previous requirement.</p> <p>Candidates are now required to select suitable application software for the task being carried out.</p> <p>The new version of the Unit requires a demonstration of the use of ICT security measures including network and on line processes.</p> <p>The previous version of the Unit requires candidates to process and output data using two types of package. The new version does not make reference to a specific number of application packages that must be used.</p>

How will I show that I have achieved this Unit?		Assessment options have been extended to include the option of recording what was said/done.
What might be involved?		This is new and gives the candidate an idea of the type of activity that meets the Unit standards.
What can I do next?		This is new and is designed to encourage candidates to think about progression
Guidance for assessors		This is new and points assessor to the Assessment Support Pack and Guide to Assessing Workplace Units for further guidance.
Learners with disabilities and / or additional support needs		This is new and is designed to assist the candidate/tutor/assessor on establishing what additional support needs are acceptable.

Title changed from Information Technology to Information and Communication Technology: SCQF Level 4 (formerly Intermediate 1)

Unit Headings	Degree of Change	Actual change
What is this Core Skills Unit about?		The focus of this Unit has changed from how many software packages you can use to how well you can use them.
What should I know or be able to do before I start this Unit?		New Unit elaborated on to inform candidates of the type of experience or qualifications they may have that will be helpful when undertaking this Unit.
What will I know when I've achieved this Unit?		This section has been removed and incorporated into the "What do I need to do?" section of the revised Unit to remove duplication.
What do I need to do?	    	<p>The new version of the Unit does not specifically require candidates to prove competence in the use of input devices, or correctly starting up and closing down a computer system. Neither does it ask for closing down of software packages, although the candidate is required to launch an application package which is suitable for the task that they are doing. It is however expected that to carry out the practical tasks these would be required skills.</p> <p>The previous version of the Unit required the candidate to demonstrate the use of three types of application package. The new version of the Unit requires the candidate to select and launch suitable application software for the task being carried out.</p> <p>Presentation of information gained as the result of a search was previously required to be presented so that others could understand them. The new version requires information to be presented in an appropriate format.</p> <p>The previous version of the Unit stated that in task 3 the candidate had to correctly carry out two straightforward searches which match two criteria. The new version of the Unit states that in addition to searching for matching criteria, the candidate must locate information in different formats from a range of sources, and that appropriate search techniques including find tools may be used. No specific number of required searches, or specific number of sources, is stated.</p> <p>The new version of the Unit requires a demonstration of the use of safe practice in using ICT to handle information. Task 4 specifies that the candidate must be able to recognise security measures including network and on line processes.</p>

How will I show that I have achieved this Unit?		Assessment options have been extended to include the option of recording what was said/done.
What might be involved?		This is new and gives the candidate an idea of the type of activity that meets the Unit standards.
What can I do next?		This is new and is designed to encourage candidates to think about progression
Guidance for assessors		This is new and points assessor to the Assessment Support Pack and Guide to Assessing Workplace Units for further guidance.
Learners with disabilities and / or additional support needs		This is new and is designed to assist the candidate/tutor/assessor on establishing what additional support needs are acceptable.

Title changed from Information Technology to Information and Communication Technology: SCQF Level 5 (formerly Intermediate 2)

Unit Headings	Degree of Change	Actual change
What is this Core Skills Unit about?		The focus of this Unit has changed from how many software packages you can use to how well you can use them.
What should I know or be able to do before I start this Unit?		New Unit elaborated on to inform candidates of the type of experience or qualifications they may have that will be helpful when undertaking this Unit.
What will I know when I've achieved this Unit?		This section has been removed and incorporated into the "What do I need to do?" section of the revised Unit to remove duplication.
What do I need to do?	    	<p>The new version of the Unit does not specifically require candidates to prove competence in the use of five hardware devices; however it requires the candidate to use hardware responsibly, taking account of other users' needs.</p> <p>The new version of the Unit does not specifically require candidates to start up and close down the operating system, close software packages or locate data and applications. Neither does it specifically require candidates to use a filing system, or to use tools within the operating system. However Task 2 requires the candidate to use ICT to perform non-routine tasks to provide and create information relevant to the works activities and these activities will normally be undertaken in a work situation prior to carrying out non-routine tasks.</p> <p>The previous version of the Unit required the candidate to demonstrate the use of three types of application package and stated what tasks must be demonstrated by the candidate. The new version of the Unit states that candidates must perform non-routine tasks and requires the candidate to select and launch suitable application software for the task being carried out. There is no specified number of tasks and the Unit does not state that the tasks must be carried out using different types of application software.</p> <p>Candidates are now required to select suitable application software for the task being carried out.</p> <p>Presentation of information gained as the result of a search to others is not a requirement of the new version of the Unit.</p>

	<p> R</p> <p> R</p>	<p>The previous version of the Unit stated that in Task 3 the candidate had to correctly carry out two searches to extract relevant information. The new version of the Unit states that the candidate must locate information in different formats from a range of data sources. No specific number of required searches, or specific number of sources, is stated.</p> <p>The new version of the Unit requires the candidate to evaluate the information found against given criteria, and to evaluate the effectiveness of search strategy.</p>
How will I show that I have achieved this Unit?	 A	Assessment options have been extended to include the option of recording what was said/done.
What might be involved?	 R	This is new and gives the candidate an idea of the type of activity that meets the Unit standards.
What can I do next?	 R	This is new and is designed to encourage candidates to think about progression
Guidance for assessors	 R	This is new and points assessor to the Assessment Support Pack and Guide to Assessing Workplace Units for further guidance.
Learners with disabilities and / or additional support needs	 R	This is new and is designed to assist the candidate/tutor/assessor on establishing what additional support needs are acceptable.

Title changed from Information Technology to Information and Communication Technology: SCQF Level 6 (formerly Intermediate 2)

Unit Headings	Degree of Change	Actual change
What is this Core Skills Unit about?		The focus of this Unit has changed from how many software packages you can use to how well you can use them.
What should I know or be able to do before I start this Unit?		New Unit elaborated on to inform candidates of the type of experience or qualifications they may have that will be helpful when undertaking this Unit.
What will I know when I've achieved this Unit?		This section has been removed and incorporated into the "What do I need to do?" section of the revised Unit to remove duplication.
What do I need to do?	   	<p>The new Unit does not specifically state that candidates should use hardware components efficiently or use the operating system effectively although this would, of course, be expected at this level.</p> <p>The old version of the Unit specifically mentioned integration of data. This is not a specific requirement for the new Unit.</p> <p>More guidance on search strategies and evaluation of information and search strategies has been included within the new version of the Unit.</p> <p>Some parts of Task 1 in the old version of the Unit have been moved to a new task 4 in the new version of the Unit.</p>
How will I show that I have achieved this Unit?		Assessment options have been extended to include the option of recording what was said/done.
What might be involved?		This is new and gives the candidate an idea of the type of activity that meets the Unit standards.

What can I do next?		This is new and is designed to encourage candidates to think about progression
Guidance for assessors		This is new and points assessor to the Assessment Support Pack and Guide to Assessing Workplace Units for further guidance.
Learners with disabilities and / or additional support needs		This is new and is designed to assist the candidate/tutor/assessor on establishing what additional support needs are acceptable.