iTEC

Bespoke software

VRQ

UBU25

Learner name:

Learner number:

J/502/4397

VTCT is a UK Government-approved awarding organisation which has awarded world class qualifications since 1962. Through our strategic approach to sectors we support, we aim to advance education, research and the public dissemination of knowledge, by helping to introduce new initiatives into the education system, to improve the employability and career prospects of learners.

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.

iTEC was founded by Dr W.E. Arnould-Taylor who in 1947 was a distinguished physiologist who became a Fellow of the Royal Society of Medicine. Both Dr Arnould-Taylor and Wallace Sharps the founder of VTCT, devoted their lives to developing the standing of the industry and the furtherance of education in the sector. Today iTEC has a close working relationship with over 650 centres worldwide including Europe, South Africa, Asia Pacific and the USA.

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

Statement of unit achievement

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.

This statement of unit achievement table must be completed prior to claiming certification.

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

Assessor tracking table

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

Assessor name	Assessor signature	Assessor initials	Assessor number (optional)

Bespoke software

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The aim of this unit is to develop your knowledge, understanding and skills to link and combine information from across different bespoke software. You will learn how to create and change the structures and layouts of the software and how to evaluate the functions being used. You will also learn how to identify and respond appropriately to quality problems.
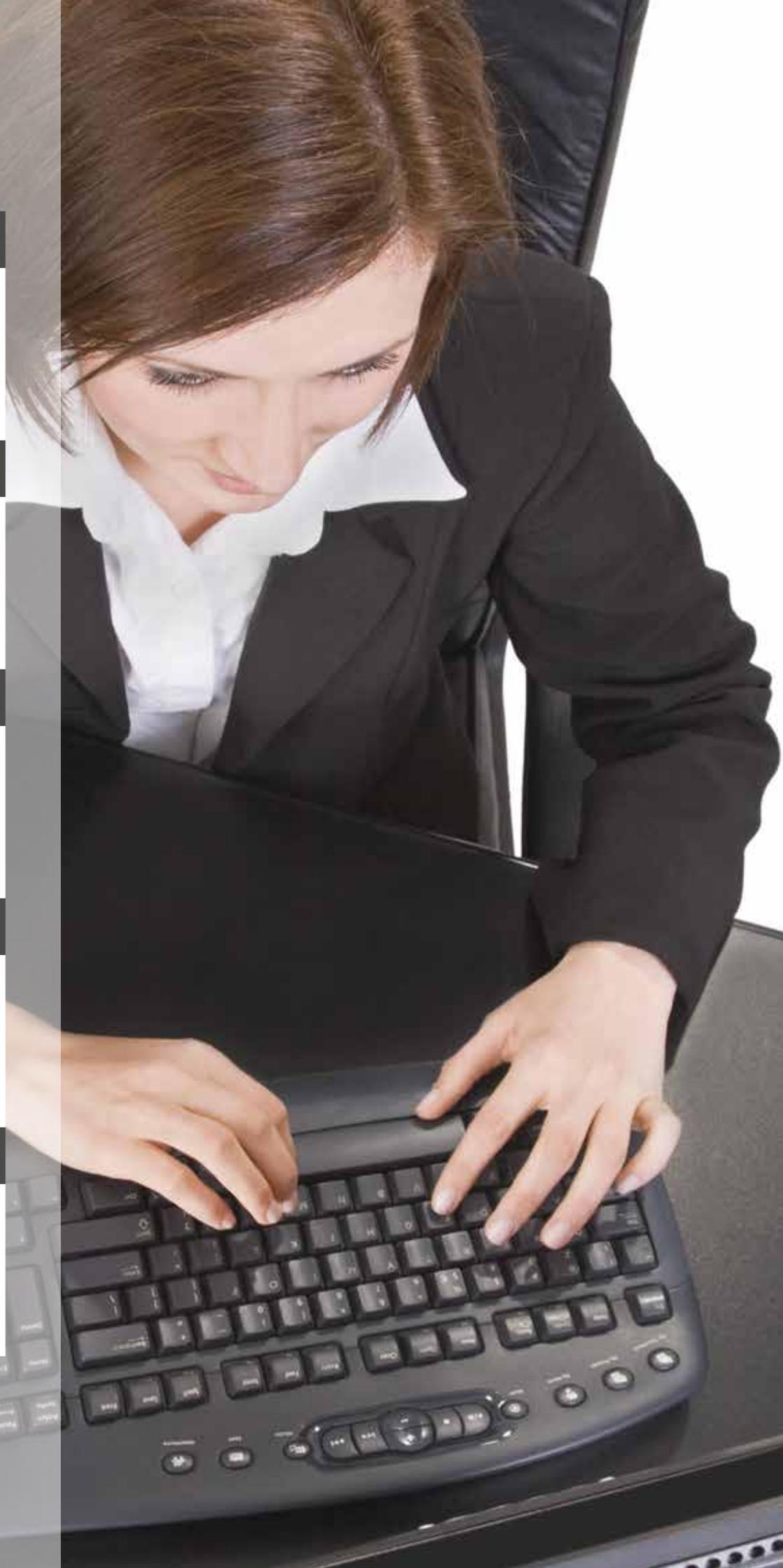
Level
3

Credit value
4

GLH
30

Observation(s)
0

External Paper(s)
0

Bespoke software

Learning outcomes

On completion of this unit you will:

1. Be able to input and combine information using bespoke software

2. Be able to create and modify appropriate structures to organise and retrieve information efficiently

3. Be able to exploit 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.

Relationship to National Occupational Standards

This unit is linked to the Level 3 IT User National Occupational Standards devised by e-Skills UK.

Learning outcome 1

Be able to input and combine information using bespoke software

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 within the application and across different software applications	

Learning outcome 2

Be able to create and modify appropriate structures to organise and retrieve information efficiently

You can:	Portfolio reference
a. Evaluate the use of software functions to structure, layout and style information	
b. Create, change and use appropriate structures and/or layouts to organise information efficiently	
c. Manage data files effectively, in line with local and/or legal guidelines and conventions for the storage and use of data where available	

Learning outcome 3

Be able to exploit 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, analyse and format information	
b. Check information meets needs, using IT tools and making corrections as necessary	
c. Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and meet needs	
d. Select and use presentation methods to aid clarity and meaning	

Notes

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Notes

Use this area for notes and diagrams

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