Support for the transition from Key Skills to

Implementation of Essential Skills Wales (ESW)

Guidance for Practitioners

Transition Overview

Accreditation of Key Skills in Communication, Application of Number and ICT in Wales ceased on 31st August 2010 when these qualifications were combined to form a single ladder of progression from Entry Level 1 through to Level 4 called the Essential Skills Wales suite. Generally the changes, which are designed to raise standards, can be categorised by the following aspects or features:

Comparison grids outlining the requirements in terms of skills and evidence requirements have been helpfully included. This detail is useful in order to clarify and provide clear guidance on the requirements at each specific level.

Mandatory Definitions are another useful addition and should be used in conjunction with the Guidance and Evidence sections of the standards.

The requirement to foster the Plan, Do, Review process has been incorporated in the new standards. Within the former Key Skills framework planning was a requirement at level 3 only. It is recognised however that many learning providers incorporated the process skills at all levels in any case, which means that in these instances performance evidence may be more easily adapted to fulfil the new requirements.

The introduction of 'range' eg speaking to communicate information, feelings opinions, questions and instructions; the requirement to meet performance criteria in different contexts, scenarios which are familiar and less familiar; formal and less formal, dealing with different audiences.

Changes to performance criteria eg the criterion 'Understand Numerical Data' has been incorporated into Application of Number; the former criteria for 'Speaking and Listening' has been divided into two separate components 'Understand and respond to spoken language' and 'Speak to Communicate'. An additional element 'Using ICT' has been incorporated at all levels of ICT. There is also much greater emphasis on the **purpose of activities** and **'target audience'**.

The comparison detail which outlines the main differences between the old and the new standards is outlined in the following pages. Basic information is included about the old Key Skills standards along with identification of the most pertinent changes in the ESW sections. This information is designed to ease the transition for Assessors who are familiar with the former Key Skills standards but should also be useful to inexperienced Assessors.

COMMUNICATION – COMPARISON OF KEY SKILLS WITH ESW STANDARDS

Communication Level 1	
Key Skills	ESW
Speaking and Listening – was contained in one element, required evidence of a discussion, preparation not mandatory	Now divided into two components: 1 Understand and Respond to spoken language; 2 Speak to communicate • range and context now incorporated - evidence of at least 2 discussions required, one must be face-to-face • Must provide evidence of preparation for discussion • Helpful to evaluate
Reading – formerly read and obtain information from at least one document.	Evidence must include • Reading of two different types of documents for different purposes, one at least 250 words long. • use of image
Writing – formerly write two different types of documents. One or two errors but meaning must be clear. Required to use capital letters, full stops and question marks.	Evidence must include: • 2 short documents of different types, • Preparation, drafting and evidence of checking. Small number of errors allowed (see definition of 'Correct' in mandatory definitions). • Documents that are fit for purpose and audience (no errors if fitness for purpose is affected) • correct use of apostrophes and paragraphing

Communication Level 2	
Key Skills	ESW
Speaking and Listening – was contained in one element, formerly take part in discussion and give a short talk of 4 minutes. Preparation good practice but not mandatory	Speaking and listening now divided into two elements as Level 1. • Criteria for Elements 2.1.1 and 2.1.2 may be met through the discussion or short talk. (See recording documents) Evidence must include: • planning and preparation • use of image • all of range – context, purpose, audience, formal • Extremely helpful to evaluate (self, peer, assessor)
Reading – previously read two documents on the same subject. Required to summarise across the two.	Evidence must include: • Reading of two different types of documents on the same subject, each minimum 500 words long • Image and reasoning incorporated • Must make purpose clear
Writing – previously write two different types of document, one a minimum of 500 words in length	Evidence must include: • two different types of documents Involving different information, different audiences • documents which are correct and fit for purpose; • planning, preparation and checking.

COMMUNICATION – COMPARISON OF KEY SKILLS WITH ESW STANDARDS

Communication Level 3	
Key Skills	ESW
Speaking and Listening – 3.1a Discussion, 3.1b formal presentation of 8 minutes (including image) Good practice to include preparatory work and supporting evidence.	• Speaking and listening now divided into two elements as levels 1 and 2. Relevant criteria may be demonstrated through combination of 3.1a and 3.1b (see recording documents) • Speak to communicate - 'range' (a – e)must be complex Evidence must include: • At least two formal discussions (3 if necessary to cover the range) • Different contexts • A talk or presentation, including use of image. • preparatory work and support material • Extremely helpful to evaluate (self, peer, assessor)
Reading – previously required reading at least 2 documents on the same subject, both containing complex information to be synthesised. Both documents minimum 1000 words	Evidence must include: • Reading of two different types of documents, at least one must contain complex information or reasoning. • Use of image through one document • Reading of at least two documents both a minimum of 1000 words long
Writing – previously required to write two different documents involving complex information. One document 1000 words long Limited error tolerance	Evidence must include: • two written documents of different types about complex subjects • One document minimum of 1000 words • Documents which are fit for purpose and audience • Use of 'correct' spelling, punctuation and grammar • a plan, draft and evidence of checking documents

APPLICATION OF NUMBER – COMPARISON OF KEY SKILLS WITH ESW STANDARDS

Application of Number Level 1	
Key Skills	ESW
N1.1 Interpret information from two different sources, one must include a table, chart, graph or diagram.	Additional elements N1.1.1 and N1.1.2 added to first component. N1.1.3 similar to KS Evidence must include: • confirmation of candidate understanding of task and agreement with another person about how it should be tackled • numerical information/data from two sources to include at least one of a table, chart, graph or diagram • copies of source data, details of websites, records of data/ information obtained.
N1.2 Carry out and check calculations to do with: Amounts or sizes Scales or proportions Handling statistics Using formulae Must compare two data sets of approx 20 items in each. Must show 2-step calculations for each category.	Evidence must include: • Identification and description of the methods and calculations needed • Use of data identified in N1.1 • Examples of each calculation type, showing that candidates are clear about purpose and relevance • Confirmation that results make sense in relation to the purpose of the task The latter points would be addressed through notes made by candidates.
N1.3 Interpret the results of your calculations and present your findings in two different ways using charts or diagrams Must present findings using two methods; describe results and how they meet the purpose.	Evidence must confirm that candidates: • Chose how to present their findings using two different ways • Described results of calculations and explained how they relate to the purpose of the task. NB When using ICT, it is necessary for candidates to show that they have checked their accuracy and explained results.

APPLICATION OF NUMBER – COMPARISON OF KEY SKILLS WITH ESW STANDARDS

Application of Number Level 2	
Key Skills	ESW
N2.1 Interpret information from two different sources, one must include a table, chart, graph or diagram. Must include evidence of source. Must identify calculations and levels of accuracy in advance	As in level 1, additional elements included to ensure that candidate can: • Play an active part in identifying and describing the problem or task and • confirm with an appropriate person how they plan to tackle it Evidence must show that the candidate has: • Collected relevant data from at least <u>three</u> sources, at least two from a table, a chart, a graph or a diagram. • Included one source which has required the candidate to collect and record data/information
N2.2 Carry out and check calculations to do with: 　　a) Amounts or sizes 　　b) Scales or proportions 　　c) Handling statistics 　　d) Using formulae Must compare two data sets of approx 20 items in each. Must show 2-step calculations for each category.	Evidence must: confirm that the candidate: • Has Identified, used and explained appropriate methods. • has used data from N1.1 • Is clear about the purpose and relevance of calculations • has include a comparison of data sets • has included notes (hand written or electronic) to confirm that they have checked their calculations and that the results make sense in relation to the purpose of the task
N2.3 Interpret the results of your calculations and present your findings in two different ways using charts or diagrams Must present findings using two methods; describe results and how they meet the purpose.	Evidence must show that the candidate: • Chose how to present their results using two appropriate ways ie charts and/or graphs, tables and/or diagrams, explaining why these ways are appropriate to their audience • Presented their methods and findings effectively, explaining the methods they have used and what the results mean in relation to the problem or task they have tackled • Emphasised key points NB When using ICT, it is necessary for candidates to show that they have checked their accuracy and explained results.

APPLICATION OF NUMBER – COMPARISON OF KEY SKILLS WITH ESW STANDARDS

Application of Number Level 3	
Key Skills	ESW
N3.1 Plan an activity and get relevant information from relevant sources	Evidence must show that the candidate has: • Confirmed that they have independently identified, analysed and described the problem or task about which they have been briefed or which they have chosen • Produced a detailed plan • Collected relevant information and data from at least three sources, including at least two of a table, chart, graph or diagram, (of which one at least must be complex) and a large data set. • Grouped data appropriately and explain how it is used • Included copies of source material, sites used for measurement etc

N3.2 Use the information to carry out multi-stage calculations to do with
   a) Amounts or sizes
   b) Scales or proportions
   c) Handling statistics
   d) Using formulae
	Evidence must show that the candidate has
	• Provided evidence that they independently chose and used appropriate method to get the results they need
	• Explained why the methods are appropriate
	• Used data and information from ESW N3.2.1
	• Grouped relevant data
	• Included examples from each category, illustrating and explaining calculations, methods and relevant checking

N3.3 Interpret the results of your calculations and present your findings in two different ways using charts or diagrams	Evidence must show that the candidate has: • Confirmed that they have chosen how to present their results using two appropriate ways • Explained and justified why these ways are appropriate to their audience • Presented their methods and findings effectively • Explained and justified the methods they have used • Described and explained what the results of their calculations mean in relation to the problem or task NB When using ICT, it is necessary for candidates to show that they have used other methods to check their accuracy and explain results.

ICT – COMPARISON OF KEY SKILLS WITH ICT STANDARDS
NB through the introduction of a new element 'Using ICT' it is more difficult to make a comparison between the elements as in Communication and Application of Number.

General Comparison
The Key Skills standards generally required candidates to find, develop and present information electronically (each level stipulated inclusion of at least one non-ICT source) The **'process'** has always been important; ICT Key Skill required candidates to present draft copies to illustrate development of relevant skills and techniques. There is greater emphasis on this aspect in the new standards. Differentiating factors for Key Skills were associated with levels of complexity and autonomy. These factors have been adjusted in the new standards - all candidates are expected to carry out ICT tasks 'independently', asking for and acknowledging help when appropriate. This detail must be recorded.

ESW ICT Level 1
A new component entitled 'Using ICT Systems' has been introduced in the ESW standards. The components relating to finding and developing information are very similar but there is also impact from the addition of process skills (planning and reviewing). Candidates are also required to relate to 'audience' in the new standards. The most pertinent additions to the standards are outlined in the 'evidence must show' sections below:

1.1 Use ICT Systems	
1.1.1 Confirm understanding of a given task that involves the use of ICT 1.1.2 Use ICT <u>independently</u> to carry out the task 1.1.3 Follow safe, healthy and secure working practices at all times	**Evidence must show** that the candidate has: • included a task sheet or activity plus <u>confirmation</u> of understanding • identified purpose of task and audience • undertaken the task independently • provided confirmation that safe, healthy and secure working practices were followed (witness testimony, personal statement)

1.2 Find, select and exchange information	
1.2.1 Find, select and use appropriate sources of ICT-based information* 1.2.2 Search for, select and get relevant ICT-based information 1.2.3 Enter, save, <u>send, receive and exchange</u> ICT-base information to suit your purpose *Reliability and copyright introduced.	Evidence must show that the candidate has: • provided a log of information sources . • Provided evidence of effective saving, sending and receiving email messages along with attachments (screen shot)

1.3 Develop and Present information	
1.3.1 Enter, develop, format and bring together ICT-based information to suit your purpose, in the form of text, tables*, images and numbers 1.3.2 Present information, using consistent layouts that are fit for purpose and audience, using ICT and review work ***tables were not included in Key Skills standards**	Evidence must show that the candidate has: • Provided annotated printouts of draft work to illustrate development for each of the software applications and information types • Provided final output which is accurate, fit for purpose and audience, • Reviewed the effectiveness of work

ESW ICT Level 2	
2.1 Use ICT Systems	
2.1.1 Describe how you will approach an activity that involves the use of ICT 2.1.2 Use ICT <u>independently</u> to carry out the activity <u>effectively</u> 2.1.3 Follow safe, healthy and secure working practices at all times	Evidence must show that the candidate has: • included a task sheet or activity brief and <u>described</u> the approach to be taken • identified the purpose of task and audience • undertaken the task independently • Described the need for and followed recommended procedures to protect the security of data and ICT systems. • Provided a log and witness statement or observation record to confirm safe, healthy and secure working practice.
2.2 Find, select and exchange information	
2.2.1 Find, select and use different sources of appropriate ICT-based information 2.2.2 Search for, select and get relevant ICT-based information 2.2.3 Enter, save, <u>communicate</u> and exchange ICT-base information to suit your purpose	Evidence must show that the candidate has: • Provided a log of information sources including details on how the suitability of information has been judged in terms of fitness for purpose(see recording documents) • Provided screen shots of searches • Provided evidence of effective saving, sending and receiving email messages, <u>including attachments</u>.
2.3 Develop and Present information	
2.3.1 Enter, organise, develop, format and combine <u>ICT-based and non-ICT based information</u> to suit content and your purpose, in the form of text, tables, images, numbers and records*. 2.3.2 Present combined information, using consistent formats and layouts that are appropriate to your purpose and audience, using ICT and review your work *tables/records not included in Key Skills (may use Spreadsheet, Database or Mailmerge as evidence)	Evidence must show that the candidate has: • Provided annotated printouts of draft work to illustrate development for each of the software applications and information types • Provided final output which is accurate, fit for purpose and <u>audience</u> • <u>Reviewed and evaluated</u> the process and presentation of your work in terms of quality and fitness for purpose.

ESW ICT Level 3	
3.1 Use ICT Systems	
3.1.1 Anaylse and accurately describe how you will approach <u>at least one complex*</u> activity that involves the use of ICT 3.1.2 Use ICT <u>independently</u> to carry out the task <u>efficiently and effectively</u>. 3.1.3 Follow safe, healthy and secure working practices at all times ***two activities must be completed overall**	Evidence must show that the candidate has: • Included a task sheet or activity brief for each task, <u>analyse and accurately describe the activity and its sub-task</u>s, identifying purpose and audience. • Provided evidence of effective management of files, folders, storage. • Explained the need for and follow appropriate procedures to protect the security of data and ICT systems (completed log, responses to questions)
3.2 Find, select and exchange information	
3.2.1 Plan how to find the ICT-based and non-ICT based information you require 3.2.2 Search for, evaluate and get, from a range of sources, relevant ICT-based and non-ICT based information 3.2.3 Enter, save, send, receive and exchange ICT-base information to suit your purpose	Evidence must show that the candidate has: • Provided plan and a log of information sources with justification of choice (see recording documents) • Provided screen shots of searches • Provided evidence of effective saving, sending and receiving email messages, including attachments. (screen shot)
3.3 Develop and Present information	
3.3.1 Organise, develop, format and combine ICT-based and non-ICT based information from different sources to suit content and your purpose, in the form of text, tables, images, numbers, records* 3.3.2 Present your final output effectively, using consistent layouts that are appropriate to your purpose and audience using ICT and review your work Must provide evidence of more advanced software features, building on previous levels.	Evidence must show that the candidate has: • Provided annotated printouts of draft work to illustrate development for each of the software applications and information types (may be supplemented by responses to questions) • Provided evidence of feedback/views of others which has been considered/acted upon • Provided clear evidence of having developed and refined work. • Provided final output which is accurate, fit for purpose and audience (ensure all graphs are fit for purpose and properly labelled) • Reviewed work to in terms of output and process, taking account of the views of others

NB   PROXY EXEMPTIONS ARE NO LONGER PERMISSIBLE   ie when candidates have attained relevant GCSE's or GCE A levels <u>submission of a portfolio is required</u> for attainment of ESW ICT at respective levels.