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| **Unit Title** | Click-2-Connect Level 2 |
| **Unit Code** | *A code will be generated following credit rating* |
| **SCQF Level** | Level 4 | **SCQF Credit Points** | 40 |
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| **Unit Purpose**This unit aims to provide the practical ICT skills for those applying for employment online as well as those looking to increase their ICT skills to support work and family life. This unit is further designed to provide progression for learners who hold Click-2- Connect at SCQF level 3 as well as providing a higher level entry point for those who already hold the knowledge and skill outlined in that unit.Learners will develop confidence and skills in using at least two digital devices from the list below;* personal computer
* laptop
* digital camera
* phone
* i-pad

The unit is a useful introduction to other ICT subjects such as;BCS – Computer and Online Basics ITQ Entry Level 3BCS - Award in E Safety – ITQ Level 1ECDL |
| **Learning Outcomes**On successful completion of the Unit the learner will be able to: |
| * **Create a formatted word document suitable for developing a CV, creating a simple report, typing a formal letter**
* **Import a photograph and image to a PC/tablet from a separate digital device or cloud space**
* **Make more effective internet searches by using more defined search enquiries**
* **Safely signing up for an account on the internet**
* **Safely Backup data to Cloud storage space**
1. **Understand the basics of EXCEL to keep simple records**
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| **Entry Requirements / Recommended Prior Knowledge and Skills**Entry to this qualification is by holding a Click-2-Connect SCQF Level 3 or equivalent or hold existing skills and knowledge outlined in that unit.  |

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| **Standards and Evidence Requirements** |
| **OUTCOME 1 – Create a formatted word document suitable for developing a CV, creating a simple report, typing a formal letter****Knowledge and / or Skills**1. Adjust the alignment of the document
2. Adjust the page orientation
3. Adjust the document headers and footers
4. Add columns.
5. Add bullets and numbers
6. Change font style and size
7. Insert a table

**Evidence Requirements**Learners must be able to provide an example of their own work in the form of a CV, simple report or formal letter that covers each of the knowledge and skill described in a to g. **OUTCOME 2 Import a photograph and image to a PC/tablet from a separate digital device or cloud space****Knowledge and / or Skills**1. Open photograph on digital device or icloud
2. Select and prepare photograph and image for import
3. Import to PC
4. Save and close PC application

**Evidence Requirements**Learners must be able to physically transfer a photograph and image from a separate digital device, which may be a digital camera, i-phone or android phone. Alternately, they may import a photograph and image from cloud space.**OUTCOME 3 - Make more effective internet searches by using more defined search enquiries****Knowledge and / or Skills**1. Understand and apply unique, specific terms
2. Understand and apply the use of the minus operator and quotation marks to narrow search
3. Understand and apply header tags in search engines
4. Understand and apply effective use of common words and phrases
5. Understand and apply capitalization and suffixes
6. Using browser history as an effective search tool

**Evidence Requirements**Learners must be able to show that they can create a more defined internet search by being able to apply at least 3 of the effective internet search techniques from those listed under knowledge and skills. **OUTCOME 4 - Safely signing up for an account on the internet****Knowledge and / or Skills**1. Understanding safety symbols
2. Understanding terms of service and privacy policy
3. Entering signup details securely
4. Creating a safe and practical username
5. Creating a secure password
6. Setting recovery options

**Evidence Requirements****Learner must be able to show they understand the key elements of signing up safely to an internet account. Learners must actively sign up for an internet account.** **OUTCOME 5 - Process data to Cloud Backup****Knowledge and / or Skills**1. Understanding the principles of backing up data to the cloud
2. Assessing the pros and cons of using cloud backup
3. Accessing cloud backup space safely
4. Signing up for free cloud backup space on an e-mail account
5. Placing back-up data in a cloud space

**Evidence Requirements**Learner should be able to describe the purpose of backing up data to the cloud. Learners must be able to name 2 pros and 2 cons of backing up data to the cloud. Learners must back up data to free cloud backup space which they have signed up to. |

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| **Guidance on Delivery and Assessment** |
| **Outcome 1**Assessment for Outcome 1 can be achieved by encouraging students to produce an unformatted written document of their choice and then asking them to reformat the document taking into account the knowledge and skills described in a-g. If students are not able to produce a piece of written work then an unformatted piece of work should be given to them to format as described in a-g. Both the unformatted and the formatted document should be held for evidence. The formatting can be undertaken formatively as part of the teaching and learning or as a summative assessment. Performance of the task will be recorded in the student formative and summative assessment workbooks**Outcome 2**The learner should record the physical evidence of the import with screenshot evidence of the imported photograph and image. Alternatively this can be combined with outcome 1 and incorporated in to the learners document. The lecturer may observe and record the operation where this is applicable. Performance of the task will be recorded in the student formative and summative assessment workbooks.**Outcome 3**The learner must search for a chosen or given content topic.. The learner must then show how using the techniques learned can reduced the number of pages returned when performing a search. This can be done by using separate or combined search techniques. However, a minimum of 3 techniques must be used. The learner should record the physical evidence of each of these stages showing a more refined search outcome at each stage. The lecturer may observe and record the operation where this is more appropriate. Performance of the task will be recorded in the student assessment workbooks. Performance of the task will be recorded in the student formative and summative assessment workbooks**Outcome 4**Learners must show that they understand the concept of safely signing up for an internet site under knowledge and skill a to c. This can be assessed by the lecturer in either written or verbal format. It is suggested that this is assessed prior to moving on to knowledge and skills c- f. The lecturers must lay out clear guidance for knowledge and skills d & e to ensure that signing up for free cloud back-up space is carried out safely. For example, depending on the account the lecturer may suggest using a dummy e-mail address for this purpose only. Where a learner chooses to use their own e-mail account. the lecturer should ensure that the learners selects an appropriate account, for example, the library, public information sites, college account, etc Evidence may be in the form of screenshots, or observed practice where necessary. Performance of the task will be recorded in the student formative and summative assessment workbooks**Outcome 5**Learners must show that they understand the concept of safely signing up for an internet site under knowledge and skill a and b. This can be assessed by the lecturer in either written or verbal format. It is suggested that this is assessed prior to moving on to knowledge and skills c- f. The lecturers must lay out clear guidance for knowledge and skills c-f to ensure that signing up for an internet account is carried out safely. For example, depending on the account the lecturer may suggest using a dummy e-mail address for this purpose only. Where a learner chooses to use their own e-mail account. the lecturer should ensure that the learners selects an appropriate account, for example, googledrive, dropbox, onecloud, icloud Evidence may be in the form of screenshots, or observed practice where necessary. Performance of the task will be recorded in the student formative and summative assessment workbooks |
| **Equality and Inclusion**This Unit Specification is intended to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of candidates should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. |
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| **History of Changes** |
| **Version** | **Date** | **Description of Changes** |
| **1** |  |  |
| **2** |  |  |