

**Unit Title:** Using Specialist Or Bespoke Software  
**Unit Level:** Entry 3  
**Unit Credit Value:** 2  
**GLH:** 15  
**LASER Unit Code:** WJC241  
**Ofqual Unit Code:** A/506/0376

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to input and organise information using specialist or bespoke applications.	1.1	Use a keyboard or other input method to enter relevant information into existing templates and/or files in specialist or bespoke applications so that it is ready for processing.
		1.2	Store data in specialist or bespoke applications in line with any guidelines and conventions where relevant.
		1.3	Retrieve data from specialist or bespoke applications in line with any guidelines and conventions where relevant.
2.	Be able to use tools and techniques to edit, process, format and present information in specialist or bespoke applications.	2.1	Use appropriate tools and techniques to process, edit and format information in specialist or bespoke applications.
		2.2	Check information in specialist or bespoke applications meets needs, making corrections as appropriate.
		2.3	Use appropriate methods and accepted layouts to present information from specialist or bespoke applications.

**Assessment Guidance:**

NA

**Additional Information:**

NA