

ESW ICT

Entry Level 1 - 3

Activity Record Sheets

ESW ICT - ENTRY LEVEL 1

ACTIVITY RECORD SHEET

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

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICTE1.1 - Use ICT Systems</p> <p>ICTE1.1.1 Understand a simple given task that involves the use of ICT</p> <ul style="list-style-type: none"> Included Activity Brief Included statement/confirmation of understanding <p>ICTE1.1.2 Use ICT to help you carry out the task</p> <p>Included Confirmation/Log/Witness Statement</p> <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>ICTE1.2 – Find, Select and exchange information</p> <p>ICTE1.2.1 Recognise appropriate sources of ICT-based information eg DVD, text message, map, route finder</p> <ul style="list-style-type: none"> Included log, witness statements, screenshots etc <p>ICTE1.2.2 Get information from an ICT-based source</p> <ul style="list-style-type: none"> Included Log <p>ICTE1.2.3 Receive simple ICT-based communications</p> <ul style="list-style-type: none"> Included records of emails, screen prints, witness testimony 			

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICTE1.3 – Interpret results and present findings</p> <p>ICTE1.3.1 Enter simple ICT-based information for a purpose</p> <ul style="list-style-type: none"> • Evidence accurate. • Draft included <p>ICTE1.3.2 Present information for a purpose using ICT.</p> <ul style="list-style-type: none"> • Included hard copies or screenshots of the work presented. 			

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 – ENTRY LEVEL 2

ACTIVITY RECORD SHEET

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

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICTE2.1 - Use ICT Systems</p> <p>ICTE2.1.1 Understand a straightforward given task that involves the use of ICT.</p> <ul style="list-style-type: none"> Included Activity Brief Included statement/confirmation of understanding <p>ICTE2.1.2 Use ICT to help you carry out the task</p> <ul style="list-style-type: none"> Included Confirmation/ Log/Witness Statement Screenshot or audio/visual clip <p>ICTE2.1.3 Follow safe, healthy and secure working practices at all times</p> <ul style="list-style-type: none"> Included Log/Witness Statement/Observation Record 			
<p>ICTE2.2 – Find, Select and exchange information</p> <p>ICTE2.2.1 Recognise and use appropriate sources of ICT-based information</p> <ul style="list-style-type: none"> Included record of Information Sources <p>ICTE2.2.2 Find and get information from ICT-based sources</p> <ul style="list-style-type: none"> Included Log, annotated screenshots, witness testimony or audio/visual clips. <p>ICTE2.2.3 Enter, save, send and receive ICT-based information.</p> <ul style="list-style-type: none"> Included records of emails, screen prints, witness testimony 			

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICTE2.3 – Develop and present information</p> <p>ICTE2.3.1 Enter and edit ICT information for a purpose</p> <ul style="list-style-type: none"> • Included annotated printouts of at least one complete draft copy to illustrate the 'process' • Evidence is accurate and 'fit for purpose'. • Graphs and Charts clearly labelled <p>ICTE2.3.2 Present information for a purpose using ICT</p> <ul style="list-style-type: none"> • Included hard copy or screenshots of the work that is presented. 			

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

ESW ICT – ENTRY LEVEL 3

ACTIVITY RECORD SHEET

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

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICTE3.1 - Use ICT Systems</p> <p>ICTE3.1.1 Confirm your understanding of a straightforward given task that involves the use of ICT.</p> <ul style="list-style-type: none"> Included Activity Brief Included statement/confirmation of understanding <p>ICTE3.1.2 Use ICT to help you carry out the task</p> <ul style="list-style-type: none"> Included Confirmation/Log/Witness Statement <p>ICTE3.1.3 Follow safe, healthy and secure working practices at all times</p> <ul style="list-style-type: none"> Included Log/Witness Statement/Observation Record 	✓		
<p>ICTE3.2 – Find, Select and exchange information</p> <p>ICTE3.2.1 Identify and use appropriate sources of ICT-based information</p> <ul style="list-style-type: none"> Included record of Information Sources <p>ICTE3.2.2 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>ICTE3.2.3 Enter, save, send and receive ICT-based information to suit your purpose</p> <ul style="list-style-type: none"> Included printouts, screen prints, witness testimony 	✓		

Evidence required	✓	Portfolio Ref	Assessor Comments
<p>ICTE3.3 – Interpret results and present findings</p> <p>ICTE3.3.1 Enter and develop ICT-based information to suit your purpose, in the form of:</p> <p>a) Text b) Images c) Numbers</p> <ul style="list-style-type: none"> • Included development of a) – c) • 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>ICTE3.3.2 Present information in ways that are fit for purpose using ICT and review your work</p> <ul style="list-style-type: none"> • Included complete copies of final output 			

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Assessor Signature:		Date:	
Internal Verifier Signature:		Date:	