SQA

INFORMATION AND COMMUNICATION TECHNOLOGY
SCQF level 2
40 Hour Unit (F3GC 08)

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 very simple information and communication technology (ICT). You will use information communication technology to access, process, and present information in 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 do not need any knowledge or experience before you start.

What do I need to do?

You will:

♦ recognise and use features that you find on screen such as icons, menus, and option buttons

♦ load and access files from the hard drive or from cloud storage, as well as from modern removable storage devices or smartphones and tablet device

♦ name and save a file such as a text file, a graphics file, an audio file, or a video file to a given location

♦ locate and access various forms of information (for example, text, numbers, graphics, video, and audio) through the use of modern technology, using personal computers, automated teller machines (ATMs) smartphones, Apps, touch-screen devices, and the internet

♦ enter, edit, and output data, using applications software such as a word processor

♦ use a simple search to find a file containing text, numerical, graphical, video, or audio information

♦ present information in a suitable form (for example, on screen, or as a printout, or as sound)

♦ log on to an information communication technology system using your own login, password, or personal identification number (PIN)

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 from cloud storage, as well as from modern removable storage devices or smartphones and tablets.

What might this involve?

Here are examples of some things you might do:

♦ use a cash-point machine to get cash or a statement

♦ use a touch-screen for travel information

♦ search on the internet for phone numbers and print out the results

♦ use a digital or mobile banking app to manage finances

♦ use mobile banking apps for a wide range of financial transactions

♦ access travel information through mobile apps

♦ conduct online searches using voice assistants or smart devices

♦ searching for phone numbers or other information on the internet

♦ share pictures and videos through social media or cloud services

♦ use contactless payments with a smartphone device.

What can I do next?

You could move on to the Information and Communication Technology (ICT) Unit at SCQF level 3.

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

Processing and presenting information using ICT

At SCQF level 2 learners are required to use only one software application.

Accessing information using ICT

Two types of accessing are required:

♦ finding a particular file in order to carry out operations on it, for example searching for a particular document to subsequently edit with a word processor

♦ locating information from a digital source using information communication technology, for example finding a contact's details on a smartphone by searching for their name, or using voice commands to retrieve information from a virtual assistant

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.

When extracting information from a digital data source, learners can use a local or remote source that is familiar to them. The local data source may be one which they have helped to construct, such as a very simple database or help text. Tutors can identify suitable sources of information for learners to use in information searching.

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).

Credit value

6 SCQF credit points (1 SQA credit) at SCQF level 2

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History of changes to unit

Version	Description of change	Date
03	Amendments to: ♦ What do I need to do? ♦ How do I get this unit? ♦ What might this involve? ♦ Guidance for tutors — Accessing information using Information and Communication Technology (ICT).	27 / 05 / 24