

Support for the
Implementation
of Essential Skills Wales

Planning Documents: ICT

Entry level 1 – Level 4

Section 2 – Planning

This section contains planning documents for each of the three ESW qualifications in Communication, Application of Number and ICT at levels Entry 1 – Level 4. These documents are useful in identifying opportunities for assessment of relevant skills. In many instances it may be helpful for learners to negotiate the most appropriate opportunities in the aim of promoting a learner-centred approach/candidate ownership. At the higher levels this is a requirement.

In addition, a range of opportunities for teaching and learning should also be identified and made explicit to candidates in order to promote effective skill development and transfer. It is important to note that teaching and learning should not be 'assessment driven'.

Using the Grids

- Text presented in red should be replaced with suggested context/topic or by deleting an option, as appropriate. In some instances it may be necessary to identify more than one opportunity, or to add more detail.
- Pertinent aspects of performance criteria detailed in the first column have been underlined.
- Activities or tasks may be connected with education, training, work and social roles.

NB A template only is provided for Level 4 since candidates must independently decide upon relevant strategies

ESW PLANNING DOCUMENTS – ICT

ESW: ICT Entry Level 1		
Skill/s to be developed	Context	Portfolio Evidence
ICTE1.1 Using ICT systems		
ICTE1.1.1 Understand a <u>simple given task</u> that involves the use of ICT	Using ICT to help carry out a task	
ICTE1.1.2 Using ICT to help you carry out the task		
ICTE1.1.3 Following <u>safe, healthy and secure working practices at all times</u> .		
ICTE1.2 Finding, selecting and exchanging information		
ICTE1.2.1 Recognise appropriate sources of ICT-based information	Recognising sources and getting ICT-based information relevant to task	
ICTE1.2.2 Get ICT-based information from an ICT-based source		
ICTE1.2.3 Receive simple ICT-based communications.		
ICTE1.3 Developing and presenting information		
ICTE1.3.1 Entering simple ICT-based information for a purpose	Entering and presenting ICT-based information for the purpose of task .	
ICTE1.3.2 Present information for a purpose, using ICT		

ESW PLANNING DOCUMENTS – ICT

ESW: ICT Entry Level 2		
Skill/s to be developed	Context	Portfolio Evidence
ICTE2.1 Using ICT systems		
ICTE2.1.1 Understanding a straightforward, given task that involves the use of ICT.	Using ICT to task	
ICTE2.1.2 Using <u>ICT</u> to <u>help you</u> carry out the task.		
ICTE2.1.3 Following <u>safe, healthy and secure working practices at all times</u> .		
ICTE2.2 Finding, selecting and exchanging information		
ICTE2.2.1 <u>Recognising and using appropriate sources of ICT-based information</u>	Recognising, using, sending and receiving ICT-based information relevant to task	
ICTE2.2.2 <u>Finding and getting</u> information from ICT-based sources		
ICTE2.2.3 Entering, saving, <u>sending and receiving</u> ICT-based information		
ICTE2.3 Developing and presenting information		
ICTE2.3.1 Entering and editing ICT-based information for a purpose.	Entering, editing and presenting ICT-based information for the purpose of task .	
ICTE2.3.2 Present information <u>that is fit for purpose</u> using ICT.		

ESW PLANNING DOCUMENTS – ICT

ESW: ICT Entry Level 3		
Skill/s to be developed	Context	Portfolio Evidence
ICTE3.1 Using ICT systems		
ICTE3.1.1 Confirming <u>understanding</u> of a given task that involves the use of ICT.	Using ICT to task	
ICTE3.1.2 Using ICT <u>to help you</u> carry out the task		
ICTE3.1.3 Following <u>safe, healthy and secure working practices at all times</u> .		
ICTE3.2 Finding, selecting and exchanging information		
ICTE3.2.1 <u>Identifying and using appropriate sources of ICT-based information</u>	Finding, selecting and exchanging ICT-based information relevant to task ,	
ICTE3.2.2 Searching for and getting ICT-based information that is relevant to each task		
ICTE3.2.3 Entering, saving, <u>sending and receiving ICT-based information</u> to suit your purpose		
ICTE3.3 Developing and presenting information		
ICTE3.3.1 Entering and developing <u>ICT-based information</u> to suit your purpose in the form of: a) text c) images d) numbers	Developing and presenting ICT-based information for the purpose of task , in the form of text, tables and numbers (delete any that do not apply to the suggested task) ,	
ICTE3.3.2 Presenting information in ways that are <u>fit for purpose</u> using ICT.		

ESW PLANNING DOCUMENTS – ICT

ESW: ICT Level 1		
Skill/s to be developed	Context	Portfolio Evidence
ICT1.1 Using ICT systems		
ICT1.1.1 <u>Confirming understanding</u> of a given task that uses ICT.	Using ICT to task	
ICT1.1.2 <u>Using ICT independently</u> to carry out the task.		
ICT1.1.3 <u>Following safe, healthy and secure working practices at all times.</u>		
ICT1.2 Finding, selecting and exchanging information		
ICT1.2.1 <u>Finding, selecting and using sources</u> of ICT-based information that are appropriate to a given task.	Finding, selecting and exchanging ICT-based information relevant to task	
ICT1.2.2 <u>Searching for, selecting and getting ICT-based information that is relevant</u> to the task.		
ICT1.2.3 <u>Entering, saving, sending, receiving and exchanging ICT-based information</u> to suit the purpose of the task.		

ESW PLANNING DOCUMENTS – ICT

ICT1.3 Developing and presenting information		
ICT1.3.1 Entering, developing, formatting and <u>bringing together</u> ICT-based information about a given task, in the form of: a) text b) tables c) images d) numbers.	Developing and presenting ICT-based information for the purpose of task , in the form of text and/or tables and/or images and/or numbers (delete any that do not apply to the suggested task), for an audience of audience	
ICT1.3.2 Using ICT to present information about the task, using consistent layouts that are <u>fit for purpose and audience</u> , and <u>reviewing the work</u> .		

ESW PLANNING DOCUMENTS – ICT

ESW: Level 2 ICT		
Skill/s to be developed	Context	Portfolio Evidence
ICT2.1 Using ICT systems		
ICT2.1.1 Describing <u>how to approach an activity</u> that involves the use of ICT.	Using ICT independently to task/activity	
ICT2.1.2 Using <u>ICT independently</u> to carry out the activity effectively.		
ICT2.1.3 Following <u>safe, healthy and secure working practices at all times</u> .		
ICT2.2 Finding, selecting and exchanging information		
ICT2.2.1 Finding, selecting and using different sources of appropriate ICT-based and non ICT-based information.	Finding, selecting and exchanging ICT-based information relevant to activity .	
ICT2.2.2 Searching for, <u>selecting and getting relevant</u> ICT-based and non ICT-based information.		
ICT2.2.3 Entering, saving, <u>communicating and exchanging</u> ICT-based information to suit purpose.		

ESW PLANNING DOCUMENTS – ICT

Skill/s to be developed	Context	Portfolio Evidence
ICT2.3 Developing and presenting information		
ICT2.3.1 <u>Entering, organising, developing, formatting and combining ICT-based and non ICT-based information</u> to suit content and purpose, in the form of: <ul style="list-style-type: none"> a) text b) tables c) images d) numbers e) records. 	Developing and presenting ICT-based information for the purpose of task , in the form of text, tables, images, numbers, records (delete any that do not apply to the suggested task) , for an audience of audience	
ICT2.3.2 Presenting combined information, using consistent formats and layouts that are <u>appropriate to purpose and audience</u> , using ICT, and <u>reviewing the work</u> .		

ESW PLANNING DOCUMENTS – ICT

ESW: ICT Level 3		
Skill/s to be developed	Context	Portfolio Evidence
ICT3.1 Use ICT Systems		
ICT3.1.1 Analysing and accurately describing how to approach <u>at least one complex activity</u> that involves the use of ICT.	Using ICT to activity	
ICT3.1.2 Using ICT independently to carry out the activity <u>efficiently and effectively</u> .		
ICT3.1.3 Following <u>safe, healthy and secure working practices at all times</u> .		
ICT3.2 Finding, selecting and exchanging information		
ICT3.2.1 Planning how to find the ICT-based and non ICT-based information required.	Finding, selecting and exchanging ICT-based information relevant to activity .	
ICT3.2.2 Searching for, <u>evaluating, selecting and getting, from a range of sources</u> , relevant ICT-based and non ICT-based information.		
ICT3.2.3 Entering, saving, communicating and exchanging ICT-based information to suit purpose.		

ESW PLANNING DOCUMENTS – ICT

Skill/s to be developed	Context	Portfolio Evidence
ICT3.3 Developing and presenting information		
ICT3.3.1 Organising, developing, formatting and <u>combining ICT-based and non ICT-based information from different sources</u> to suit content and purpose, in the form of: <ul style="list-style-type: none"> a) text b) tables c) images d) numbers e) records 	Developing and presenting ICT-based information for the purpose of task , in the form of text, tables, images, numbers, records (delete any that do not apply to the suggested task) , for an audience of audience .	
ICT3.3.2 Presenting the final output effectively, using a consistent style and formats and layouts that are <u>appropriate to purpose and audience</u> , using ICT, and reviewing the work.		

ESW PLANNING DOCUMENTS – ICT

ESW: ICT Level 4		
Skill/s to be developed	Context	Portfolio Evidence
ICT4.1 Developing a Strategy		
ICT4.1.1 Developing a strategy for using ICT skills over an extended period of time		
ICT4.2 Monitoring Progress		
ICT4.2.1 Monitoring progress and adapting strategy as necessary in order to achieve the quality of outcomes required in work involving the use of ICT for at least two complex purposes		
ICT4.3 Presenting outcomes and evaluating strategy		
ICT4.3.1 Presenting the outcomes of work		Observation template available
ICT4.3.2 Evaluating the effectiveness of your strategy and identifying ways to further develop ICT skills		

NB Template only provided – candidates must identify relevant strategies.