Unit 236   Bespoke software

UAN:	**F/502/4396**
Level:	2
Credit value:	3
GLH:	20
Assessment requirements specified by a sector or regulatory body:	This unit will be assessed as specified in the e-Skills IT User Assessment Strategy.
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. On completion of this unit a candidate should be able 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 and at times be multi-step; and • the user will take some responsibility for inputting, manipulating and outputting the information.

Learning outcome
The learner will:
1. Input and combine information using bespoke applications.
Assessment criteria
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.

Learning outcome
The learner will:
2. Use appropriate structures to organise and retrieve information efficiently.
Assessment criteria
The learner can:
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.

Learning outcome
The learner will:
3. Use the functions of the software effectively to process and present information.
Assessment criteria
The learner can:
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
3.3 select and use appropriate methods to present information.