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 complex information and communication technology (ICT) independently to access, process, and present information in everyday settings.

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

You could have achieved the Core Skills unit Information and Communication Technology at SCQF level 5. Alternatively, you may be able to show that you have similar experience of accessing, processing, and presenting information, for example using applications software to manipulate and integrate data, devising search strategies, and carrying out detailed information searches.

What do I need to do?

You will:

♦ select and start up software (for example, word-processing, spreadsheet, database, media packages) to perform a range of activities

♦ be aware of common hardware and software issues typical in modern technology environments and develop the skills to resolve basic hardware or software problems. For example, utilising built-in digital assistance features, accessing comprehensive online support resources, and consulting interactive tutorials or virtual walkthroughs

♦ enter and edit data using appropriate applications software

♦ locate and extract information in various formats from a diverse array of contemporary data sources. For example, utilising the internet to access a wide range of online databases, resources, and digital libraries, cloud-based storage services for remote data retrieval, navigating through internal networks or intranets for specific organisational information, and using personal computing devices equipped with search functionalities

♦ apply a complex search strategy to find information (for example, choice of source, order of searching, choice of keywords)

♦ evaluate the information found against a set of criteria you select (for example, currency, reliability, bias, relevance, appropriateness of format)

♦ evaluate your complex search strategy (for example, did it produce information that matched your chosen criteria, was it effective in terms of time and cost?)

- present information in an appropriate mode (for example, display on screen, print out, play an audio / video file)
- keep data secure and well managed (for example, by using passwords, using virus protection software, backing up data, multi factor authentication and maintaining personal file area)

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 make notes or a recording of what you are doing or saying. You can produce hard copy or save information on your hard drive or external storage device. You will be able to use these as evidence.

What might this involve?

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

- search multiple internal databases that are unfamiliar to you to gather names and addresses to create a mailing list of potential donors to a charity you support
- use a software package to analyse results of a community survey
- calculate the increase in the running costs of your department in the light of salary increases
- use a software package to model alternative layouts for your garden

What can I do next?

You could move on to the 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 6 learners are expected to be able to work with a computer system to carry out complex processing activities. They will be working in contexts not familiar to them. They should be able to use the computer independently and in contexts which require some design and selection. You will be available for consultation on the assessment requirements of the unit, but should not be required to provide support with the learners' activities. Learners can use commercial packages or bespoke application software.

Processing information using ICT

In solving more complex problems learners are expected to seek out features in the application software with which they may be unfamiliar. They should use their own initiative and consult help systems and utilise built-in digital assistance features and access comprehensive online support resources.

Accessing information using ICT

Learners can use either local or remote sources. The searches must involve multiple data sources and require several straightforward choices, or have a less obvious structure, or more complex inter-relationships.

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).

ADMINISTRATIVE INFORMATION

Credit value

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

Unit code:	F3GC 12
Superclass:	CD
Publication date:	August 2009
Source:	Scottish Qualifications Authority
Version:	03

Helpdesk:	0845 279 1000
Fax:	0845 213 5000
Email:	customer@sqa.org.uk
Website:	www.sqa.org.uk

Optima Building	Lowden
58 Roberston Street	24 Wester Shawfair
Glasgow	Dalkeith
G2 8DQ	Midlothian
	EH22 1FD

History of changes to unit

Version	Description of change	Date
03	Amendments to: ♦ What do I need to do? ♦ Guidance for tutors — Processing 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.