

# **Essential Skills Wales**

## **Information and Communication Technology**

**Levels 1 - 4**

**PORTFOLIO TRACKING RECORDS**

**ESW ICT - LEVEL 1**

**PORTFOLIO TRACKING RECORD**

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

Reference	Evidence required	Insert ✓	Page
<b>ICT1.1 Use ICT systems</b>	<b>ICT1.1.1</b> Confirm understanding of a given task that involves the use of ICT. Assignment Brief Confirmation of understanding task		
	<b>ICT1.1.2</b> Use ICT independently to help carry out the task. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
<b>ICT1.1.3</b> 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			
<b>ICT1.2 Find, select and exchange information</b>	<b>ICT1.2.1</b> Find, select and use appropriate sources of ICT-based information. Found sources Selected sources Used sources Record of sources		
	<b>ICT1.2.2</b> Search for, select 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 Log of sources		

**ESW ICT - LEVEL 1**

**PORTFOLIO TRACKING RECORD**

	<p><b>ICT1.2.3</b>                  Enter, save, send, receive and exchange ICT-based information to suit a purpose.                  Evidence of emails                  Annotated printouts                  Annotated screen shots                  Notes                  Witness Statement</p>		
<p><b>ICT1.3</b>  <b>Develop and present information</b></p>	<p><b>ICT1.3.1</b>                  Enter, develop, format and bring together ICT-based information for a purpose in the form of:</p> <ul style="list-style-type: none"> <li>• Text:        develop <input type="checkbox"/>    format <input type="checkbox"/></li> <li>• Tables:     develop <input type="checkbox"/>    format <input type="checkbox"/></li> <li>• Images:    develop <input type="checkbox"/>    format <input type="checkbox"/></li> <li>• Numbers:  develop <input type="checkbox"/>    format <input type="checkbox"/></li> </ul> <p>Annotated Screenshots                  Annotated Printouts                  At least one annotated complete draft                  Charts and graphs labelled clearly</p>		
	<p><b>ICT1.3.2</b>                  Present information using consistent layouts that are fit for purpose and audience using ICT, and review work.                  Printouts/screenshots                  Evidence of reviews                  Evidence is accurate and fit for purpose                  Final version is accurate and 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:	

**ESW ICT - LEVEL 2**

**PORTFOLIO TRACKING RECORD**

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

	Description of Activity	Insert ✓
<b>Activity 1</b>		
<b>Activity 2</b>		

Reference	Evidence required	Insert ✓	Page
<b>ICT 2.1.1</b> <b>Use ICT systems</b>	<b>ICT 2.1.1</b> Describe how to approach an activity that involves the use of ICT. Assignment Brief Description		
	<b>ICT 2.1.2</b> Use ICT independently to carry out the activity effectively. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip		
	<b>ICT 2.1.3</b> 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		
<b>ICT 2.2</b> <b>Find, select and exchange information</b>	<b>ICT 2.2.1</b> Find, select and use different sources of appropriate ICT-based and non ICT-based information. Found sources Selected sources Used sources Record of sources		
	<b>ICT 2.2.2</b> Search for, select and get ICT-based and non-ICT based information. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Printouts Log of sources		

**ESW ICT - LEVEL 2**

**PORTFOLIO TRACKING RECORD**

	<p><b>ICT 2.2.3</b> Enter, save, communicate and exchange ICT-based information to suit the purpose. Evidence of emails Annotated printouts Annotated screen shots Notes Witness Statement</p>		
<p><b>ICT 2.3 Develop and present information</b></p>	<p><b>ICT 2.3.1</b> Enter, organise, develop, format and combine ICT-based and non ICT-based information to suit content, and for the purpose in the form of:</p> <ul style="list-style-type: none"> <li>• Text:       develop <input type="checkbox"/>   format <input type="checkbox"/></li> <li>• Tables:    develop <input type="checkbox"/>   format <input type="checkbox"/></li> <li>• Images:    develop <input type="checkbox"/>   format <input type="checkbox"/></li> <li>• Numbers:  develop <input type="checkbox"/>   format <input type="checkbox"/></li> <li>• Records:   develop <input type="checkbox"/>   format <input type="checkbox"/></li> </ul> <p>Annotated Screenshots Annotated Printouts At least one annotated complete draft Charts and graphs labelled clearly</p>		
	<p><b>ICT 2.3.2</b> Present combined information using consistent formats that are appropriate to purpose and audience using ICT, and review work. Printouts/screenshots Evidence of reviews Evidence is accurate and fit for purpose Final version is accurate and correct</p>		

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

**ESW ICT - LEVEL 3**

**PORTFOLIO TRACKING RECORD**

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

	Description of Activity (one must be complex)	Insert ✓
<b>Activity 1</b>		
<b>Activity 2</b>		

Reference	Evidence required	Insert ✓	Page	
<b>ICT 3.1.1 Use ICT systems</b>	<b>ICT 3.1.1</b> Analyse and accurately describe how to approach a least one activity that involves the use of ICT. Assignment Brief Description Independent analysis			
	<b>ICT 3.1.2</b> Use ICT independently to carry out the activity efficiently and effectively. Learner Log Witness Statement Observation Record Notes of questions and answers Annotated Screenshots Audio/visual clip			
<b>ICT 3.1.3</b> 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				
<b>ICT 3.2 Find, select and exchange information</b>	<b>ICT 3.2.1</b> Plan how to find the ICT-based and non ICT-based information required. Planned work Found sources Selected sources Used sources Record of sources			

ESW ICT - LEVEL 3

PORTFOLIO TRACKING RECORD

	<p><b>ICT 3.2.2</b>                  Search for, evaluate, select and get from a range of sources, relevant ICT-based and non-ICT based information.                  Learner Log                  Witness Statement                  Observation Record                  Notes of questions and answers                  Annotated Screenshots                  Log of sources</p>		
	<p><b>ICT 3.2.3</b>                  Enter, save, communicate and exchange ICT-based information to suit the purpose.                  Evidence of emails                  Annotated printouts                  Annotated screen shots                  Notes                  Witness Statement</p>		
<b>ICT 3.3 Develop and present information</b>	<p><b>ICT 3.3.1</b>                  Organise, develop, format and combine ICT-based and non ICT-based information from different sources to suit content, and the purpose, in the form of:</p> <ul style="list-style-type: none"> <li>• Text:        develop <input type="checkbox"/>    format <input type="checkbox"/></li> <li>• Tables:     develop <input type="checkbox"/>    format <input type="checkbox"/></li> <li>• Images:    develop <input type="checkbox"/>    format <input type="checkbox"/></li> <li>• Numbers:  develop <input type="checkbox"/>    format <input type="checkbox"/></li> <li>• Records:   develop <input type="checkbox"/>    format <input type="checkbox"/></li> </ul> <p>Annotated Screenshots                  Annotated Printouts                  At least one annotated complete draft                  Charts and graphs labelled clearly                  Taken account of views of others</p>		
	<p><b>ICT 3.3.2</b>                  Present the final output effectively, using a consistent style, formats and layout that are appropriate to the purpose and audience using ICT and review work.                  Printouts/screenshots                  Evidence of reviews                  Evidence is accurate and fit for purpose                  Final version is accurate and 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:	

**ESW ICT - LEVEL 4**

**PORTFOLIO TRACKING RECORD**

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

<b>Description of Activity</b>	
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Reference	Evidence required	Insert ✓	Page
<b>ICT4.1 Developing a Strategy</b>	<b>ICT4.1.1</b> Develop a strategy for using ICT skills over an extended period of time. Written Evidence Personal development plan/progress file/project proposal Reasons for the choice of methods Annotated references of sources used for researching information		
<b>ICT4.2 Monitoring Progress</b>	<b>ICT4.2.1</b> Monitor your progress and adapt your strategy, as necessary, to achieve the quality of outcomes required in work involving the use of ICT for two different complex purposes. Purpose 1 Purpose 2 Reflective accounts on progress of the work and of feedback obtained. Written notes of discussions with appropriate persons to ascertain their views Witness statements Description of choices made and reasons for these, and judgements of their effectiveness Notes of planning At least one draft, evidence of checking Reference of sources used		
<b>ICT4.3 Presenting outcomes and evaluating strategy</b>	<b>ICT4.3.1</b> Present the outcomes of your work Evidence presented: <ul style="list-style-type: none"> <li>• Electronically</li> <li>• Hard copy</li> <li>• Oral presentation</li> <li>• Witness statement</li> <li>• Notes</li> <li>• Audio/visual clip</li> </ul> Evidence is: <ul style="list-style-type: none"> <li>• Clearly expressed</li> <li>• Uses appropriate vocabulary</li> <li>• Uses verbal, visual and other techniques</li> <li>• Well structured</li> <li>• Relevant to audience</li> <li>• Includes appropriate audience response</li> <li>• Supported by recorded discussion with an appropriate person</li> </ul>		



**ESW ICT - LEVEL 4**

**PORTFOLIO TRACKING RECORD**

	<b>ICT 4.3.2</b> Evaluate the effectiveness of your strategy and identify ways to further develop your ICT skills. Written evaluative account Record of Discussion with appropriate person.		

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