

Extract from Specification

Essential Skills Wales

Edexcel Level 1 Essential Skills Wales in Information and Communication Technology (ICT)

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Level 1 Essential Skills Wales in ICT

Level: 1

Credit value: 6

Guided learning hours: 60

About this qualification

This is about showing that you can:

- use ICT systems (ICT1.1)
- find, select and exchange information using ICT (ICT1.2)
- develop and present information using ICT (ICT1.3)

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 Level 1, you also need to be competent in all the skills that are required at the lower levels.
- 2 At this level, subject matter and materials will be those that you commonly meet in the context of your work or study, and tasks will be straightforward and given by your tutor, teacher or trainer.
- 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*). 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 Level 1 and producing evidence for your portfolio. 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 (for example a log, diary, or completed pro forma). These 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 software applications, you must try out various techniques and different ways of doing things. When using hardware, you must know about and observe safety requirements of the equipment you are working with. This includes safe periods working with monitors, using equipment for an appropriate purpose, and correct procedures when closing down programs and systems.
- You must know how to use help facilities such as help screens and wizards, to learn new techniques and overcome difficulties.
- You are not expected to deal with equipment failures or significant software or hardware errors, but you must understand the importance of reporting problems immediately and know where to turn for help.

Evidence

At Level 1, 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 stand-alone exercises cannot be used as evidence. The task or assignment brief, or other form of evidence, must indicate what you set out to do, your purpose, and the outcome expected. While following through the three components of the standard in a single task or activity is often more meaningful, this is not a requirement.

Your evidence must show the processes you have used to confirm your understanding of your task, to select, enter and develop information, and to present your work. The development process will normally involve drafting, revising, correcting, redrafting or reformatting your work, so the evidence you submit for assessment must include at least one complete draft with notes, annotations, highlighting, alterations etc. Your final printouts, presentations etc are not, on their own, sufficient as evidence, though you must include them in your portfolio. Evidence of some parts of the process might include a signed statement, providing enough detail, from the person (for example tutor, teacher, trainer) 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 plans, or evidence that your assessor has discussed the detail of the process with you. Evidence for ICT1.1.3 (which concerns safety, health and security) should be integrated with evidence of process and outcomes rather than standing alone.

You may present your evidence in electronic format, or 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: ICT1.1 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 |
|--|---|---|
| <p>ICT1.1.1</p> <p>Confirm your understanding of a given task that involves the use of ICT.</p> | <ul style="list-style-type: none"> confirm that you understand the task you have been given. | <p>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.</p> <p>Evidence must include the brief or assignment that the learner was given.</p> |
| <p>ICT1.1.2</p> <p>Use ICT independently to carry out the task.</p> | <ul style="list-style-type: none"> use correct procedures to start and shut down ICT systems select software applications to achieve your purpose use correct procedures to open, use and close appropriate software use input and output devices and communication services recognise and use interface features adjust personal settings according to your needs, without affecting the work of others, and restore them after use work with files and folders to store and retrieve information effectively | <p>Evidence must show how the learner has carried out the task independently, asking for help or advice when appropriate.</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> 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 witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor notes of questions asked by an assessor, with records of observations or answers |

| You must provide evidence that you can: | In order to show that you are competent, you need to know how to: | Evidence requirements |
|--|---|---|
| <p>ICT1.1.2 <i>continued</i></p> | <ul style="list-style-type: none"> • show that you understand the importance of making a back-up copy of your work and know how this can be done • handle and use portable storage media safely and correctly • use the ‘help’ facility when appropriate • recognise errors and when to ask for help to resolve them. | <ul style="list-style-type: none"> • annotated screenshots • an audio/visual clip. |
| <p>ICT1.1.3 Follow safe, healthy and secure working practices at all times.</p> | <ul style="list-style-type: none"> • follow safe and healthy working practices that are recommended to you • follow recommended procedures to protect the security of data • show you are aware of threats to internet and network security and recognise them if they occur • use the internet safely. | <p>Evidence must be included at relevant points in the learner’s work.</p> <p>It may be supplemented by any of the following:</p> <ul style="list-style-type: none"> • 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 • witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor • notes of questions asked by an assessor, with records of observations or answers • annotated screenshots • an audio/visual clip. |

Component: ICT1.2 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 |
|--|---|--|
| <p>ICT1.2.1 Find, select and use appropriate sources of ICT-based information.</p> | <ul style="list-style-type: none"> • identify, find, select and use appropriate sources of ICT-based and other forms of information. | <p>Evidence must be recorded in an appropriate document or documents, and must show how the learner found, selected and used sources, with an explanation of why the sources selected were appropriate to the task.</p> |
| <p>ICT1.2.2 Search for, select and get ICT-based information that is relevant to each task.</p> | <ul style="list-style-type: none"> • search for and get different types of information from appropriate ICT-based and other sources • navigate and search the internet for information • make sound judgements about the reliability of the websites you find • select and use information relevant to your task • establish the copyright status of the information you find. | <p>Evidence must be recorded in an appropriate document, completed by the learner, with entries confirmed as accurate and valid, eg by a supervisor, or others with whom the learner worked. The sources used must be noted, along with the scope and nature of the searches, and their outcomes.</p> <p>It may be supplemented by any of the following:</p> <ul style="list-style-type: none"> • witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor • notes of questions asked by an assessor, with records of observations or answers • annotated screenshots. |

Component: ICT1.3 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 |
|---|--|--|
| <p>ICT1.3.1 Enter, develop, format and bring together ICT-based information to suit your purpose, in the form of:</p> <ul style="list-style-type: none"> a) text b) tables c) images d) numbers. | <ul style="list-style-type: none"> • observe copyright constraints on how you use information • enter, bring together and organise information in the form of text, tables, images and numbers • format information in a consistent way • enter, develop, format and organise numerical information that is fit for purpose • use appropriate layouts and techniques to present information that is fit for your purpose and audience • make sure the information you present is accurate, clear and fit for purpose and audience. | <p>Evidence must show the process whereby the learner has entered and developed information to suit their purpose. This evidence must be in the form of at least one complete draft annotated by the learner or supplemented by assessor's notes of the learner's answers to questions.</p> <p>The final work must be accurate, clear and saved appropriately. Graphs and charts must be fit for purpose and correctly labelled.</p> |
| <p>ICT1.3.2 Present information, using consistent layouts that are fit for purpose and audience, using ICT, and review your work.</p> | <ul style="list-style-type: none"> • present information that is fit for purpose and audience • review the effectiveness of your work. | <p>Evidence must include the completed work, together with evidence that the learner has reviewed the effectiveness of their work.</p> <p>Evidence must include hard copy and/or screenshots of the work that is presented.</p> <p>Evidence of reviewing could be notes written by the learner, or notes of the learner's response to questions asked by an assessor.</p> |

Guidance for ICT Level 1

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 explains some of the requirements of the standards that may be useful when you are developing the skill of ICT at Level 1 and producing evidence of your work. It is not a mandatory part of the standards.

ICT1.1.1

Confirm your understanding

You will be given a task to carry out but you must show that you understand it before you start.

ICT1.1.2

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.

Adjust personal settings

You must know how to adjust, for example, aspects of your screen display without affecting the work of other users of the machine or the network, and be able to restore the original settings when you have finished your work.

Work with files and folders ... effectively

You must understand the structure of files, folders and directories and be able to create, name and save files and folders, using names that make it easy to retrieve data later (for example names must give an idea of content, ownership, date, sequence). You must be able to open, save, save as, print, close and delete files.

Handle and use portable storage media safely and correctly

You must know how to:

- handle, insert and remove portable storage media so as to avoid damage or loss of data
- label media appropriately
- be able to run virus checks before use
- store media safely.

ICT1.1.3

Follow safe and healthy working practices

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

Follow recommended procedures to protect the security of data

You must use passwords and PINs where this is recommended, and make backups (or check that these have been made automatically). You must be able to check that virus protection is up to date.

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.

Note It is important that your evidence shows that you have followed safe, healthy and secure working practices as you carried out your activities. It is not enough to be able to describe such practices out of context.

ICT1.2.1

Navigate and search the internet for information

You must be able to identify the information you need for your purpose, for example to respond to an enquiry or carry out a task, and identify where you might obtain this information, for example use a search engine effectively, enter web addresses, browse, follow links, use forward and back, save and use bookmarks.

Make sound judgements

You must consider how far the websites you find provide accurate and reliable information. For example, sites with the suffix '.gov.uk' provide official statistical information, whereas facts and figures on many other sites are not independently verified.

ICT1.2.2

Select and use information relevant to your task

For example, you must be able to copy and paste, save, capture images, download files, and play streamed media files.

Establish copyright status

You must know that all information, printed or ICT based, is copyright. You must note the source of all information and know when to check whether you can reproduce it without permission, for example by asking advice from an appropriate person.

ICT1.2.3

Appropriately named files and folders

The names that you use for your files and folders must give an idea of their content, ownership, date, sequence.

Send, receive and respond appropriately to email

You must be able to open your mailbox, read, reply appropriately, delete, create, send, copy, open and add attachments, use an address book, adapt your style to suit your audience and use appropriate language.

ICT1.3.1

Enter, bring together and organise information

You must be able to enter and/or import information in a form that suits the software and format it consistently. You must know how to bring together different forms of information (text, images, numbers), for example insert, delete, select, copy, scan, cut, paste, drag and drop, find and replace, undo and redo, so as to make the processing and presentation of information as straightforward as possible.

Evidence must show the process

Evidence must show that you have considered different ways and layouts for presenting your information and can explain your choices, for example in annotated drafts, notes, or witness statements.

ICT1.3.2

Use appropriate layouts and techniques

You must know how to select from and use layouts that you are given (for example business letter, invoice, menu).

You must know how to format and lay out text using justification, spacing and styles that you are given, for example margins, alignment, line spacing, portrait, landscape, bullets, numbering, page breaks and page numbering.

When using images, you must be able to crop, resize, text wrap, frame etc.

When using charts and graphs, you must label them correctly.

Review the effectiveness

You must reflect on and evaluate the whole process of your work, from confirming that you understood the task through to presenting the finished work.

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