

Extract from Specification

Essential Skills Wales

Edexcel Level 4 Essential Skills Wales in Information and Communication Technology (ICT)

This document has been extracted from – and should be used in conjunction with – the Edexcel Entry Levels 1-4 Essential Skills Wales in Information and Communication Technology (ICT) Specification, the most up to date version of which can be found on the Edexcel website www.edexcel.com/esw

Edexcel, a Pearson company, is the UK's largest awarding body, offering academic and vocational qualifications and testing to more than 25,000 schools, colleges, employers and other places of learning in the UK and in over 100 countries worldwide. Qualifications include GCSE, AS and A Level, NVQ and our BTEC suite of vocational qualifications from entry level to BTEC Higher National Diplomas, recognised by employers and higher education institutions worldwide.

We deliver 9.4 million exam scripts each year, with more than 90% of exam papers marked onscreen annually. As part of Pearson, Edexcel continues to invest in cutting-edge technology that has revolutionised the examinations and assessment system. This includes the ability to provide detailed performance data to teachers and students which helps to raise attainment.

References to third party material made in this extract from the specification are made in good faith. Edexcel does not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Material may include textbooks, journals, magazines and other publications and websites.)

Publications Code ES026740

All the material in this publication is copyright
© Edexcel Limited 2011

Level 4 Essential Skills Wales in ICT

Level: 4

Credit value: 6

Guided learning hours: 60

About this qualification

This is about demonstrating your skills in:

- developing a strategy for using ICT skills (ICT4.1)
- monitoring your progress and adapting your strategy as necessary (ICT4.2)
- presenting the outcomes of your work (ICT4.3)
- evaluating your overall strategy (ICT4.3).

Amplification of evidence requirements

Notes

- 1 Each level of the skill incorporates and builds on the previous levels. You must therefore ensure that you are familiar with all the requirements of ICT Level 3 which, in turn, incorporates the requirements of the lower levels.
- 2 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.
- 3 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 4 and producing evidence of your work. It is not a mandatory part of the standards.
- 4 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.
- 5 Witness statements may be used to support written evidence (for example of a discussion) but must not be the only form of evidence that you provide.

Evidence

At Level 4, 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.

Your evidence must show the processes you have used to identify and describe the task you have undertaken, to select, enter and develop information, and to develop the presentation of 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 they must of course be included in your portfolio.

Evidence of some parts of the process might include a signed statement, providing enough detail, from the person (for example manager, 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.

You must produce evidence of meeting the requirements of ICT4.1, ICT4.2 and ICT4.3 in the context of one activity.

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

There must be evidence that all your work has been assessed and authenticated, for example there must be records/notes, written by a competent assessor, confirming that your work is your own and that it has achieved the required standard.

Where the standards refer to 'information', this can take the form of text and/or images and/or numbers.

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: ICT4.1 Developing a strategy

You must provide evidence that you can:	In order to show that you are competent, you need to know how to:	Evidence requirements
<p>ICT4.1.1</p> <p>Develop a strategy for using ICT skills over an extended period of time.</p>	<ul style="list-style-type: none"> • establish opportunities to use ICT skills • clearly identify the outcomes you hope to achieve • plan your use of ICT skills over an extended period of time taking into account factors that may affect your plans • make a reasoned choice of methods for achieving the quality of outcomes required • identify relevant sources of information, including people and reference material, and research the information you need. 	<p>Evidence must be written and may be in various forms, including entries in a personal development plan or progress file, or a project proposal.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> • reasons for the choice of methods • annotated references of sources used for researching information.

Component: ICT4.2 Monitoring progress

You must provide evidence that you can:	In order to show that you are competent, you need to know how to:	Evidence requirements
<p>ICT4.2.1</p> <p>Monitor 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.</p>	<ul style="list-style-type: none"> • prepare and use ICT to aid: <ul style="list-style-type: none"> - efficient searching, evaluation and selection of information - exploration of alternative lines of enquiry • develop and exchange relevant information to meet your purpose • derive new information, including integration of text, image and number • monitor and critically reflect on your use of ICT skills, including: <ul style="list-style-type: none"> - obtaining feedback from others - noting choices made and judging their effectiveness • adapt your strategy as necessary to overcome difficulties and produce the quality of outcomes required. 	<p>Evidence of monitoring progress and adapting strategy may be through:</p> <ul style="list-style-type: none"> • written records of the learner's reflections on the progress of the work and of feedback obtained and/or • written notes of discussions with appropriate persons, supported by witness statements. <p>Evidence must describe choices made, reasons for these, and judgements of their effectiveness.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> • notes of planning • at least one draft, with evidence of checking • full references for all sources used.

Component: ICT4.3 Presenting outcomes and evaluating strategy

You must provide evidence that you can:	In order to show that you are competent, you need to know how to:	Evidence requirements
<p>ICT4.3.1 Present the outcomes of your work.</p>	<ul style="list-style-type: none"> • develop the structure for presenting your work, integrating different types of information to ensure consistency in the display of text, numbers and images • use the views of others to guide refinements to content and design • present information effectively, using a format and style to suit your purpose, subject and audience, and ensure that: <ul style="list-style-type: none"> - it is accurate in terms of content and conventions - it makes sense. 	<p>Evidence may be presented electronically, in hard copy, in an oral presentation, or in a combination of these.</p> <p>If any part of the evidence is presented orally:</p> <ul style="list-style-type: none"> • Evidence must include the learner's preparatory notes for the presentation. • There must be additional evidence which may be in the form of: <ul style="list-style-type: none"> - audio/visual clips of the presentation and/or - witness statements. • Brief notes may be used as a prompt, but the learner must not read these out. <p>Assessors must look for:</p> <ul style="list-style-type: none"> • clarity of expression • appropriate use of vocabulary • the use of a variety of verbal, visual and other techniques • evidence that the presentation is well structured, with examples that are relevant to the audience • evidence that the audience has responded appropriately.

You must provide evidence that you can:	In order to show that you are competent, you need to know how to:	Evidence requirements
<p>ICT4.3.2 Evaluate the effectiveness of your strategy, and identify ways to further develop your ICT skills.</p>	<ul style="list-style-type: none"> • evaluate the effectiveness of your strategy, identifying factors that had an impact on the outcomes • identify ways to further develop your ICT skills. 	<p>Evidence must be written but may be supported by a recorded discussion with an appropriate person.</p>

Guidance for ICT Level 4

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 Level 4 and producing evidence of your work. It is not a mandatory part of the standards.

ICT4.1.1

Establish opportunities to use ICT skills

You must spend some time researching and exploring work activities in order to identify where and how you can use ICT to aid efficient searching, development, exchange and presentation of information, including text, images and numbers.

Identify the outcomes

An intended outcome is a statement of what you want or need to achieve (for example a computer-based conferencing system to support team working). You may need to negotiate these outcomes with other people who are involved in the work. You must identify and write down outcomes that are specific, so you will be able to tell if they have been achieved. This will help later when you are monitoring and evaluating your work.

Plan your use of ICT skills

You must take stock of the skills you will need to achieve your intended outcomes, and plan your use of ICT skills so you can make the most of your work activities. You must be able to identify opportunities and constraints (for example your own expertise, resources, work patterns, health and safety issues, and social and ethical concerns). You must set realistic targets and deadlines over the coming months.

Make a reasoned choice of methods

You must be familiar with the strengths and weaknesses of ICT methods for handling, processing and presenting different types of information (for example specific software facilities).

Identify relevant sources of information

You must check a range of different sources, including people who may be able to support you in developing your skills and completing the work. You must know how to access help and gain access to the internet, databases on CD ROM or online, a library, or specialist publications. In using a web browser, you must know how to bookmark relevant web pages, and how to download and save information. You must know how to use appropriate referencing and filing systems, and keep records of the sources you use.

ICT4.2.1

Prepare and use ICT

You must be able to set up and use:

- style-sheets, templates, and macros to handle repeated operations
- database structures
- queries using search engines, and be able to refine your search.

You must be able to:

- establish criteria (for example by date, author, subject, organisation, type and format) to help select the information you require
- set up different search strategies and criteria to explore alternative lines of enquiry, (for example use a financial model on a spreadsheet to explore and predict possible consequences of cost and pricing changes on sales and profits).

Evaluation and selection of information

You must develop a 'critical eye' for assessing the quality and reliability of information from different sources, taking into account commercial, political, academic or personal interests that may influence content and presentation. You must check facts, research other sources, and ask additional questions.

Develop and exchange relevant information

You must be able to identify methods of exchanging information (for example email, computer conferencing, video conferencing, web pages, sharing documents) and understand how they affect the development of information and ways of working. You must be able to take into account organisational factors such as version control, document retrieval, transaction monitoring, security, archiving and backup.

Derive new information

You must identify and, where appropriate, make use of information that is generated as your work progresses (for example different ideas, interpretations, improvisations, plans).

Monitor and critically reflect

You must know how to track, record, reflect on and evaluate your progress, including any ICT problems and what you did about them. You must identify reliable sources of feedback and use feedback constructively to help you monitor your performance and make decisions, (for example on whether to adapt your overall strategy).

ICT4.3.1

Present information effectively

You must know how to develop appropriate structures for integrating different types of information, (for example to ensure that fonts, layout, number formats, sizes and shapes of graphs, images and tables are consistent). You must ensure that conventions of format, language and style are used as agreed, and obtain feedback from others. You must check spelling, punctuation and grammar, and check that graphs, diagrams and charts are correctly labelled and any specific requirements (for example word length, types of binding, paper size) have been met.

ICT4.3.2

Evaluate the effectiveness of your strategy

You must be able to identify how your decisions, and the resources and people involved in your work, have influenced how you have tackled the activity and its outcomes. You must also take into account the effect of your own strengths and weaknesses in ICT.

Identify ways to further develop your ICT skills

You must reflect on your overall level of ICT skills and suggest areas where you need to improve, based on the experience you have gained in this activity. You must be able to identify opportunities that are available to you (for example for training, for changing working practices, or for tackling new kinds of tasks). You must discuss with a line manager, colleague or mentor how you might improve working methods, take advantage of new opportunities, and further develop your skills.

February 2011

For more information on Edexcel and BTEC qualifications
please visit our website: www.edexcel.com

Edexcel Limited. Registered in England and Wales No. 4496750
Registered Office: One90 High Holborn, London WC1V 7BH. VAT Reg No 780 0898 07



Llywodraeth Cynulliad Cymru
Welsh Assembly Government