

**UNIT TITLE: Specialist or Bespoke Software for Access**

**LEVEL: Two**  
**CREDIT VALUE: 3**  
**NOCN UNIT CODE: CN1/2/NO/004**  
**ACCREDITED UNIT NO:**

This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to use specialist or bespoke software. (SBS2) <sup>1</sup>	1.1 Choose appropriate software for carrying out at least one stated task 1.2 Explain why the chosen software is appropriate for the task 1.3 Describe the key functions of the software application and how they can be used in carrying out the task
2. Use specialist or bespoke software. (SBS2)	2.1 Demonstrate the following: a) Use the key functions described in 1.3 to carry out the task b) Use file handling techniques for the software. c) Use techniques to combine and link information. d) Use at least 2 editing techniques. e) Use appropriate techniques to check information.

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<sup>1</sup> E-skills ITQ

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### ASSESSMENT INFORMATION

**Guidance:**

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

**Key:** **P = Prescribed** – this assessment method *must* be used to assess the unit.  
**O = Optional** – this assessment method *could* be used to assess the unit.

Case study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	O
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	O
Written description	O	Production of artefact	O
Reflective log / diary		Practice file	O

### Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	