

Modules to choose from include:-

Make selective use of IT (mandatory) - 25 points

Candidates will be able to work out how to use IT effectively for more complex tasks, explaining decisions and actions taken, find and evaluate information using appropriate methods, organising information and reviewing own use of IT and feedback from others.

Using IT systems - 15 Points

Candidates will be able to determine the appropriate use of IT for completing tasks – producing letters, making a slide for a presentation, recording spending, keeping addresses, sending a message or drawing boxes and arrows to highlight information.

Operate a computer - 20 Points

Candidates will be able to understand types of computer hardware, its tools and functions, health and safety issues relevant to its use, compatibility, being able to set up the computer and access information.

IT Trouble shooting for users - 15 Points

Candidates will be able to solve information technology hardware errors involving the interaction between hardware and software. It also involves restarting hardware and software using manufacturer's guidelines and correcting errors.

IT maintenance for users - 15 Points

Candidates will be able to keep hardware and software up to date and in proper condition so that it continues to fulfil the tasks required. This includes routine and non-routine maintenance, health and safety issues in using IT and upgrading hardware and software.

IT security for users - 15 Points

Candidates will be able to look at potential security risks and protect hardware, software and the data within an IT system against theft, malfunction or unauthorised access. This includes managing files, cleaning, avoiding health and safety risks, providing maintenance in order to enhance performance.

Use IT to exchange information - 15 Points

Candidates will be able to send and receive messages, search for particular information, laws and guidelines affecting exchanging of IT information.

Internet and Intranets - 15 Points

Spreadsheets - 20 Points

Candidates will have the ability to use a software application designed to record data in rows and columns and perform calculations with numerical data. A spreadsheet can be used for different tasks, such as budgeting, producing tables, calculating household bills or producing graphs. This will involve using functions and formulae, analysing and Interpreting the data and presenting the results.

Databases - 20 Points

Candidates will have the ability to use a software application designed to organise and collate related information. This will include entering data, modifying databases – i.e. changing field characteristics, formatting data and reports, checking database queries and improving efficiency i.e. shortcuts.

Websites - 20 Points

Candidates will have the ability to use an application designed for planning, building and maintaining simple websites. This includes producing information that is clear and appropriate, handling files appropriately, combining information, planning and producing multipage websites, uploading and maintaining content.

IT artwork and images - 20 Points

Candidates will have the ability to use a software application designed to create, modify and layout artwork or images for display in print or on a screen. This includes handling files appropriately, creating more complex drawings and artwork, editing simple artwork and images, combining information of different types, checking text and checking images.

IT presentations - 20 Points

Candidates will be able to use software applications to produce presentations, which include a combination of media. This includes handling files appropriately, editing presentations, formatting slides, presenting slides to others and producing presentations.

Speciality or bespoke software - 20 Points

This is the ability to select and use a suitable specialist or bespoke software application to carry out an appropriate task. This includes understanding the capabilities of the software and the types of tasks for which it is suitable, as well as the skills and techniques needed to use the software application appropriately and effectively. Types of bespoke software may include accounts applications, CAD applications, project management applications or music composition and editing

Candidates will be able to access, retrieve and verify information from the Internet, Intranets and the worldwide web, using browser software. They will also be aware of laws and guidelines governing the internet and intranets.

E-mail - 15 Points

Candidates will have the ability to send and receive messages. Although primarily associated with the Internet, it is not essential to involve internet technology. This includes exchanging information by using appropriate methods, using address books and other facilities available, formatting e-mails and they should be aware of laws and rules governing e-mail.

Word Processing - 20 Points

Candidates will have the ability to use a software application to create, edit and produce documents and text (designing a letter, memo or CV). This involves producing information that is clear and appropriate and is professional looking. Also included and combining information of different types and applying shortcuts which improve efficiency.

applications.

Evaluate the impact of IT - 15 Points

This is the ability to evaluate the impact of using IT in a variety of situations, such as home, work, school or other environment. This will involve looking at how IT changes what individuals and organisations do, how you can improve access to using IT, how to identify health and safety issues in using IT, benefits and drawbacks to improving learning.

Sector specific units - 20 Points

This would only be offered to large specific sectors i.e. The Police Force where the use of specific software is used within the Police Force for fingerprints etc. This could not be offered without prior approval from the awarding body. A module would then be created around this specific sector to enable this element to be offered.