

Unit Title: Bespoke Software

OCR unit number: 39
Level: 2
Credit value: 3
Guided learning hours: 20
Unit reference number: F/502/4396

Unit aim and purpose

This unit aims to develop the knowledge and skills required to input and combine information using bespoke software. In addition candidates will be able to use the functions of the software to process and present information.

Learning Outcomes	Assessment Criteria
The Learner will: 1 Input and combine information using bespoke applications	The Learner can: 1.1 Input relevant information accurately so that it is ready for processing 1.2 Select and use appropriate techniques to link and combine information of different forms or from different sources within the software 1.3 Respond appropriately to data entry error messages
2 Use appropriate structures to organise and retrieve information efficiently	2.1 Describe what functions to apply to structure and layout information effectively 2.2 Select and use appropriate structures and/or layouts to organise information 2.3 Apply local and/or legal guidelines and conventions for the storage and use of data where available
3 Use the functions of the software effectively to process and present information	3.1 Select and use appropriate tools and techniques to edit, process and format information 3.2 Check information meets needs, using IT tools and making corrections as necessary 3.3 Select and use appropriate methods to present information

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ).

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .