Open Awards Qualification Unit

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Bespoke Software
Unit Reference Number:	F/615/8531
Level:	Level 1
Credit Value:	2
Minimum GLH:	15

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Input, organise and combine information using bespoke software	1.1 Input relevant information accurately into existing templates and/or files so that it is ready for processing
	1.2 Organise and combine information of different forms or from different sources
	1.3 Follow local and/or legal guidelines for the storage and use of data where available
	1.4 Respond appropriately to data entry error messages
2. Use tools and techniques to edit, process, format and present information	2.1 Use appropriate tools and techniques to edit, process and format information
	2.2 Check information meets needs, using IT tools and making corrections as appropriate
	2.3 Use appropriate presentation methods and accepted layouts

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