

# Essential Skills Wales

## Essential Employability Skills (EES)

### Entry 3 Controlled Task

#### Candidate Pack

## Staying Safe Online

Sample 2.1  
Specimen Assessment Material

Candidate name:
Candidate number:
Unique Learner Number (ULN) <i>(if applicable)</i> :
Date registered for EES with awarding body:
Centre name:
Centre number:

You have up to **6 hours in total** to complete this controlled task, although that time can be split over a number of sessions.

Details of when each session started and ended **must** be recorded below

Date controlled task started:							
Date controlled task completed <i>(no more than eight weeks later)</i> :							
Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
	<i>Date</i>						
<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>
<b>Total time spent:</b>							

If more than eight sessions are required, any further dates/durations should be recorded on a separate sheet.

**This task pack contains a scenario and a set of instructions. It also contains guidance for the structured discussion you will need to have with your assessor after completing this task.**

- Make sure you read through the scenario and instructions carefully before you start.
- You will be supervised throughout your time working on this task, although during that time you can use most of the equipment that would normally be available to you in a real-life situation (this may include accessing the internet).
- All work submitted must be **entirely** your own. You are not allowed to be given any help with the skills that are being assessed through this controlled task.
- Make sure you hand in all of your work at the end of **each** session. You are not allowed to take any task materials away with you, or have access to these between sessions.
- Make sure you **sign the declaration** at the back of this pack at the end of your final session working on this task.
- It is recommended that size of your team should be between 3-5 members.

### **Structured Discussion:**

- Once you have completed your task you will take part in a Structured Discussion with your assessor.
- You will discuss the task that you have completed and how you and the team performed.

### **IMPORTANT:**

**You must record evidence of both your individual and team contribution throughout the task.**

## Task instructions: Staying Safe Online

### **Scenario**

Many people use the internet every day, but we need to be aware of the need to stay safe online.

Your team has been asked, by your local council, to produce information to help people stay safe online.

In order to complete the task your team needs to think about:

- how to stay safe online; e.g. when shopping online, using social media, booking holidays
- ways to give information to the council about staying safe online.

You will be using the information you have found and your problem solving skills in this task. As a team, decide on one way to give information to people about staying safe online and prepare to present this to the council.

### **Examples of ways your team may present the information may include:**

- presentation
- talk
- storyboard
- audio/visual
- webpage/blog/vlog.

### **What you need to do:**

You will be working in a team. However, you must show how you have taken part at every stage.

You must demonstrate effective personal and team working skills throughout the whole task, e.g.

- respect
- participation
- communication
- active listening.

Record how you have done this.

## **Part 1 - Identify:**

### **On your own:**

- Identify the main purpose of the task.

### **In your team:**

- Discuss the main purpose of the task.

## **Part 2 - Generate:**

### **In your team:**

- Discuss your ideas about ways to give information to people about how to stay safe online. Each team member must give at least one idea. Make sure you record the idea given by each member of the team.

You are going to be making decisions.

- Identify different ways you can make decisions. These will be your decision making techniques.
- Choose one of these decision making techniques. You will use this technique in part 3.

## **Part 3 - Refine:**

### **In your team:**

- Using your chosen decision making technique, agree one of the team's ideas about how to give information to people on staying safe online.
- Give reasons why the chosen idea is the most suitable for the task.
- Start to develop your idea, by:
  - identifying some advantages and disadvantages on how to give information to people on staying safe online.

## **Part 4 - Plan:**

### **In your team:**

Make a plan to follow through your chosen idea for giving information to people about how to stay safe online.

- When planning your task, you need to think about:
  - your targets
  - the activities
  - the timescales
  - your presentation to the council.

During the planning process:

- discuss and decide on the roles needed to complete the task
- each team member must identify their own personal skills
- identify the personal skills required for all roles
- decide roles and responsibilities for all team members.

## **Part 5 - Carry out the Plan:**

Each team member must demonstrate that they have followed the plan to carry out the responsibilities of their allocated role.

You must use effective personal and team working skills throughout the task, e.g.

- respect
- participation
- communication
- active listening.

Record how you have done this.

## **Part 6 - Present:**

Bring together each team member's work. Record this in an organised way to complete the task.

The Structured Discussion can take place outside of the allocated time for the Controlled Task and after the eight week working period. This should take no longer than 30 minutes.

You must prepare for the discussion and submit any notes made.

Your assessor will talk to you about the task you have completed.

**Your assessor may also discuss how you have:**

- given reasons for the decisions made during the task
- identified strengths and weaknesses of the decisions made during the task
- given reasons for the planning and organisation skills used
- given examples of the creative processes used
- given examples of personal and team working skills used during the task.

## Declarations

The candidate and assessor declarations **must** be completed.

Candidate name: \_\_\_\_\_

### **Candidate declaration:**

I confirm that this is entirely my own work and it was completed in the times stated on the front cover.

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

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### **Assessor declaration:**

I confirm that this candidate has met the standard required for the controlled task. The controlled task was conducted under the specified conditions and completed within the working period and working time requirements.

Assessor signature \_\_\_\_\_ Date \_\_\_\_\_

### **Internal quality assurer (IQA) declaration:**

*(if sampled)*

I have internally quality assured this work and confirm that the standards have been met.

IQA signature \_\_\_\_\_ Date \_\_\_\_\_

### **External quality assurer (EQA) declaration:**

*(if sampled)*

I have externally quality assured this work and confirm that the standards have been met.

EQA signature \_\_\_\_\_ Date \_\_\_\_\_