

Unit Title:	Using ICT to record and edit information
OCR unit number:	F1
Life and Living Skill Area:	ICT
Level:	Entry 1
Credit value:	3
Guided learning hours:	30

Unit purpose and aim

This unit aims to provide learners working at the 'Active Involvement' to 'Application' stages of the Entry 1 Achievement Continuum with the opportunity to demonstrate their ability to use ICT to record and edit information for example digital camera, voice recorder etc, Learners may need support in completing the tasks.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Be able to use ICT to record information	The Learner can: 1.1 Use appropriate ICT equipment to record information	<ul style="list-style-type: none">• Using a digital camera to take photographs for example, to record completed art work• Using a voice activated sound recorder for example, to record items on a shopping list• Using a writing with symbols programme to complete a piece of writing for example, a record of clothing to take on a residential visit
2 Be able to use ICT to edit information	2.1 Use appropriate ICT resource to edit information	<ul style="list-style-type: none">• Using a whiteboard to delete information for example, deleting symbols in a short piece of text• Using a paintbrush software programme for example, changing the background colour on a piece of work• Using a sound software programme to edit information for example, an interview with a visitor to your centre

Assessment

Assessment of this unit must make use of the Entry 1 Achievement Continuum. Assessors will be required to indicate the stage on the continuum at which the learner has achieved the learning outcome.

This unit spans a range of achievement from **active involvement** to **application** on the Achievement Continuum. It may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

The examples provided are just that: learners may demonstrate their ability to meet the criteria in many other ways. Learners are not expected to undertake all these activities in order to meet the assessment criteria.

Evidence requirements

Candidates demonstrate that they can use ICT to record and edit information; this will be reflected in their Record of Assessment and Evidence.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence, must be submitted for moderation.

Additional information

The following documents must be used to record candidate evidence and their level of achievement on the Entry 1 Achievement Continuum:

- Entry 1 Achievement Continuum
- Record of Assessment and Evidence