Unit Title: **IT Software Fundamentals**
Unit Level: **Level 2**
Unit Credit Value: **3**
GLH: **20**
LASER Unit Code: **CAJ029**
Ofqual Unit Code: **R/502/4385**

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Select and use appropriate software applications to meet needs and solve problems.	1.1	Describe what types of information are needed.
		1.2	Select and use software applications to develop, produce and present different types of information to meet needs and solve problems.
2.	Enter, develop, combine and format different types of information to suit its meaning and purpose.	2.1	Enter, organise, refine and format different types of information, applying editing techniques to meet needs.
		2.2	Use appropriate techniques to combine image and text components.
		2.3	Combine information of different forms or from different sources.
		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.
		3.2	Identify inconsistencies or quality issues with the presentation of information.
		3.3	Produce information that is fit for purpose and audience using accepted layouts and conventions as appropriate.
4.	Evaluate the selection and 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 and to inform future judgements.
		4.2	Review the effectiveness of the IT tools selected to meet needs in order to improve future work.

Assessment Guidance:
NA

Additional Information:
NA