Delivering ICT Through BTEC WorkSkills Centre Guidance

Entry Level 3, Level 1 and 2

Introduction

The purpose of this guidance is to help you provide opportunities for your learners to practice and develop their skills in preparation for assessment. It is designed to support learners transferring from Functional Skills ICT to BTEC Workskills.

Depending on your learner's needs, you may decide to focus on units from one theme or select units from different themes.
Each work themes provides:
- the unit title and aim for each level
- the learning aims and assessment criteria
- suggested assessment activities

Note: It is important to refer to the relevant specifications and suggested schemes of work for more detailed information on the qualification structure and unit details. The information given in this guidance is correct at time of going to print. From time to time, amendments and additions are made to the specification. It is therefore extremely important to refer to the latest version of each specification for the most up-to-date information for each unit.

Units 10 and 11 - Themes

Work themes	Unit	Unit title		
		Entry 3	Level 1	Level 2
Using technology in the workplace	10	Exploring the use of the internet and digital media in the workplace	Exploring the use of the internet and digital products and services in the workplace	Planning the use of digital products and services in the workplace
IT in the workplace	11	Using IT to collect and store information at work	Using IT to store and present information at work	Using IT to manage information at work

Work theme: Unit 10 - IT in the workplace

	Entry 3	Level 1	Level 2
Unit title	**Exploring the use of the internet and digital media in the workplace**	**Exploring the use of the internet and digital products and services in the workplace**	**Planning the use of digital products and services in the workplace**
Unit Aim	Appreciate the role of the internet and digital media in the workplace	Appreciate the role of the internet and digital products and services in the workplace	Appreciate the role of digital media in the workplace
Learning Aim A	Understand the use of the internet in an organisation	Understand the advantages and disadvantages to an organization of using the internet	Understand the use of digital products and services in an organisation
A.P1	Identify advantages to an organization of using the internet to support how they work	Understand the advantages and disadvantages to an organization of using the internet to support how they work	Understand the different types of digital products and services used in organisations and why they are used
Learning Aim B	Use an online technology for a work-related task	Use digital media for a work-related task	Create an advertising package for a given organisation using digital products and services
B.P2	Plan a digital product or service	Create a digital product or service	Create a digital product for a given purpose
Suggested Assessment Activities	Find out how one organisation uses the internet.	Identify how an organisation uses the internet to support the way they work.	Investigate why an organisation uses a range of digital products and services.

	Entry 3	Level 1	Level 2
	Create a written document identifying benefits and drawbacks to the organisation and its employees of using the internet and the impact this will have on the organisation and employee. Demonstrate digital skills and plan a digital product/service for a given organisation. If time allows, create the planned digital product/service.	Find out the types of digital products and services used by the organisation and why the organisation uses them. Identify the positive and negative features of each of the products and services. Summarise how using the internet influences the organisation's customers. Plan an interactive digital media product or service. It must be for customers' use. Create the planned interactive product/service.	Identify the sector, the digital products and services, the platforms and why these particular products and services are used. Identify the effectiveness of each of the products and services. Identify whether the organisation uses collaborative teams in the workplace. Create an advertising package for the organisation using digital products and services. Pitch the package to your peers and summarise the feedback you receive.

Work theme: Unit 11 - Using IT to collect and share information

	Entry 3	Level 1	Level 2
Unit title	**Using IT to collect and share information at work**	**Using IT to store and present information at work**	**Using IT to manage information at work**
Unit Aim	Know about and use IT software in the workplace.	Select and use software tools to develop and produce information which is fit for purpose and audience	Select and use an appropriate software application for a given task within the workplace
Learning Aim A	Recognise software applications that are used in the workplace	Explore software applications that are used in the workplace	Evaluate software applications that are used in the running and management of the workplace
A.P1	Identify different software applications that might be used in a given workplace	Explore a range of software applications that might be used in workplaces	Evaluate a range of software applications that support the running and management of different workplaces
A.P2	Outline software applications used in an identified workplace	Describe software applications used in the workplace	Explain the use and importance of software applications that are used in an identified workplace
Learning Aim B	Use a work-based software application	Use work-based software applications	Select and use a range of work-based software applications
B.P3	Use a work-based software application	Use work-based software	Select and use work-based

	to collect and record information	applications to record and format information	software applications to support the running and management of a workplace
B.P4	Use a work-based software application to share information with others	Use work-based software applications to present information with others	Select and use work-based software applications to present information to internal and external stakeholders
Suggested Assessment Activities	Find out which software applications are used by a specific organisation. Document a summary of why these are used. Summarise each of the applications' features. Collect, record and share information in an appropriate format for the specific audience.	Find out the range of software applications both generic and work-based (sector) that are used by a specific organisation. Create a reference sheet that could be used by people in that workplace. Create and information pack for a designated trip using different software applications. The information pack must be shared by email.	Find out the range of software applications used in an organisation and how these support the day to day running and management of the organisation. Identify the applications, who uses them, the purpose and whether they are used internally or externally. Evaluate how important each application is in the running of the organisation. Create a fact file for use by the management.

		Ask your peers for feedback.	Create a simple guide to using one feature of one software application used by the organisation. Ask peers to act as stakeholders and give you feedback.