Mapping Document Functional Skills ICT – BTEC Pre-Vocational Study (Entry 1-2)

Functional Skills ICT Entry 1			BTEC Pre Vocational Study
Skill Standards		Coverage and Range	
Using ICT			
Content area 1	Interact with ICT for a given purpose	1.1 recognise and use interface features	Unit 9 A1: Different types of digital communication and their purposes Unit 19: B1: Skills producing a document
Content area 2	Follow recommended safe practices	2.1 minimise the physical stress of seating, lighting and hazards 2.2 keep access information secure by using password	Unit 9 B1: Skills for using digital communication Unit 9 B2: Skills for safe use of digital devices
Finding and Selecting Information			
Content area 3	find given information from an ICT-based source	3.1 text message, voicemail and on-screen information	Unit 9 A1: Different types of digital communication and their purposes Unit 19: A2 Skills for gathering information for a given purpose
Developing, Presenting and Communicating Information			
Content area 4	enter and edit single items of information	4.1 identify and correct simple errors 4.2 label an image	Unit 9 B1: Skills for using digital communication Unit 19: B1: Skills producing a document
Content area 5	use ICT-based communication	5.1 receive and open electronic messages	Unit 9 B1: Skills for using digital communication

DC1 V1 Mapping Document Functional Skills (Legacy) To BTEC Pre Vocational Study Entry 1-2.

Mapping Document Functional Skills ICT – Pre-Vocational Study (Entry 1-2)

Functional Skills ICT Entry 2			BTEC Pre Vocational Study
Skill Standards		Coverage and Range	Unit Content
Using ICT			
Content area 1	Interact with ICT for a given purpose	1.1 use computer hardware 1.2 use software applications for a purpose 1.3 recognise and use interface features	Unit 9 A1: Skills in finding out about types of technology devices/applications and their purposes. Unit 9 B1: Skills for using technology
Content area 2	Follow recommended safe practices	2.1 minimise physical stress. 2.2 keep access information secure by using password. 2.3 understand the need to stay safe	Unit 9 B1: Skills for using technology. Unit 9 B2: Skills in ensuring online personal safety
Finding and Selecting Information			
Content area 3	Use ICT-based sources of information.		Unit 9 B1: Skills for using technology.
Content area 4	Find specified information from ICT-based sources	4.1 use simple search facilities	Unit 9 A1: Skills in finding out about types of technology devices/applications and their purposes. Unit 19 B1: Skills in planning and managing information.

Developing, Presenting and Communicating Information			
Content area 5	enter and edit single items of information	5.1 use simple editing and formatting techniques.	Unit 9 B1: Skills for using technology. Unit 19 B2: Skills in presenting information
Content area 6	bring together two given types of information	6.1 for print and viewing on-screen. 6.2 identify and correct simple errors	Unit 9 B1: Skills for using technology. Unit 19 A1: Skills in reviewing documents. Unit 19 B2: Skills in presenting information
Content area 7	use ICT-based communication	7.1 read, send, and receive electronic messages	Unit 9 A1: Skills in finding out about types of technology devices/applications and their purposes. Unit 19 B1: Skills in planning and managing information.