Unit Title:	**Bespoke software**
OCR unit number:	42
Level:	2
Credit value:	3
Guided learning hours:	20
Unit reference number:	F/502/4396

Learning Outcomes	Assessment Criteria	Examples
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	Types of bespoke information: Information will vary according to the software for example, text, numbers, photos, scanned images, graphic elements, digital recorded sound, graphs, charts, tables Input information: using Keyboard, mouse, scanner, voice recognition, touch screen, stylus Combine information: Insert, size, position, wrap, order, group
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	Structures and layouts: Apply and change existing templates, set up templates for inputting or retrieving information, apply or change existing styles Guidelines for the storage and use of data: Set by: employer or organisation. Topics covered: security, backup, data format, compliance and reporting, data protection, confidentiality. File management will vary according to the application.
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	Editing, analysis and formatting techniques: Techniques will vary according to the software and task, for example: Editing – select, insert, delete, cut, copy, paste, drag and drop, find, replace, page

© OCR 2014

	3.3 Select and use appropriate methods to present information	layout, labelling, alignment, orientation, colour, resolution, size, pitch Analysis – design queries, mathematical, logical or statistical functions Formatting – characters, lines, paragraphs, pages, file type Check information: Checks will vary according to the type of information and software, but could include: spell check, grammar check, accuracy of figures, labelling and size of images, volume of sound, quality of images and sound, that line, paragraph and page breaks fall appropriately, formatting is consistent, the use of headings and subheadings aid clarity, the placing of images or sound clips Presentation methods: Methods will vary according to the software and task, for example, on screen display, publishing on a web site, hard copy print out, digital file

Unit purpose and aim

This is the ability to select and use a suitable bespoke software application to carry out an appropriate data processing task. It 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.
This unit is about the skills and knowledge needed by an IT User to select and use a wide range of intermediate bespoke software tools and techniques for information that is at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.
Bespoke software tools and techniques will be defined as ‘intermediate’ because:

- the software tools and functions involved will at times be non-routine or unfamiliar;
- the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements at times be multi-step;
- the user will take some responsibility for inputting, manipulating and outputting the information.

© OCR 2014

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See Recommended Assessment Methods in the ITQ Centre Handbook.

Evidence requirements

An evidence checklist must be completed without gaps.

Guidance on assessment and evidence requirements

Please refer to the centre handbook for ITQ 2009.

© OCR 2014