

Unit Title: Specialist/Bespoke Software	
Level:	Entry Three
Credit Value:	2
GLH:	15
OCNLR Unit Code:	HD3/E3/LQ/018
Ofqual Unit Reference Number:	J/505/6377

This unit has 2 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to input and organise information using specialist or bespoke applications.	1.1. Use a keyboard or other input method to enter the relevant information into existing templates and/or files so that it is ready for processing. 1.2. Store and retrieve data as instructed.
2. Be able to use tools and techniques to edit, process, format and present information.	2.1. Follow instructions to use appropriate tools and techniques to process, edit and format information. 2.2. Check information meets needs making corrections as appropriate. 2.3. Use appropriate presentation methods and accepted layout.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	