



# WORKPLACE CORE SKILLS ASSESSMENT SUPPORT PACK



## INFORMATION AND COMMUNICATION TECHNOLOGY SCQF Level 6

Part 1: Information for assessors

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Part 2: Exemplar assessment tasks

Part 3: Exemplar recording documentation

## *Part 1: Information for assessors*

### *What is involved?*

The Unit is designed for the workplace and the content should involve tasks and skills that are suited to the requirements of the candidates' working environment. The focus of the Unit is how well candidates use a data source/software application, not how many are used. Candidates will demonstrate their ICT skills by:

- ◆ using computerised technologies
- ◆ using applications software
- ◆ finding and presenting information from electronic data sources

These skills should be useful to candidates in their current and future jobs, as well as in their social and personal lives.

The Unit is designed for those who have significant skill and experience in using Information and Communication Technology (ICT) within the workplace. The work undertaken in the assessments should be complex, and will require knowledge or experience of formal workplace technologies, eg at managerial level. The Unit might be suitable for candidates who are currently working towards an SVQ/NVQ at level 4.

ICT tasks can be combined with other Core Skills Units: Communication, Numeracy, Problem Solving, and Working with Others. If you adopt this approach, records must be kept for each Core Skills Unit.

## *Guidance on the Unit*

Candidates at SCQF level 6 are required to work independently and in contexts that require some design and selection when using computer technologies to carry out the tasks.

The 'What do I need to do' section of the Unit lists the knowledge, understanding, and competence that the candidates must have and what they need to do to prove this. You may want to discuss these with the candidates. The following notes give detailed pointers on the things candidates need to know and be able to do.

### *What candidates need to do*

#### *Performing ICT operations*

Candidates have to show ability in interacting with the operating system, application software, and computer hardware. The candidates are required to resolve common hardware and software problems. In order to do this independently the candidates need to know how to access help, such as that found online or on screen from help files on their computer.

Candidates must be able to use the appropriate modes of displaying information. An activity may require them to display results on the monitor screen, print out results, or play a multimedia file as video or audio.

#### *Processing information*

This part of the Unit requires the candidates to use at least one type of applications software to carry out a range of complex ICT activities.

In some workplaces an appropriate single software application can be used to give a range of activities. Otherwise, several applications can be used by the candidates to obtain this range.

When candidates carry out complex activities in unfamiliar contexts, it is likely that they will need to explore new software applications or new facets of a familiar software application. The candidates will have to spend some time in refining the task's problem to analyse the information requirements and design their solution.

The candidates will probably be regularly using various applications in the workplace.

They should already have in-depth knowledge of these applications as well as the experience of approaching unfamiliar situations.

No example tasks are supplied in this support pack, as at this level the task should be drawn from the work environment. You should help candidates choose a suitably complex task for the assessment of this area. It may be that you will have to 'tweak' a work situation problem to make sure that it meets all the requirements of the Unit.

The candidates must be able to select and launch the correct application for their task.

Although not mentioned specifically in the Unit, it is expected that the candidates will produce their tasks within a reasonable timescale, accurately and with results meeting the desired purpose. This means a performance equal to that expected in the workplace, even if the candidates are performing tasks set by you.

### *Finding information using ICT*

At SCQF 6 level the candidates have to show that they can carry out complex information searches, including the following:

- ◆ careful definition of search topic and evaluation criteria
- ◆ establishing a search strategy
- ◆ evaluating the information found
- ◆ reviewing their search strategy

Before starting the searching, the candidates should spend some time producing a precise specification of the search and deciding on criteria with which to evaluate the results. The search criteria might include relevance to search, correct level of detail, currency of data, and appropriateness of format. Particularly for information searched via the internet, the candidates should look at the likely reliability of the data, being aware of bias and of the possibility of a deliberate hoax.

The candidates should create a strategy in which the most likely sources are selected, a logical order of searching the sources decided, the best search terms (keywords) chosen, and search logic is used to combine search terms.

As each item of information is found, it should be evaluated to see how well it matches the search criteria.

Once the results have been produced, candidates are required to look at how well their search strategy worked. For example, they might look at the ease with which it produced required results; the possibility that it left out some useful results; the effectiveness in terms of cost and time.

It is expected that the information be both located and integrated. The results of the search may be a presentation or a report on the search topic.

It is likely that candidates who carry out searches routinely will perform the above steps automatically. However, for the purposes of the Unit, all the above steps should be documented. Only one search is required.

Although the above has mentioned finding information from the internet, the searching can be related to information held on the candidate's own machine or on local databases. The information sought need not be text-based, and could be graphical or multimedia-based.

Although the search has to be documented, possibly as a written report, the resulting information should be presented by the candidates in the appropriate manner, eg displayed on screen or played as an audio file.

### *Keeping information safe*

The candidates must demonstrate safe practice with the information that they handle using:

- ◆ password security
- ◆ anti-virus protection
- ◆ backing up of data
- ◆ maintenance of personal file area

Candidates are expected to carry out the above routinely. In different workplaces there will be particular policies that lay down exact procedure and some aspects such as backups will be run automatically. Candidates will be expected to follow these policies. Regarding the automatic processes, the candidates must understand exactly what they do and appreciate their importance.

## *How do candidates show they have achieved the Unit?*

The Unit requires the candidates to provide evidence for each of the four tasks.

### *Task 1: Performing ICT operations*

Carry out ICT activities related to their work.

### *Task 2: Processing information*

Carry out a range of complex ICT activities related to their work that involve using at least one software application.

### *Task 3: Finding information*

Use ICT to locate information relevant to their work. A range of sources will be used and search techniques and search criteria employed. The search strategy will be complex and should be evaluated at the end of the process. The search can be for textual information or a graphics, audio, or video file.

### *Task 4: Keeping information safe*

Demonstrate safe practice in using ICT to handle information.

There is no set number of times candidates should perform each of the individual tasks. They should be performed as often as is required for the assessor to be confident that the performance is consistently accurate.

## *Assessment requirements*

Candidates must make effective and responsible use of hardware devices and software applications, demonstrating due attention to other users. They should be aware of common hardware and software problems. When extracting and presenting information from an electronic data source, candidates may use either local or remote data sources, eg local database,

CD-ROM/websites. The data source should require several straightforward choices, or have a less obvious structure, or more complex inter-relationships. Information may be textual, numerical, graphical, audio etc. Candidates should be discerning in their choice of websites/data sources, having regard for factors such as reliability, currency, authority, bias etc.

## *Gathering evidence*

It may be appropriate for you to gather written evidence produced by the candidates while carrying out the practical tasks. However, written evidence is not essential for this Unit and is inappropriate if it disadvantages the candidates.

You may wish instead to observe the candidates carrying out a task and use oral questioning. This requires you to create and complete a record of questions asked and candidate responses.

From the candidate's point of view, it is useful to have the means of keeping all the work of this Unit together. You can help here by creating and providing a workbook that includes all the evidence-gathering items. An alternative would be to provide worksheets that can be made into a portfolio or e-portfolio.

If you have chosen to integrate the ICT work with other Units being undertaken by the candidates, it may be possible to assess the ICT as part of a larger single activity. In this case you must keep separate records for this Unit.

You should try to identify naturally occurring opportunities for assessment where possible. Some of the exemplars in this pack could be used or contextualised for this purpose.

The assessment process is likely to involve one or more of the following:

- ◆ observation
- ◆ recording
- ◆ oral questioning

When assessing by observation, you must keep a detailed checklist. Similarly, if you use oral questioning, you must keep a record of both the questions and the candidate responses. All evidence, whether produced by the candidate or a record made by yourself, must be retained, signed, and dated by you.

## *Planning*

You should work out where opportunities for meeting the Unit standards are likely to arise. Where possible, these should be built into the assessment

process. You should explain and discuss this assessment process with the candidates so that they are clear about what is expected of them.

## *Part 2: Exemplar assessment tasks*

Note for assessors

You can use the exemplar assessments given in this section in several ways:

- ◆ to illustrate to candidates the type of materials that could be used to generate evidence
- ◆ to help identify the type and amount of evidence that candidates should have gathered in their portfolio
- ◆ to help identify the level of complexity in evidence required for the Core Skill at this level
- ◆ to help you to identify/create an assessment task related to the candidate's own work environment
- ◆ as an off-the-shelf assessment, although every effort should be made to source/provide candidates with assessment materials that relate to their specific area of work

*Task 1: Performing ICT operations* — The exemplar is in the form of a candidate instruction sheet.

*Task 2: Processing information* — The exemplar is in the form of a candidate instruction sheet.

*Task 3: Finding information* — The exemplar is in the form of a candidate instruction sheet. A search engine/internet information task has been chosen here so that a thorough evaluation of the results is necessary.

*Task 4: Keeping information safe* — The exemplar is in the format of a candidate instruction sheet. Since all four topics may be strictly governed by workplace rules, you will need to tailor your approach once you establish what these rules are.

## *Task 1: Performing ICT operations*

Carry out the following two activities:

- 1 Resolve common hardware and software problems.
- 2 Present information in the appropriate way for the chosen activity, eg printed, displayed on screen, or through multimedia files.

## *Task 2: Processing information*

Discuss and agree the suitability of the processing task with your assessor then:

- 1 Create a specification for the task detailing the information sources, processing, and output information.
- 2 Choose appropriate software, familiarising yourself with it as necessary.
- 3 Carry out the processing.
- 4 Create the output data in the desired format.
- 5 Produce any additional documentation required.

## *Task 3: Finding information*

Discuss the topic of your search with your assessor then:

- 1 Define precisely the search topic.
- 2 Draw up evaluation criteria for the results of the search.
- 3 Draw up a search strategy, including points such as likely sources, order of use of sources, and suitable search terms (keywords).
- 4 Carry out the searching process.
- 5 Evaluate the items of information you find using your evaluation criteria.
- 6 Evaluate your search strategy in the light of the information you have found.
- 7 Document your search.

## *Task 4: Keeping information safe*

Carry out each of the following:

- 1 Provide an explanation of the importance of password security.
- 2 Use anti-virus software appropriately.
- 3 Operate a data backup policy.
- 4 Maintain your personal file area.

## *Part 3: Exemplar recording documentation*

This section gives some examples of forms that could be used by the candidates and/or assessors to gather evidence and record assessment decisions.

You are encouraged to adapt these materials to suit you and your candidate's preferred approach, ie boxes can be made bigger, format can be changed to a non-table format, font size etc.

### *Assessment plan*

You should work out where naturally occurring opportunities for meeting the standards are likely to arise and, where possible, build them into the assessment process.

You should explain and discuss the assessment process with candidates so they are clear about what is expected of them.

### *Assessment checklists*

Candidates could use the assessment checklists as a means of cross-referencing evidence in their portfolio to the Unit.

Assessors could use the assessment checklists to record assessment decisions and any relevant comments.

### *Summary checklist*

The summary checklist enables you to record the results from the assessment checklists on a single form.

## Assessment plan

ICT (SCQF level 6)

Candidate: \_\_\_\_\_

Task to be assessed: \_\_\_\_\_

Proposed date of assessment: \_\_\_\_\_

Proposed method of assessment	Tick	Notes
Assignment or project		
Observed performance		
Witness testimony		
Written questions		
Oral questioning		
Product evaluation, eg written document		
Previous evidence		
Other evidence		

Details agreed and signed by:

Assessor \_\_\_\_\_

Candidate \_\_\_\_\_

Line manager (if required) \_\_\_\_\_

Date \_\_\_\_\_

## Assessment checklist

ICT (SCQF level 6)

Task 1: Performing ICT operations

Candidate name: \_\_\_\_\_

Date: \_\_\_\_\_

Task 1: Carry out ICT activities related to your work.			
	Evidence	Assessor initials and date	Comments
Carried out operations on folders and files for each of the following: <ul style="list-style-type: none"><li>◆ Resolved common hardware and software problems</li><li>◆ Presented information in a suitable way that is helpful to others, eg on-screen, print out, or audio file</li></ul>			

## Assessment checklist

ICT (SCQF level 6)

Task 2: Processing  
information

Candidate name: \_\_\_\_\_

Date: \_\_\_\_\_

Task 2: Carry out a range of complex ICT activities related to your work that involve application software.			
	Evidence	Assessor initials and date	Comments
Selected and launched application software suitable for the tasks, eg word processing, spreadsheet, database, media packages			
Entered, processed, and output data			

## Assessment checklist

ICT (SCQF level 6)

Task 3: Accessing  
information

Candidate name: \_\_\_\_\_

Date: \_\_\_\_\_

Task 3: Use ICT to locate information relevant to your work.			
	Evidence	Assessor initials and date	Comments
Located information in different formats from a range of local or remote data sources			
Applied a complex search strategy to find information, eg choice of sources, order of searching, choice of keywords, use of search logic, application of search parameters, menu and open choice searching			
Evaluated information found against given criteria, eg currency, level of difficulty, reliability, authority, bias, relevance, appropriateness of format			
Evaluated search strategy, eg did it produce information that matched chosen criteria, was it effective in terms of time and cost, did it filter out information that would not			

have been useful			
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## Assessment checklist

ICT (SCQF level 6)

Task 4: Keeping  
information safe

Candidate name: \_\_\_\_\_

Date: \_\_\_\_\_

Task 4: Demonstrate safe practice in using ICT to handle information.			
	Evidence	Assessor initials and date	Comments
Using passwords			
Using virus protection software			
Backing up data			
Maintaining personal file area			

## Summary checklist

ICT (SCQF level 6)

Candidate name: \_\_\_\_\_

Candidate number: \_\_\_\_\_

Centre: \_\_\_\_\_

Task	Date achieved
1 Performing ICT operations	
2 Processing information	
3 Finding information	
4 Keeping information safe	
Assessor's signature: _____	Date: _____

## ADMINISTRATION INFORMATION

### Credit Value

6 SCQF credit points at SCQF level 6



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