# Extract from Specification

## Essential Skills Wales

Edexcel Entry Level 3 Essential Skills Wales in Information and Communication Technology (ICT)

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# Entry Level 3 Essential Skills Wales in Information and Communication Technology (ICT)

**Level:** Entry Level 3

**Credit value:** 6

**Guided Learning Hours:** 60

## About this qualification

This is about showing that you can:

- use ICT systems (ICTE3.1)

- find, select and exchange information, using ICT (ICTE3.2)

- develop and present information, using ICT (ICTE3.3)

in familiar situations connected with education, training, work or social roles.

## Amplification of evidence requirements

**Notes**

1  Each level of the skill incorporates and builds on the previous levels, ie at Entry Level 3, you need also to be competent in the skills that are required at Entry Level 2.

2  At this level, the subject matter and the tasks will be familiar to you; they will be given by your tutor, teacher or trainer, who will also give you guidance and direction. The ICT skills you will need are clear and straightforward.

3  You must provide evidence of your ICT skills, as they are specified in the first column of the component grid. Your evidence must be in the form described in the third column ('Evidence requirements'). In order to provide this evidence, you will need to have the skills that are listed in the second column.

4  The guidance within the qualification supports the requirements of the three columns of the component areas and is intended to advise and help you and your teacher/tutor/trainer in your work. It provides explanations of some of the requirements of the standards that may be useful when you are developing the skill of ICT at Entry Level 3 and producing evidence of your work. It is not a mandatory part of the standards.

5  The Mandatory Definitions (*Annexe A*) give the exact meaning of certain words in the document. You must always refer to them when you are developing your skills, gathering evidence, and preparing for assessment.

6  Witness statements must not be the only form of evidence that you provide. When you provide a witness statement, it must be supported by other evidence.

7   Much of the evidence required is in the form of recording documents (eg a log, diary, or completed pro forma). Such documents must be completed while the work is being carried out. Recording documents that are completed in retrospect at the end of a task or activity are not acceptable as evidence.

## General points

- You must spend time with your tutor, teacher or trainer discussing the advantages and disadvantages of using ICT-based equipment for different tasks, and discussing health, safety and security. Such equipment may include computers (desktop or laptop), PDAs, personal organisers, mobile phones etc.

- When you are using hardware, you must know about and observe the safety requirements of the equipment you are working with. This includes safe periods working with monitors and using equipment for an appropriate purpose.

- You are not expected to deal with equipment failures or errors, but you must understand why it is important to report problems immediately and know where to turn for help.

## Evidence

At Entry Level, you will be assessed via a portfolio of evidence. The term 'evidence' is used in this document to refer to the work you produce for final assessment.

You must demonstrate your ICT skills in the context of purposeful tasks set in relevant contexts — demonstrating your skills in isolation or as standalone exercises cannot be used as evidence. The evidence you submit must show what you set out to do, your purpose, and the outcome expected; this may be in the form of a task or assignment brief. You may be able to follow through the three components of the standard in a single task, but this is not a requirement.

Your evidence must show that you have understood the task you have been given, used ICT to carry it out, obtained, entered, edited and saved information, sent and received ICT-based communications, and presented your work. The work you hand in must include at least one complete draft, with notes of the changes you made as you worked on the task. Your final printouts, presentations etc are not, on their own, sufficient as evidence, though you must include them in what you hand in. The evidence may include a signed statement from the person who has witnessed your work. Where such a witness statement is used, there should normally be supporting evidence in the form of your notes, or evidence that the assessor has discussed your work with you. Evidence for ICTE3.1.3 (which concerns health, safety and security) should be integrated into your work rather than stand alone.

You may present your evidence in electronic format, in hard copy, or in a combination of these.

## Skill requirements

In order to achieve this qualification, the evidence that you present for assessment needs to demonstrate that you can meet all of the skills requirements of the qualification for each of the component areas. A piece of work submitted could give assessment evidence for more than one skill.

## Component: ICTE3.1 Use ICT systems

| You must provide evidence that you can: | In order to show that you are competent, you need to know how to: | Evidence requirements |
|---|---|---|
| **ICTE3.1.1**<br>Confirm your understanding of a straightforward given task that involves the use of ICT. | • make sure that you understand the task you have been given. | Evidence may be in a variety of forms, including handwritten, electronically produced, oral or visual. For example, it may be in the form of the learner's notes, or the assessor's notes of observation or of a question-and-answer session.<br><br>Evidence must include the brief or assignment that the learner was given. |
| **ICTE3.1.2**<br>Use ICT to help you carry out the task. | • use correct procedures to start and shut down an ICT system<br>• use correct procedures to open, use and close appropriate software<br>• use input and output devices<br>• recognise and use interface features<br>• ask for personal settings to be adjusted according to your needs<br>• work with files to enable storage and retrieval of information<br>• show that you understand the importance of making a back-up copy of your work<br>• insert and remove portable storage media correctly<br>• use the 'help' facility when appropriate<br>• ask for help when an error occurs. | Evidence must show how the learner has used ICT to tackle the task.<br><br>Evidence may take the form of:<br>• a log or similar recording document, completed by the learner, with entries confirmed as accurate and valid, eg by a supervisor, or others with whom the learner worked<br>• witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor<br>• notes of questions asked by an assessor, with records of the learner's answers<br>• annotated screenshots<br>• an audio/visual clip. |

| You must provide evidence that you can: | In order to show that you are competent, you need to know how to: | Evidence requirements |
|---|---|---|
| **ICTE3.1.3**<br><br>Follow safe, healthy and secure working practices at all times. | • follow safe and healthy working practices that are recommended to you<br><br>• keep information secure<br><br>• show you are aware of the main threats to internet and network security<br><br>• use the internet safely. | Evidence may be included at relevant points in the learner's work<br><br>**or**<br><br>may be provided in the form of witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor.<br><br>It may be supplemented by:<br><br>• a separate log, completed by the learner, with entries confirmed as accurate and valid, eg by a supervisor, or others with whom the learner worked<br><br>• notes of questions asked by an assessor, with records of the learner's answers<br><br>• annotated screenshots<br><br>• an audio/visual clip. |

**Component: ICTE3.2 Find, select and exchange information**

| You must provide evidence that you can: | In order to show that you are competent, you need to know how to: | Evidence requirements |
|---|---|---|
| **ICTE3.2.1**<br><br>Identify and use appropriate sources of ICT-based information. | • identify and use appropriate sources of ICT-based and other forms of information. | Evidence may be in the form of:<br><br>• a log or similar recording document, completed by the learner, with entries confirmed as accurate and valid, eg by a supervisor, or others with whom the learner worked<br><br>• witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor<br><br>• notes of questions asked by an assessor, with records of the learner's answers<br><br>• screenshots annotated by the learner<br><br>• an audio/visual clip. |
| **ICTE3.2.2**<br><br>Search for and get ICT-based information that is relevant to each task. | • search for and get information from appropriate ICT-based and other sources<br><br>• search the internet for information<br><br>• check the reliability of the websites you find<br><br>• select and use information relevant to your task. | Evidence may be in the form of:<br><br>• a log or similar recording document, completed by the learner, with entries confirmed as accurate and valid, eg by a supervisor, or others with whom the learner worked<br><br>• witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor |

| You must provide evidence that you can: | In order to show that you are competent, you need to know how to: | Evidence requirements |
|---|---|---|
| **ICTE3.2.2** *continued* | | <ul><li>notes of questions asked by an assessor, with records of the learner's answers</li><li>screenshots annotated by the learner</li><li>printouts.</li></ul> |
| **ICTE3.2.3**<br>Enter, save, send and receive ICT-based information to suit your purpose. | <ul><li>enter and save information relevant to your task so that you can retrieve it easily</li><li>send and receive ICT-based communications</li><li>open, read and respond appropriately to email</li><li>create and send email.</li></ul> | Evidence must include printouts and/or screenshots, supported by notes made by the learner and/or by a witness, and authenticated by an assessor.<br><br>It may be supplemented by:<ul><li>a separate log, completed by the learner, with entries confirmed as accurate, eg by a supervisor, or others with whom the learner worked</li><li>notes of questions asked by an assessor, with records of the learner's answers</li><li>an audio/visual clip.</li></ul> |

**Component: ICTE3.3 Develop and present information**

| You must provide evidence that you can: | In order to show that you are competent, you need to know how to: | Evidence requirements |
|---|---|---|
| **ICTE3.3.1**<br>Enter and develop ICT-based information to suit your purpose, in the form of:<br>a) text<br>b) images<br>c) numbers. | • enter and edit information to achieve the outcome you require<br>• enter, bring together and organise information in the form of text, images and numbers<br>• check meaning, accuracy and suitability of the information you present. | Evidence must include annotated printouts and/or screenshots of at least one complete draft.<br>Evidence must show that the learner can enter and edit information accurately. Final versions must be correct. |
| **ICTE3.3.2**<br>Present information in ways that are fit for purpose, using ICT. | • present information that is fit for purpose. | Evidence must include hard copy or screenshots of the work that is presented. |

## Guidance for ICT Entry Level 3

The guidance below supports the requirements of the three columns of the component areas and is intended to advise and help you and your teacher/tutor/trainer in your work. It provides explanations of some of the requirements of the standards that may be useful when you are developing the skill of ICT at Entry Level 3 and producing evidence of your work. It is not a mandatory part of the standards.

## ICTE3.1.1

**Confirm understanding of a straightforward given task**

You will be given a task to carry out but you must make sure that you understand it before you start, for example by asking questions and/or by describing the task in your own words.

## ICTE3.1.2

**Use correct procedures**

You must go through the appropriate steps when opening and shutting down systems and software, rather than simply switching the power on and off.

**Ask for personal settings to be adjusted**

You must know that certain settings on ICT-based equipment can be adjusted (eg brightness, sound) and be able to ask for them to be adjusted.

**Insert and remove portable storage media safely and correctly**

You must know how to insert and remove portable storage media so as to avoid damage or loss of data.

**Ask for help when an error occurs**

You must be able to recognise when an error occurs and know when to ask for help.

## ICTE3.1.3

**Follow safe and healthy working practices**

You must be able to follow safe and healthy working practices that have been recommended to you (eg check hardware and cables, ask for seating and lighting to be adjusted, avoid hazards, take breaks, minimise physical stress).

**Keep information secure**

You must use passwords and PINs where this is recommended, and know why it is important to make back-up copies of your work. You must be aware of the risks posed by viruses and other threats to security.

**Use the internet safely**

You must be careful to protect your identity, particularly in the context of social networking sites and chatrooms, and to avoid giving details of bank accounts etc on sites that are not secure.

## ICTE3.2.1

**Identify and use appropriate sources**

You must be able to identify potential sources of information that are relevant to your task, and use them effectively.

## ICTE3.2.2

**Search the internet for information**

You must be able to identify the information you need for your purpose and carry out simple searches on the internet.

**Check the reliability of websites**

You must know that some websites provide more reliable information than others. You must know when to check a website's reliability with an appropriate person.

## ICTE3.2.3

**Save information … retrieve it easily**

You must save information in ways that help you to get it back on-screen so that you can work with it again, eg by using appropriate filenames.

**Send and receive ICT-based communications**

You must be able to use ICT to send and receive information, eg by email.

**Open, read, and respond appropriately to email**

You must be able to open your mailbox, read messages and reply appropriately (ie using a tone and language that are suitable for the reader and the circumstances).

## ICTE3.3.1

**Enter and develop information**

You must be able to enter information and change it if you need to.

**Enter, bring together and organise information**

You must be able to enter and/or import information in a form that suits the software. You must know how to bring together different forms of information (text, images, numbers), eg insert, delete, select, copy, scan, cut, paste, drag and drop, find and replace, undo and redo, and organise it in a way that suits your purpose.

## ICTE3.3.2

**Present information**

The information you present must be ICT-based but you may present it with a spoken explanation.

**Ways that are fit for purpose**

You must use text and/or images and/or numbers in ways that will help your audience to understand the information you are presenting.

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