

Essential Skills Wales

Information and Communication Technology

Entry 1 - 3

PORTFOLIO TRACKING RECORDS

ESW ICT – ENTRY 1

PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	
Activity:			
Purpose/ audience:			

Reference	Evidence required	Insert ✓	Page
ICTE1.1 Use ICT Systems	ICTE1.1.1 Understand a simple given task that involves the use of ICT. Assignment Brief Confirmation of understanding task		
	ICTE1.1.2 Use ICT to help carry out the task. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
	ICTE1.1.3 Follow safe, healthy and secure working practices at all times. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
ICTE1.2 Find, Select and exchange information	ICTE1.2.1 Recognise appropriate sources of ICT-based information eg DVD, text message, map, route finder. Learner log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
	ICTE1.2.2 Get information from an ICT-based source. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Printouts		

	ICTE1.2.3 Receive simple ICT-based communications. Learner Log Printouts Annotated Screen shots Notes of questions and answers Witness Statement Audio/visual clip			
	ICTE1.3 Develop and present information	ICTE1.3.1 Enter simple ICT-based information for a purpose. Annotated Screenshots Annotated Printouts Draft		
		ICTE1.3.2 Present information for a purpose using ICT. Printouts Screenshots Evidence is correct		

I confirm that the details above are correct and that the evidence in the portfolio is the learner's own work. The learner has met all the evidence requirements.

Learner Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier: Signature:		Date:	

ESW ICT - ENTRY 2

PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	
Activity:			
Purpose/ audience:			

Reference	Evidence required	Insert ✓	Page
ICTE2.1 Use ICT Systems	ICTE2.1.1 Understand a straightforward given task that involves the use of ICT. Assignment Brief Confirmation of understanding task		
	ICTE2.1.2 Use ICT to help carry out the task. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
	ICT2.1.3 Follow safe, healthy and secure working practices at all times. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
ICTE2.2 Find, Select and exchange information	ICTE2.2.1 Recognise appropriate sources of ICT-based information eg DVD, text message, map, route finder. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
	ICTE2.2.2 Find and get information from an ICT-based source. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Printouts		

	ICTE2.2.3 Enter, save, send and receive ICT-based information. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
	ICTE2.3 Develop and present information	ICTE2.3.1 Enter and edit ICT-based information for a purpose. Annotated Screenshots Annotated Printouts Draft	
		ICTE2.3.2 Present information for a purpose using ICT. Printouts Screenshots Evidence is correct	

I confirm that the details above are correct and that the evidence in the portfolio is the learner's own work. The learner has met all the evidence requirements.

Learner Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier: Signature:		Date:	

ESW ICT - ENTRY 3

PORTFOLIO TRACKING RECORD

Learner Name:		Course:	
Assessor Name:		Date:	
Activity:			
Purpose/ audience:			

Reference	Evidence required	Insert ✓	Page
ICTE3.1 Use ICT systems	ICTE3.1.1 Confirm understanding of a straightforward given task that involves the use of ICT. Assignment Brief Confirmation of understanding task		
	ICTE3.1.2 Use ICT to help carry out the task. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
	ICTE3.1.3 Follow safe, healthy and secure working practices at all times. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
ICTE3.2 Find, select and exchange information	ICTE3.2.1 Identify and use appropriate sources of ICT-based information. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
	ICTE3.2.2 Search for and get ICT-based information that is relevant to the task. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Printouts		

	<p>ICTE3.2.3 Enter, save, send and receive ICT-based information to suit a purpose. Learner Log Printouts Witness Statement Notes of questions and answers Annotated Screenshots Audio/visual clip Evidence of email</p>		
<p>ICTE3.3 Develop and present information</p>	<p>ICTE3.3.1 Enter and edit ICT-based information for a purpose in the form of:</p> <ul style="list-style-type: none"> • Text • Images • Numbers <p>Evidence of development of text, images and numbers Annotated Screenshots Annotated Printouts At least one complete draft</p>		
	<p>ICTE3.3.2 Present information in ways that are fit for purpose using ICT. Printouts Screenshots Evidence is fit for purpose Final version is correct</p>		

I confirm that the details above are correct and that the evidence in the portfolio is the learner's own work.
 The learner has met all the evidence requirements.

Learner Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier: Signature:		Date:	