OCR
Oxford Cambridge and RSA

Unit Title:	**Using ICT to produce a text document**
OCR unit number:	F14
Life and Living Skill Area:	ICT
Level:	Entry 3
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit aims to provide learners working at Entry 3 with the opportunity to demonstrate they can produce a text document and edit it, producing a final version in an appropriate format.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will:	**The Learner can:**	
1 Be able to use ICT to produce a text document	1.1 Open appropriate software application	The learner shows they can open an appropriate software application. Examples could include: double clicking on a Word icon, selecting a word programme from a list of programmes, selecting 'new' in an email package.
	1.2 Create new document	The learner shows that they can create a new document. Examples could include: selecting 'new' from the file menu, clicking on the new blank document icon, clicking on 'new' in an email package.
	1.3 Enter text	The learner shows that they can enter text. Examples could include: typing up some handwritten notes, writing a letter, composing an email.
2 Be able to make changes to document	2.1 Review document for: • sense • accuracy	The learner shows that they can review a document for sense and accuracy. Examples could include: using the spell and grammar check, proof reading the document to check for errors and sense, asking someone else to review the document.

© OCR 2021

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
	2.2 Make necessary changes	The learner shows that they can make necessary changes. Examples could include: correcting spelling and/or grammar mistakes, adding in additional text to ensure the document makes sense, deleting any text that is not appropriate.
	2.3 Apply formatting featuresto document	The learner shows that they can apply formatting features to their document. Examples could include: selecting text, cutting and pasting, underlining, changing font size or style, making text bold, using bullet points.
	2.4 Save document	The learner shows that they can save their document. Examples could include: using the file menu and selecting 'save as' or clicking on the 'save' icon, choosing and typing in an appropriate file name.
3 Be able to present document in an appropriate format	3.1 Present document in an appropriate format	The learner shows that they present the document in an appropriate format. Examples could include: printing off a final version of the document, emailing the document to a friend etc.

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.

© OCR 2021