



ITEC

Bespoke software

VRQ

Learner name:

UBU51

Learner number:

F/502/4396





VTCT

More than 1000 approved centres now work with VTCT, and the ever-expanding list extends across the UK, Ireland, and internationally. We acquired the internationally recognised awarding organisation and examination board iTEC in 2016, adding to our footprint. We also acquired education technology specialists Digital Assess in the same year, adding value for training providers with technology that can digitally capture and assess learners online, amongst other innovations.

VTCT is a registered charity investing in education and skills but also giving to good causes in the area of facial disfigurement.

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)

All assessors using this Record of Assessment book must complete this table. This is required for verification purposes.

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Bespoke Software

UBU51

The aim of this unit is to develop your knowledge, understanding and skills to use bespoke software in the workplace. You will learn about the appropriate tools and techniques to present information. You will also learn how to respond to data error messages in line with the software.

Level

2

Credit value

3

GLH

20

Observation(s)

0

External Paper(s)

0



Learning outcomes

On completion of this unit you will:

1. Be able to input and combine information using bespoke applications
2. Be able to use appropriate structures to organise and retrieve information efficiently
3. Be able to use the functions of the software effectively to process and present information

Evidence requirements

1. Knowledge outcomes

There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.

2. Tutor/Assessor guidance

Your tutor **must** refer to the '**Skills CFA Assessment Strategy**' when delivering this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the '**Assessment Guidance**'. This can be found on www.vtct.org.uk under the relevant qualification page.

3. External paper

There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

*This is not an exhaustive list.

Learning outcome 1

Be able to input and combine information using bespoke applications

You can:	Portfolio reference
a. Input relevant information accurately so that it is ready for processing	
b. Select and use appropriate techniques to link and combine information of different forms or from different sources within the software	
c. Respond appropriately to data entry error messages	

Learning outcome 2

Be able to use appropriate structures to organise and retrieve information efficiently

You can:	Portfolio reference
a. Describe what functions to apply to structure and layout information effectively	
b. Select and use appropriate structures and/or layouts to organise information	
c. Apply local and/or legal guidelines and conventions for the storage and use of data where available	

Learning outcome 3

Be able to use the functions of the software effectively to process and present information

You can:	Portfolio reference
a. Select and use appropriate tools and techniques to edit, process and format information	
b. Check information meets needs, using IT tools and making corrections as necessary	
c. Select and use appropriate methods to present information	

Notes

Use this area for notes and diagrams



Notes

Use this area for notes and diagrams





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February 2019

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