Computing

Vocational Taster

ASDAN

Student name	
Centre name	
ASDAN tutor	

Sample

Computing
Vocational Taster

Contents

Achieving your Vocational Taster

How long will the Vocational Taster take?

You have the option of accrediting up to 60 hours of computing activities. For every 10 hours, you are awarded one credit, for example:

10 hours = 1 credit	30 hours = 3 credits	60 hours = 6 credits

These credits can contribute towards other programmes and qualifications.

The **Computing Vocational Taster** can lead to:

ASDAN Personal Development Programmes

- Bronze, Silver, Gold or Universities

ASDAN Qualifications (Levels 1 and 2)

- **AoPE** (Award of Personal Effectiveness) Levels 1 and 2
- **CoPE** (Certificate of Personal Effectiveness) Levels 1 and 2

and could eventually lead to:

ASDAN Qualifications (Level 3)

- **CoPE** (Certificate of Personal Effectiveness) Level 3

What must I do?

Read through these introductory pages carefully.

Look at the modules and challenges and decide which challenges you wish to complete – your tutor will be able to help you decide.

Create an evidence portfolio to safely store all the material you'll need to have in place before your tutor can claim your Vocational Taster certificate.

Plan, organise and carry out your chosen challenges, collecting evidence as you go and storing it safely in your evidence portfolio.

Before asking your tutor to check your work and claim your certificate make sure your portfolio contains the following:

- A student book
- A completed Record of Progress (page 5)
- Evidence for each challenge completed
- The correct number of Vocational Taster Skills Sheets (see pages 43-50)
- A completed Summary of Achievement (yellow centre pages)
- A completed Personal Statement (yellow centre pages)

What will I need?

- Your own copy of this Vocational Taster book
- A portfolio (file or folder), into which you will put your evidence

Information for tutors

To download guidance documents, go to:
members.asdan.org.uk/my-courses/short-courses

- A Quick Guide to ASDAN Short Courses contains step-by-step guidance for delivering any Vocational Taster Short Course, from registering with ASDAN to certification.
- The Computing Vocational Taster Tutor Notes provide challenge-by-challenge advice, lesson ideas and suggested resources.

Recording Your Skills

Recording your skills

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

These help you link your achievements to the national standards for these skills.

Computing activities provide an excellent opportunity to develop the skills of:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

✔ **Skills I used:**
- ◯ Learning
- ◯ Teamwork
- ◯ Coping with Problems
- ◯ Use of IT
- ◯ Use of English
- ◯ Use of Maths

The importance of Key/Core Skills

These are an everyday part of adult and working life. You need to be able to make yourself understood when speaking and writing, planning your own learning, working with others, carrying out basic calculations and using information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

Learning

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

Teamwork

This skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people.

Coping with Problems

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.

Use of IT

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important, not only in the workplace but also in the home.

Use of English

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

Use of Maths

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers; many of the challenges in this Vocational Taster will give you opportunity to practise your numeracy skills.

Module 1
Infrastructure
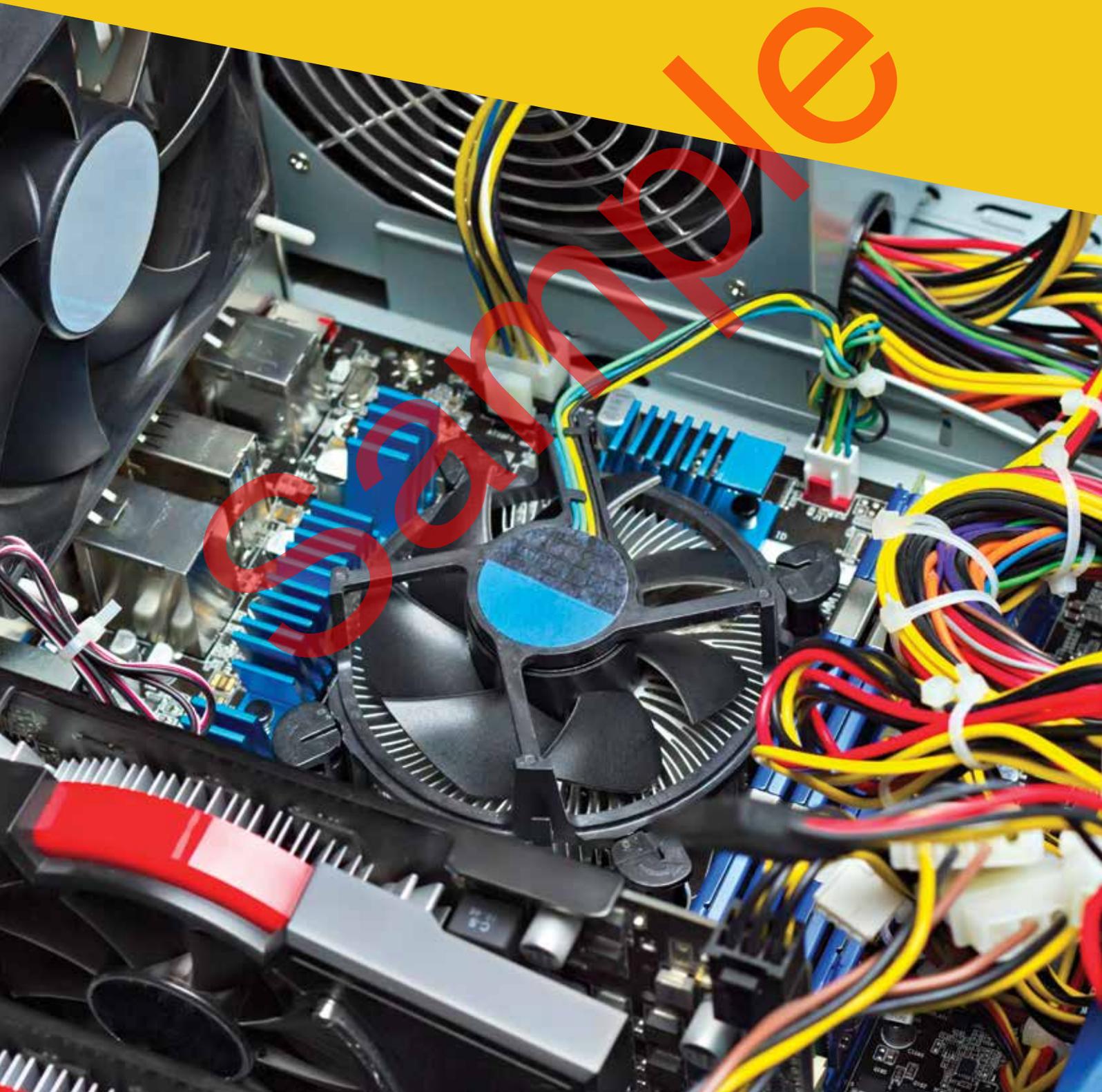
Module 1
Infrastructure

1 Create a basic manual explaining the main components of a PC. Include images and descriptions of each. Use your manual to teach a family member what makes up a PC.

✔ **Skills I used:**
- ◯ Learning
- ◯ Teamwork
- ◯ Coping with Problems
- ◯ Use of IT
- ◯ Use of English
- ◯ Use of Maths

2 Find and photograph the components of:
- the LAN (local area network) in your centre
- one other network

Produce diagrams of both networks.

✔ **Skills I used:**
- ◯ Learning
- ◯ Teamwork
- ◯ Coping with Problems
- ◯ Use of IT
- ◯ Use of English
- ◯ Use of Maths

3 Show you can install operating systems on a newly built PC or virtual machine. Set up the machine to dual boot into **two** different operating systems.

Create a presentation or short video that others could use as a guide.

✔ **Skills I used:**
- ◯ Learning
- ◯ Teamwork
- ◯ Coping with Problems
- ◯ Use of IT
- ◯ Use of English
- ◯ Use of Maths

4 Research the different types of storage media available. Show which type of storage device you would recommend, and why, for the following:
- a gamer building a new computer for home gaming
- a systems administrator wanting a reliable backup solution for his business
- a small business looking to move a 10GB file between two computers

✔ **Skills I used:**
- ◯ Learning
- ◯ Teamwork
- ◯ Coping with Problems
- ◯ Use of IT
- ◯ Use of English
- ◯ Use of Maths

Module 3
Web Development

Module 3
Web Development

5 The users of a website have been complaining that pages take too long to load. Make a table of possible reasons for slow loading times and suggest optimisations to improve page load times.

6 Make a mind map showing **at least four** different methods that website owners can use to make money from their website.

For each method give an example of a website that makes money in this way and show the advantages and disadvantages.

7 On many websites users can enter and send information using a form. Accepting input from a user in this way can lead to security problems. Identify potential issues that might arise and suggest steps that a web developer could take to protect against each risk.

8 Other agreed challenge:

_____

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_____

Module 6
Careers in Computing

Module 6
Careers in Computing

1 Undertake a period of work experience in the computing sector. Complete a diary of your experience and update your CV to reflect what you have learnt.

✔ **Skills I used:**
- ○ Learning
- ○ Teamwork
- ○ Coping with Problems
- ○ Use of IT
- ○ Use of English
- ○ Use of Maths

2 Undertake a period of voluntary work that involves computing (e.g. make a product that can be sold to raise money, teach a group of people how to use new technology, make a website or database for a charity). Give a presentation about the highs and lows of your experience.

✔ **Skills I used:**
- ○ Learning
- ○ Teamwork
- ○ Coping with Problems
- ○ Use of IT
- ○ Use of English
- ○ Use of Maths

3 Plan and carry out a day-long visit to one of:
- a local specialist technology college
- University Technical College
- the computer science or electronic and computer engineering department of a university

Write about your visit and include the advantages and disadvantages of this as a place for further study.

✔ **Skills I used:**
- ○ Learning
- ○ Teamwork
- ○ Coping with Problems
- ○ Use of IT
- ○ Use of English
- ○ Use of Maths

Adding Value

Your Computing Vocational Taster is recognised with an ASDAN certificate, and has a credit rating to reflect the time you have spent on your computing activities. The computing Vocational Taster can also be linked to other programmes and qualifications, which add value and give you further options for continuing to develop your skills and experience.

Options	Certificated outcomes
Computing Vocational Taster	Computing Vocational Taster (Non-qualification) ✔
Award of Personal Effectiveness Use the Computing Vocational Taster to demonstrate your personal effectiveness skills and achieve the AoPE qualifications (Levels 1 & 2)	Computing Vocational Taster ✔ AoPE Qualifications ⭐ ✔
Certificate of Personal Effectiveness Follow on from the Computing Vocational Taster into CoPE – use 6 curriculum credits towards the CoPE qualifications (Levels 2 & 3)	Computing Vocational Taster ✔ CoPE Qualifications ⭐ ✔
Wider Key Skills Develop the Computing Vocational Taster into Wider Key Skills qualifications	Computing Vocational Taster ✔ Wider Key Skills Qualifications ⭐ ✔
Employability Develop the Computing Vocational Taster into Employability qualifications	Computing Vocational Taster ✔ Employability Qualifications ⭐ ✔

⭐ If you are aiming to achieve any of these qualification outcomes you should seek advice from ASDAN before starting your Computing Vocational Taster.

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