

# Specifications of Generic (Foundation) Competencies – Information Technology

Dr. Lawrence Wong  
Senior Project Officer  
Vocational Training Council

17 May 2010



# Agenda

1. Purposes of Units of Competency (UoCs) for generic Information Technology (IT)
2. Features of generic IT UoCs
3. Levels of generic IT UoCs
4. Scope of generic IT UoCs
5. Components of generic IT UoCs
6. Use of generic IT UoCs in course development
7. Q & A

# 1. Purposes of generic IT UoCs

- For **employers** to define the IT competencies required for their staff
- For **general IT users** so that they can develop their IT competencies and enhance their employability
- For **non-IT professional / specialists** to specify competencies required to support their personal uses, and to support their organization

## 2. Features of generic IT UoCs

- The level of each UoC is based on the *Generic Level Descriptors*
- UoCs for L1 and 2 are applicable to **most industries**
- UoCs for L3 and 4 are common to a **cluster of trades/industries**
- Non-IT specialists may find some UoCs in Level 3 & 4 useful for their own industries

# 3. Levels of generic IT UoCs

## ■ Level 1

- handle general computer operations such as using computer files and storage media, web surfing through the Internet, as well as handling simple office automation software.
- e.g. Demonstrate knowledge & skills in handling computer files and storage media (GCIT102) – 2 credits

## ■ Level 2

- use IT tools effectively, make use of common application software packages to improve productivity in general working environment, make use of resources available on the Internet and share information with others.
  - e.g. Enter Chinese characters using input devices (GCIT204) – 3 credits
-

# 3. Levels of generic IT UoCs (2)

## ■ Level 3

- ❑ handle computer networking, resolve simple hardware and software problems, make use of authorware & graphics applications, understand the characteristics and uses of different IT tools and resources, and select and integrate various IT tools in daily life.
- ❑ e.g. Use handheld devices to improve productivity (GCIT305) – 4 credits

## ■ Level 4

- ❑ evaluate the effectiveness of IT systems and applications, optimize productivity with use of IT, and choose appropriate IT equipment to meet the needs of an organization.
- ❑ e.g. Specify network requirements to meet organizational needs (GCIT402) – 3 credits

## 4. Scope of generic IT UoCs

- Covers both general IT users, and non-IT specialist, personal and organizations
  - Social implication of IT
  - Computer system
  - Graphics & multimedia
  - Information processing
  - Internet and its applications

## 5. Components of generic IT UoCs – Elements of Competency

- Each UoC consists of several Elements of Competency (EoC)
  - Each element covers specific knowledge or skills
  - e.g. GCIT102
    - Element #1 : Understand computer data storage and its protection
    - Element #2 : Able to handle storage media

# 5. Components of generic IT UoCs – Performance Criteria - Range

- Each EoC has ONE or more Performance Criteria
    - example
      - Recognize the purpose ...
      - Select appropriate ...
  
  - Range...
    - covers specific examples of the Performance Criteria
    - example
      - Learners should be able to recognize the purpose of RAM, ROM, Hard-disk, CD/DVD etc
      - Learners should be able to operate CD, DVD, Flash Memory and thumb driver
-

## 5. Components of generic IT UoCs – Assessment Guidelines & Special Notes

- General Assessment Guidelines : for operators on what and how to assess the competency
  - Example: The competencies covered by this unit can be demonstrated by an individual working alone ... in written assignment, demonstration, observations in workplace etc.
- Special Notes : outlines the special requirements or setting of the assessment
  - Example: Should have access to PC and appropriate storage media...

# 6. Use of generic IT UoCs in course development

- Select appropriate UoC/UoCs for curriculum:

Elements of Competency                      =>                      course objectives / intended learning outcomes

Performance Criteria & Unit Range                      =>                      syllabi, learning and teaching materials

Assessment Guidelines & Special Notes                      =>                      assessment tasks, marking schemes

---

# Summary of generic IT UoCs

- Purposes of generic IT UoCs
    - For general IT users, non-IT specialists and employers
  - Level of each UoC is referenced to the *Generic Level Descriptors* (Levels 1 to 4)
    - General IT users may find units in Level 1 & 2 useful in enhancing their employability
    - Non-IT specialists may find some units in Level 3 & 4 useful
  - The UoCs are grouped into 5 areas
  - Flexibility is given to the course providers
-



# Q & A



**Thank you**