

ESW ICT

Levels 1 - 4

Activity Record Sheets

ESW ICT - LEVEL 1

ACTIVITY RECORD SHEET

NB At this level one activity only is required if all criteria are met. It may be necessary however to undertake two activities in order to incorporate 1.3.1 a) – e)

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

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICT1.1 - Use ICT Systems</p> <p>ICT1.1.1 Confirm your understanding of a given task that involves the use of ICT.</p> <ul style="list-style-type: none"> • Included Activity Brief • Included statement/confirmation of understanding <p>ICT1.1.2 Use ICT independently to carry out the task</p> <ul style="list-style-type: none"> • Included Confirmation/Log/Witness Statement <p>ICT1.1.3 Follow safe, healthy and secure working practices at all times</p> <ul style="list-style-type: none"> • Included Log/Witness Statement/Observation Record 			
<p>ICT1.2 – Find, Select and exchange information</p> <p>ICT1.2.1 Find, select and use appropriate sources of ICT-based information</p> <ul style="list-style-type: none"> • Included record of Information Sources* <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"> • Included Log of Internet Searches* <p>*May be incorporated in one document</p>			

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ACTIVITY RECORD SHEET

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICT1.2.3 Enter, save, send, receive and exchange ICT-based information to suit your purpose</p> <ul style="list-style-type: none"> Included records of emails, screen prints, witness testimony 			
<p>ICT1.3 – Interpret results and present findings</p> <p>ICT1.3.1 Enter, develop, format and bring together ICT-based information to suit your purpose, in the form of:</p> <p>a) Text b) Tables c) Images d) Numbers</p> <ul style="list-style-type: none"> Included ‘development’ of a) – d) Included at least on annotated complete draft copy to illustrate the ‘process’ Evidence is accurate and ‘fit for purpose’. Graphs and Charts clearly labelled <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"> Included accurate and complete copies of final output Included evidence of review (Candidate notes or responses to questions) 			

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

Candidate Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier Signature:		Date:	

ESW ICT LEVEL 2

ACTIVITY RECORD SHEET

1 : 2 Delete as appropriate

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

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICT2.1 - Use ICT Systems</p> <p>ICT2.1.1 Describe how you will approach an activity that involves the use of ICT</p> <ul style="list-style-type: none"> • Included Activity Brief • Included description of approach <p>ICT2.1.2 Use ICT independently to carry out the activity effectively</p> <ul style="list-style-type: none"> • Included one or more log,/witness statement or observation records/ responses to questions/audio visual clip <p>ICT2.1.3 Follow safe, healthy and secure working practices at all times</p> <ul style="list-style-type: none"> • Included one or more: log,/witness statement or observation records/ responses to questions/audio visual clip 	✓		
<p>ICT2.2 – Find, select and exchange information</p> <p>ICT2.2.1 Find, select and use different sources of appropriate ICT-based and non-ICT-based information</p> <ul style="list-style-type: none"> • Included information seeking log or other records <p>ICT2.2.2 Search for, select and get relevant ICT-based and non-ICT-based information</p> <ul style="list-style-type: none"> • Included records of internet searches including scope and nature of search 	✓		

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICT2.2.3 Enter, save, communicate and exchange ICT-based information to suit your purpose</p> <ul style="list-style-type: none"> Included recording document with annotated printouts and/details of email messages/organisation of electronic files/ screenshots/witness statement 			
<p>ICT2.3 – Develop and Present Information</p> <p>ICT2.3.1 Enter, organise, develop, format and combine ICT-based and non-ICT-based information to suit content and your purpose, in the form of:</p> <p>a) Text b) Tables c) Images d) Numbers e) Records</p> <p>Included development of a) – e) in the form of annotated draft copies of work</p> <p>ICT2.3.2 Present combined information, using consistent formats and layouts that are appropriate to your purpose and audience, using ICT and review your work</p> <ul style="list-style-type: none"> Completed work presented to include combined information that is fit for purpose and audience Candidate has reviewed the effectiveness of process and outcome (notes or candidate's responses to questions) 			

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Candidate Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier Signature:		Date:	

ESW ICT - LEVEL 3

RECORD OF COMPLEX ACTIVITY/SECOND ACTIVITY

Please delete as appropriate

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

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICT3.1 - Use ICT Systems</p> <p>ICT3.1.1 Analyse and accurately describe how you will approach at least one complex activity that involves the use of ICT</p> <ul style="list-style-type: none"> Included Activity Brief produced a detailed analysis of the activity (independently) <p>ICT3.1.2 Use ICT independently to carry out the activity efficiently and effectively</p> <ul style="list-style-type: none"> Candidate has produced a log of work which confirms attainment of 3.1.2 and is authenticated by Supervisor or relevant others/witness statements/annotated screenshots/audio/visual clips <p>ICT3.1.3 Follow safe, healthy and secure working practices at all times</p> <ul style="list-style-type: none"> Log, which has been authenticated by supervisor or others, confirming attainment of 3.1.3/ witness statements/observation records/notes of questions/audio/visual clips 			

ESW ICT - LEVEL 3

RECORD OF COMPLEX ACTIVITY/SECOND ACTIVITY

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICT3.2 – Find, select and exchange information</p> <p>ICT3.2.1 Plan how to find the ICT-based and non-ICT-based information you require</p> <ul style="list-style-type: none"> • Included a detailed plan outlining information sources and reasons for choice in terms of the activity <p>ICT3.2.2 Search for, evaluate, select and get, from a range of sources, relevant ICT-based and non-ICT-based information</p> <ul style="list-style-type: none"> • Included a log of internet searches with explicit justification for chosen sources/witness statements/ notes/ responses to questions/screenshots <p>ICT3.2.3 Enter, save, communicate and exchange ICT-based information to suit your purpose</p> <ul style="list-style-type: none"> • Included a recording document together with relevant annotated printouts and/or screenshots, candidate notes etc 			
<p>ICT3.3 – Develop and present information</p> <p>ICT3.3.1 Organise, develop, format and combine ICT-based and non-ICT-based information from different sources to suit content and your purpose, in the form of</p> <p>a) Text b) Tables c) Images d) Numbers e) Records</p> <ul style="list-style-type: none"> • Include examples of development of a) – e) to suit the purpose of the task eg annotated drafts, responses to questions. • Combine ICT and non-ICT-based information from different sources 			

ESW ICT - LEVEL 3

RECORD OF COMPLEX ACTIVITY/SECOND ACTIVITY

Evidence required	✓	Portfolio Ref	Assessor Comments
<ul style="list-style-type: none"> • Include evidence that account has been taken of the views of others as work is developed, to ensure fitness for purpose and audience • Final work is included and is accurate, clear and saved appropriately. • Graphs and charts are fit for purpose and correctly labelled <p>ICT3.3.2 Present your final output effectively, using a consistent style and formats and layouts that are appropriate to your purpose and audience, using ICT and review your work.</p> <ul style="list-style-type: none"> • Include completed work that is fit for purpose and audience • A review of the process of development and finished product, in the light of feedback from others. Review must be in the form of notes written by the candidate, either electronically or by hand. 			

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Candidate Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier Signature:		Date:	

ESW ICT LEVEL 4

ACTIVITY RECORD SHEET

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

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICT4.1 - Developing a Strategy</p> <p>ICT4.1.1 Develop a strategy for using ICT skills over an extended period of time</p> <ul style="list-style-type: none"> • Written evidence of planning • Record of oral evidence <p>May include entries in:</p> <p>a personal development plan progress file or project proposal</p> <p>included:</p> <ul style="list-style-type: none"> • reasons for the choice of methods • annotated references of sources used for researching information <p>ICT4.2 – Monitoring Progress</p> <p>ICT4.2.1 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</p> <ul style="list-style-type: none"> • Purpose 1 • Purpose 2 • Reflective accounts on progress of the work and of feedback obtained and/or • Written notes of discussions with appropriate persons to ascertain their views, supported by witness statements • Description of choices made, reasons for these and judgements of their effectiveness • Notes of planning 	✓		

ESW ICT LEVEL 4

ACTIVITY RECORD SHEET

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICT4.3 – Presenting outcomes and evaluating strategy</p> <p>ICT4.3.1 Present the outcomes of your work</p> <ul style="list-style-type: none"> • Candidate has presented evidence in written format, oral presentation or a combination of these • Record of Oral Presentation/Witness Testimony if relevant • Preparatory Notes <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"> • Written evaluative account • Record of Discussion with appropriate person. 			

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Candidate Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier Signature:		Date:	

ESW ICT LEVEL 4

RECORD OF OBSERVATION OF ORAL PRESENTATION

Candidate Name:		Assessor:		Date:	
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Details of Strategy:	
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You must show that you can	✓	Assessor Comments
ICT4.3.1 Present the outcomes of your work <ul style="list-style-type: none"> Included preparatory notes Presentation well structured, with examples that are relevant to the audience Appropriate use of vocabulary Used a variety of verbal, visual and other techniques Audience engaged and responsive Candidate used notes effectively 	✓	

Supporting evidence *(please indicate with ✓)*

Preparatory Notes		Video Clip		Peer Assessment		Self-assessment/Evaluation	
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Candidate Signature:		Date:	
Assessor Signature:		Date:	
Internal Verifier Signature:		Date:	