

Unit Title: IT Software Fundamentals
Unit Level: Level 1
Unit Credit Value: 3
GLH: 20
LASER Unit Code: CAJ016
Ofqual Unit Code: L/502/4384

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Select and use software applications to meet needs and solve problems.	1.1	Identify different software applications and give examples of their use.
		1.2	Select and use appropriate software applications to develop, produce and present different types of information to meet needs and solve problems.
		1.3	Identify what types of information are needed.
2.	Enter, develop and format different types of information to suit its meaning and purpose.	2.1	Enter, organise and format different types of information to meet needs.
		2.2	Apply editing techniques to refine information as required.
		2.3	Combine information of different forms or from different sources to meet needs.
		2.4	Select and use appropriate page layout to present information effectively.
3.	Present information in ways that are fit for purpose and audience.	3.1	Work accurately and proof-read, using software facilities where appropriate for the task.
		3.2	Produce information that is fit for purpose and audience using commonly accepted layouts as appropriate.
4.	Make effective use of IT tools and facilities to present information.	4.1	Review and modify work as it progresses to ensure the result is fit for purpose and audience.
		4.2	Review the effectiveness of the IT tools selected to meet presentation needs.

Assessment Guidance:

See IT User Assessment Strategy available from www.e-skills.com

Additional Information:

NA