

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:

- search for and select information;
- explore and develop information, and derive new information;
- present combined 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 A
WHAT YOU NEED TO KNOW

In searching for and selecting information, you need to know how to:

- search for information using multiple criteria
- select and use appropriate filters for presenting information effectively
- present information in a way that is relevant to the purpose
- search for information using multiple criteria
- select and use appropriate filters for presenting information effectively
- present information in a way that is relevant to the purpose

In developing information, you need to know how to:

- search for information using multiple criteria
- select and use appropriate filters for presenting information effectively
- present information in a way that is relevant to the purpose

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 B
WHAT YOU MUST DO

You must:

- search for and select information for a purpose
- explore and develop information, and derive new information, for a purpose
- present combined information for a purpose

Evidence must show 'you can':

- search for information using multiple criteria
- select and use appropriate filters for presenting information effectively
- present information in a way that is relevant to the purpose

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.

Part C
GUIDANCE

Examples of activities you might use:

- search for information using multiple criteria
- select and use appropriate filters for presenting information effectively
- present information in a way that is relevant to the purpose

Examples of evidence you might use:

- search for information using multiple criteria
- select and use appropriate filters for presenting information effectively
- present information in a way that is relevant to the purpose

LEVEL 2

Part A

WHAT YOU NEED TO KNOW

In searching for and selecting information,

YOU NEED TO KNOW HOW TO:

- identify suitable sources of information (*eg hand-written documents, material to be scanned, files on disks, CD-ROMs, databases, the internet*);
- search for information using multiple criteria (*eg operators such as 'and', 'greater than' and tools such as search engines*);
- interpret information and decide what is relevant to your purpose (*eg to respond to an enquiry, write a project report, help solve a problem, design or make something*).

In developing information,

YOU NEED TO KNOW HOW TO:

- enter and bring together information (*eg 'copy and paste' or import text, images, numbers*), using formats that help development (*eg using tabs rather than spaces to align text, using tables or frames to position information*);
- explore information as needed for your purpose (*eg follow lines of enquiry, explore the effects of changing information in a spreadsheet model to make and test predictions*);
- develop information in the form of text, images and numbers (*eg link information, organise information under headings, restructure tables, generate charts and graphs from data, select records or fields and prepare reports from a database*);

- derive new information (*eg compare information from different sources to reach a conclusion, use formulae to calculate information such as a total or average*).

In presenting information,

YOU NEED TO KNOW HOW TO:

- select and use appropriate layouts for presenting combined information, (*eg document structures such as margins, columns and headings, borders for images and text, record structures, tables, spreadsheets*);
- present information in a consistent way, (*eg paragraph layouts, sizes and styles of images and text, alignments, fonts*);
- develop the presentation to suit your purpose and types of information, including text, images and numbers, (*eg highlight information to improve its impact, refine layouts, make sure it suits the needs of your audience*);
- ensure your work is accurate and clear (*eg proof-read, use a spell-checker, seek the views of others*) and is saved appropriately (*eg use suitable folders/directories and file names, avoid loss*).

You will also need to know: the benefits and disadvantages of using IT; when it is necessary to observe copyright or confidentiality; how to identify errors and their causes and minimise risks from viruses; and how to work safely and minimise health risks.

Part B

WHAT YOU MUST DO

You must:

IT2.1

Search for and select information for **two** different purposes.

Evidence must show you can:

- identify the information you need and suitable sources;
- carry out effective searches; and
- select information that is relevant to your purpose.

IT2.2

Explore and develop information, and derive new information, for **two** different purposes.

- enter and bring together information using formats that help development;
- explore information as needed for your purpose; and
- develop information and derive new information as appropriate.

IT2.3

Present combined information for **two** different purposes.

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

- select and use appropriate layouts for presenting combined information in a consistent way;
- develop the presentation to suit your purpose and the types of information; and
- ensure your work is accurate, clear and saved appropriately.

Part

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:

- researching and reporting findings from a project or assignment;
- researching and designing a product;
- dealing with enquiries from 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 for 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

2.1 SEARCH FOR AND SELECT INFORMATION

Print-outs of the relevant information with notes of sources and how you made searches, or a record from an assessor who observed you using IT when searching for information.

2.2 DEVELOP INFORMATION

Printouts, or a record from an assessor who observed you using IT, with notes to show how you explored and developed information and derived new information.

2.3 PRESENT INFORMATION

Working drafts, or a record from an assessor who observed your screen displays, with notes to show how you have developed content and presentation.

Print-outs, or prints of static or dynamic screen displays, 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.

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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

WHAT YOU MUST DO

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

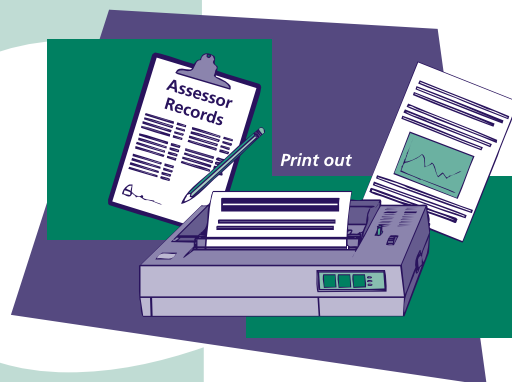
Present information for **two** different purposes.

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

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.

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Part A

WHAT YOU NEED TO KNOW

In planning and selecting information,

YOU NEED TO KNOW HOW TO:

- plan a substantial activity by breaking it down into a series of tasks;
- compare the advantages and limitations of different sources of information (*eg databases, the internet, material to be scanned, files on disk, CD-ROMs*) and select those suitable for your purpose (*eg to obtain views of others, to produce financial data, product information or a multi-media presentation*);
- choose appropriate techniques for finding information (*eg database query techniques, internet search engines, multiple criteria including relational operators such as less than/greater than, and logical criteria such as AND/OR/NOT conditions*) and use them to carry out effective searches;
- make selections based on relevance to your purpose and judgements on quality (*eg your own and others' views on accuracy and reliability of content*).

In developing information,

YOU NEED TO KNOW HOW TO:

- enter and bring together information in a consistent form (*eg lists, tables, frames, types of images*) and use automated routines (*eg macros, icons, database query and report routines, validation for database entries*);
- create and use structures and procedures for developing text, images and numbers (*eg sort and group information, use mail-merge, analyse and interpret numerical data using spreadsheet software, generate graphs and charts*);
- explore information (*eg design and develop lines of enquiry, change values and rules in a model to make predictions and test hypotheses*);

- derive new information (*eg evaluate information from different sources to reach and justify a conclusion, use facilities to calculate or deduce results*);
- use methods of exchanging information to support your purpose (*eg e-mail, shared access to documents, collaborative development of information*).

In presenting information,

YOU NEED TO KNOW HOW TO:

- develop the structure of your presentation (*eg modify templates and paragraph styles, apply automatic referencing facilities such as page numbers, dates and file names*), and use the views of others to guide refinements (*eg obtain feedback on content, layout, format, style*);
- develop and refine the presentation of text, images and numbers (*eg improve impact by changing format or layout, combine information, overlay images on text*);
- present information so that it meets your purpose and the needs of the audience (*eg compare paper based, single form, mixed form and multi-media presentations and choose the most suitable one available*);
- ensure work is accurate and makes sense (*eg proof-read, use a spell-checker, seek the views of others*).

You will also need to know: the implications of using IT, comparing your use of IT with systems used elsewhere; when it is necessary to observe copyright or confidentiality; how to save your work for easy retrieval, for managing versions and to avoid loss; how to identify errors and their causes and minimise risks from viruses; and how to work safely and minimise health risks.

Part B

WHAT YOU MUST DO

You must:

Plan and carry through at least one substantial activity that includes tasks for IT3.1, IT3.2 and IT3.3.

IT3.1

Plan and use different sources to search for, and select, information required for **two** different purposes.

Evidence must show you can:

- plan how to obtain and use the information required to meet the purpose of your activity;
- choose appropriate sources and techniques for finding information and carry out effective searches; and
- make selections based on judgements of relevance and quality.

IT3.2

Explore, develop and exchange information, and derive new information, to meet **two** different purposes.

- enter and bring together information in a consistent form, using automated routines where appropriate;
- create and use appropriate structures and procedures to explore and develop information and derive new information; and
- use effective methods of exchanging information to support your purpose.

IT3.3

Present information from different sources for **two** different purposes and audiences.

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

- develop the structure and content of your presentation using the views of others, where appropriate, to guide refinements;
- present information effectively, using a format and style that suits your purpose and audience; and
- ensure your work is accurate and makes sense.

Part

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:

- planning, carrying out and reporting findings from an investigation or project;
- designing and presenting a product;
- researching information and reporting outcomes to 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. For example, to identify an activity that is substantial enough to provide opportunities for following through tasks for IT3.1, IT3.2 and IT3.3. You may need to do additional tasks to cover all the requirements of Part B.

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.

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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

3.1 PLAN, AND SELECT INFORMATION

A description of the substantial activity and tasks. A plan for obtaining and using the information required.

Print-outs of the relevant information with notes of sources compared and used. Notes on how you made searches and selected information.

3.2 DEVELOP INFORMATION

Print-outs, with notes, or a record from an assessor who observed your use of IT, showing how you have exchanged, explored and developed information and derived new information.

Notes of automated routines.

3.3 PRESENT INFORMATION

Working drafts, or a record from an assessor who observed your screen displays, showing how you developed the presentation using information from different sources.

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

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.