Foundation Skills: IT Software Solutions for Business

Technical Handbook

Contents Page

Contents

Introduction

With the changing world in which we live, digital Skills are becoming more essential now than they have been previously. With more emphasis on digital skills for education and employment the Foundation Skills IT Software Solution for Business competition helps align towards developing those necessary digital skills.

The digital skills that we are looking at as part of this development is helping using digital devices communication applications to help access and manage information. The basic digital skills that we will be looking at developing through this competition activity are:

1. Using devices and handling information
2. Creating and editing
3. Communicating
4. Being safe and responsible online

As part of the development of not just the digital skills this competition helps to develop employability and transferable skills for the individual learners. This competitions as part of the judging criteria will have some transferable skills that are being developed to show the skills to help make the learners enhance their employability prospects.

Career Pathway

This competition gives the opportunity for young people who may be aspiring to work in theIT industry, or in any job where it's important to have good IT skills and knowledge, to showcase their talent and demonstrate their journey towards work-readiness.

With all careers in an ever-changing world good IT skills and knowledge and a good foundation of essential digital skills helps develop careers not just in the IT industry but in allindustries. the ability to work digitally, use communication tools effectively and to be able tomodify create and edit digital content enhances the employability of the learner.

Some examples of the job roles available might be:

a) **Data entry Clerk (**Data entry clerk | Explore careers | National Careers Service**)**

Data entry clerks type information into databases and systems and create letters, reports aYou could take a college course to develop your computer skills while looking for work.
Courses include:

Level 1 Certificate for IT Users (New CLAiT)

Level 2 European Computer Driving Licence (ECDL) Certificate in IT User Skillnd otherdocuments..

You could move into data entry work if you've got office experience, for example, as anadministrative assistant.

Employers will give you training on the job, covering their data entry systems.

Skills and Knowledge

- Administration skills
- To be thorough and pay attention to detail
- The ability to work well with others
- Customer service skills
- To be flexible and open to change
- The ability to work on your own
- Patience and the ability to remain calm in stressful situations
- The ability to work well with your hands
- To be able to carry out basic tasks on a computer or hand-held device

b) **Admin Assistant** Admin assistant | Explore careers | National Careers Service
Admin assistants give support to offices by organising meetings, typing documentsand updating computer records.

You could do a college course, which would teach you some of the skills and knowledge you need in this job. Relevant subjects include a Level 2 or 3 Diploma in Business and Administration.

Entry
requirements
You'll usually
need:

2 or more GCSEs at grades 9 to 3 (A* to D), or equivalent, for a level 2 course4 or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, for a level 3 course

Skills and knowledge
- Administration skills
- To be thorough and pay attention to detail
- The ability to work well with others
- The ability to work on your own
- Sensitivity and understanding
- To be flexible and open to change
- Excellent verbal communication skills
- Customer service skills
- To be able to use a computer and the main software packages competently

IT Support Technician IT support technician | Explore careers | National Careers Service

IT technical support staff diagnose and solve software and hardware problems forcomputer users.

Skills and knowledge
You'll need:

- The ability to work well with others
- Excellent verbal communication skills
- Analytical thinking skills
- To be thorough and pay attention to detail
- Customer service skills
- To be flexible and open to change
- The ability to accept criticism and work well under pressure
- The ability to use your judgement and make decisions

- To be able to use a computer and the main software packages confidently

How to get Involved

Getting involved with the foundation skills IT Software Solutions for Business competition is very straight forward. On the World Skills UK website you will find information about the competition and the competencies that this competition will cover. Within this area you will also find the embedding guide for the foundation skills competitions which gives you information on how to breakdown the competition and resources to be able to develop the skills, knowledge and behaviour in the classroom.

Once you have selected your learners then you can register through the WorldSkills UK website, which will be open until 4th April 2022. During this process you will be given the opportunity to state any learning difficulties and / or disabilities the competitors have.

On completion of your registration the competition organising manager will be in touch for you to complete the statement of support for each competitor. This gives more information on any support needs or reasonable adjustment that needs to be taken into account for each competitor to help maximise their success an achievement.

Registration will be open through the WorldSkills UK website.

Competition entry fees

Entry into the competition is free for all stages, however competitors or institutions may need to cover travel expenses for the final stages.

Entry Criteria

This competition is for learners working towards Entry Level 3 (England and Wales), Level 2 (Ireland), Access 3 (Scotland) and must not have passed the next level within 6 months of the competition. The entry criteria are a guide to help selecting the learners to take part in this competition. As with all competitions this is fully inclusive and reasonable judgement can be made to help any competitor along their journey. As this an IT competition any evidence of IT skills and or digital skills at the appropriate level will help to ascertain if this competition is correct for the learners. If you would like to discuss entry criteria further please get in touch with the competition organising partner.

Pre-competition Activity

To prepare your learners for the competition, please ensure that you have a look at the pre-competition activity on our website. The pre-competition activity for

the Foundation Skills: IT Software Solutions for Business is a workbook with some theory and practical tasks in it.

How the competition will be assessed, criteria and process

This competition will look at the following areas as part of the judging criteria. There are a total of 100 marks and they will be judged using the following criteria. The theme for this competition will be set prior to the heat and notice will be given of the

Image Creation (20%)

- Creating an image using WordArt, Shapes and/or Paint
- Formatting an image
- Creating an original image based on a set scenario

Word Processing (20%)

Formatting Content

- Add text and lists
- Insert images
- Format, position and resize images

Organising Content

- Use paragraph breaks
- Edit text using cut, copy and paste

Use review tools to check document for errors

Formatting Documents

- Use justification tools
- Modify font type, size and colour
- Use bold, italic and underline features

Spreadsheets (20%)

Organising and Analysing Data

- Input data accurately
- Use simple formulas

Formatting Data and Content

- Use simple formatting tools
- Modify data type (date, currency etc.)

Managing Data and Workbooks

- Enter, edit and format information

Email / Digital Communication (20%)

- Compose electronic messages
- Format message
- Add appropriate attachments/ web links

Presentation (10%)

Format Content

- Add title slide
- Adding 2 more slides
- Adding text
- Changing slide design
- Inserting images

Soft Skills (10%)

- Working independently
- Working to a set time frame
- Planning work
- Problem Solving
- Managing Information
- Written communication
- Following instructions

A panel of judges have been drawn from industry, colleges and training providers. Thejudges' decisions will be independently moderated, and quality assured before being confirmed

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Competition Process

February 2022 to April 2022 – registration, add your learners into the competition on the WorldSkillsUK website. As part of the registration process a Statement of support will be needed to be submitted.

February 2022 to April 2022 - the passive stage, this is the first stage of competition

and will be an online based knowledge exercise

April to June 2022 – the national qualifiers stage, the second stage of the competition

to assess a competitor's practical ability. This may take place remotely from a

competitors college centre.

July 2022 – once the results from the national qualifiers have been quality assured, the top 8 competing competitors from across the country will be announced as the finalists for the competition.

August to October 2022 - training and development preparing and practising to compete in the national finals

November 2022- the national finals taking place at a venue confirmed at a later time. It will be an opportunity to showcase your skills and talents under timed conditions.

Judges Top Tips
- Read and understand information that is given to you. Practise the skills to master them
- Set yourself challenges
- Work through activities the match the different competencies to help develop those skills Review what you have done and check that you have met all of the criteria.
- Use the built-in tools to check your spelling and grammar
- Check you know how to use all the features of the software and choose the best software for the task.

Links to any resources/training aids

For this competition there are lots of videos on YouTube that you can get access to with some nice tutorials on how to do this. there will be some training videos and interactive lessons created and shared on the WorldSkills UK website. There is a workbook that accompanies this competition available on the WorldSkills UK

website to aid with mastering the skills needed for the competition.

Contact Details

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Organising Partner

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