KEY SKILLS UNIT

Information technology

What is this unit about?

This unit is about applying your IT skills to suit different purposes.

You will show you can find, explore, develop and present information, including text, images and numbers.

How do I use the information in this unit?

There are three parts to this unit: what you need to know, what you must do and guidance.

Part A
WHAT YOU NEED TO KNOW

This part of the unit tells you what you need to learn and practise to feel confident about applying IT skills in your studies, work or other aspects of your life.

Part B
WHAT YOU MUST DO

This part of the unit describes the skills you must show. All your work for this section will be assessed. You must have evidence that you can do all the things listed in the bullet points.

Part C
GUIDANCE

This part describes some activities you might like to use to develop and show your IT skills. It also contains examples of the sort of evidence you could produce to prove you have the skills required.

LEVEL 1

Part A

WHAT YOU NEED TO KNOW

In finding and developing information,
YOU NEED TO KNOW HOW TO:

- find different types of information *(eg text, images, numbers)* from IT sources *(eg files, CD-ROM)* and non-IT sources *(eg hand-written notes, price lists, diagrams)*;

- decide what information is relevant for your purpose *(eg to answer questions from a customer, write a report, help solve a problem, make something)*;

- enter and bring in information *(eg copy and paste text, import clip-art images)*, using formats that help development *(eg consistent use of spaces, tabs and returns, format of numbers, graphic features such as line thickness and shading)*;

- explore information *(eg ask the right questions to find things out, try out alternatives)*;

- develop information in the form of text, images and numbers *(eg organise information, carry out calculations)*.

In presenting information,
YOU NEED TO KNOW HOW TO:

- use appropriate layouts for presenting different types of information, including text, images and numbers *(eg select screen displays or pages for different types of document, such as letters or invoices)*;

- present information in a consistent way *(eg fonts, bullet and number lists, alignments, size and position of images, tables of numbers)*;

- develop the presentation to meet your purpose *(eg organise the presentation by moving, copying, deleting and inserting information)*;

- make sure your work is accurate and clear *(eg check content is relevant, proof-read, use a spell-checker, ask others, select and highlight information to improve its clarity)*;

- save information so it can be found easily *(eg use suitable folders/directories, filenames)*.

You will also need to know how IT can help you in your work and be able to compare your use of IT with other methods.

It is important that you can work safely and take care of equipment, avoid losing information and know how to get help when dealing with errors.

Part B

You must:

IT1.1

Find, explore and develop information for **two** different purposes.

Evidence must show you can:

- find and select relevant information;
- enter and bring in information, using formats that help development; and
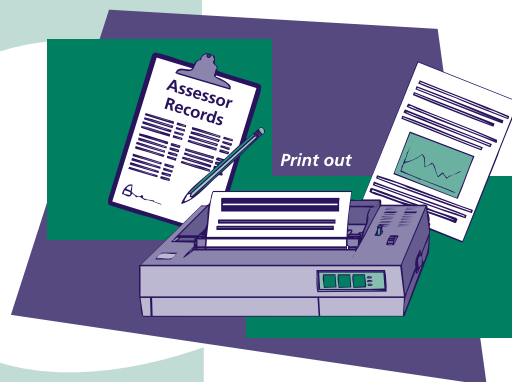- explore and develop information to meet your purpose.

IT1.2

Present information for **two** different purposes.

Your work must include at least **one** example of text, **one** example of images and **one** example of numbers.

- use appropriate layouts for presenting information in a consistent way;
- develop the presentation so it is accurate, clear and meets your purpose; and
- save information so it can be found easily.

Part C

GUIDANCE

Examples of activities you might use

You will have opportunities to develop and apply your IT skills during your work, studies or other activities. For example, when:

- doing a project, or assignment, and presenting your findings;
- finding things out for customers or clients;
- exchanging information and ideas with work colleagues or other students.

You will need time to practise your skills and prepare for assessment. So it is important to plan ahead.

The purpose for using IT can be decided by you or by other people. But you must make sure that the work you produce suits this purpose. Using IT can contribute evidence of your use of other key skills, such as communication and application of number.

You will need to think about the quality of your IT skills and check your evidence covers all the requirements in Part B.

Examples of evidence

1.1 FIND AND DEVELOP INFORMATION

Print-outs and copies of the information you selected to use.

A record from an assessor who observed you using IT when exploring and developing information or working drafts with notes of how you met the requirements of the unit.

1.2 PRESENT INFORMATION

Working drafts showing how you developed the presentation or records from an assessor who saw your screen displays.

Print-outs or prints of a static or dynamic screen display of your final work, including examples of text, images and numbers.

Records of how you saved information.

If producing certain types of evidence creates difficulties, through disability or for another reason, you may be able to use other ways to show your achievement. Ask your tutor or supervisor for further information.

This unit is for use in programmes starting from September 2000.

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