

INFORMATION & COMMUNICATION TECHNOLOGY

Information & Communication Technology

Table of Contents

Main differences between the levels.....	4
Level 1	5
ICT1.1 – Find and select relevant information.....	6
ICT1.2 – Enter and develop information to suit the task.....	6
ICT1.3 – Develop the presentation so that the final output is accurate and fit for purpose	7
Purposeful Use of Email	7
Appendix A – Unit Summary	8
Appendix B - Search Log ICT1.1.....	9
Appendix C - ICT1.1 Find and select relevant information.	10
Appendix D – File Log.....	11
Appendix E - ICT1.2 Enter and develop information to suit the task.	12
Appendix F - ICT1.3 Develop the presentation so that the final output is accurate and fit for purpose	13
Appendix G - Purposeful use of email:.....	14
Level 2	15
ICT2.1 – Search for and select information to meet your needs. Use different information sources for each task and multiple criteria in at least once case.....	15
ICT2.2 – Enter and develop the information to suit the task and derive new information	16
ICT2.3 – Present combined information such as text with image, text with number, image with number.....	17
Purposeful Use of Email	17
Appendix H – Unit Summary	18
Appendix i - ICT2.1 Search for and select information to meet your needs. Use different information sources for each task and multiple search criteria in at least one case.	19
Appendix J - ICT2.2 Enter and develop the information to suit the task and derive new information.....	20
Appendix K - ICT2.3 Present combined information such as text with image, text with number, image with number.	21
Appendix L – File Log	22
Appendix M - Purposeful use of email:	23
Level 3	24
ICT3.1 – Search for information, using different sources and multiple criteria search in at least one case	24
ICT3.2 – Enter and develop the information to suit the tasks and derive new information.....	25

Information & Communication Technology

ICT3.3 – Present combined information such as text with image, text with number, image with number.	27
Appendix N - Unit Summary	28
Appendix O - Action Plan	29
Appendix P - Information Source Form – ICT3.1.....	30
Appendix Q - ICT3.1 Search for information, using different sources, and multiple search criteria in at least one case.....	32
Appendix R - Judgement of Information Form – ICT3.1	33
Appendix S - ICT3.1 Search for information, using different sources, and multiple search criteria in at least one case.....	35
Appendix T - Exchange of Information Form – ICT3.2/ICT3.3	36
Appendix U - ICT3.2 Enter and develop the information and derive new information.	38
Appendix V - ICT3.3 Present combined information such as text with image, text with number, image with number.	39

Information & Communication Technology

The aim of this key skill is to encourage candidates to develop and demonstrate their skills using ICT for finding, exploring, developing and presenting information (text, image and number).

Main differences between the levels

Level 1 – 2 activities	Level 2 – 2 activities	Level 3 – 2 activities
<p>Candidates are required to:</p> <ul style="list-style-type: none"> • handle simple numerical, textual and graphical information in the context of short, straightforward activities, using basic techniques. • know how to send and receive email and demonstrate purposeful use of email associated with one of the activities. <p>It must be noted that the candidates are NOT required to combine information eg have text and graphics on the same page.</p>	<p>Candidates are required to:</p> <ul style="list-style-type: none"> • carry out effective searches including the use of multi-criteria searches • derive new information • present combined information eg text and graphics within the same document in a consistent way • enter formulae when using appropriate software to generate simple calculations eg totals • know how to send and receive email and demonstrate purposeful use of email associated with one of the activities. 	<p>Candidates are required to:</p> <ul style="list-style-type: none"> • carry out activities, which are more complex and require more complex techniques. • create structures and procedures for developing text, image and numbers. • plan and carry through at least one major task • know how to manage their work and the technology and software they are using. • know how to send and receive email with attachments and demonstrate purposeful use of email associated with one of the activities.

Information & Communication Technology

Level 1

There are a number of areas within the Welsh Baccalaureate, which could provide candidates with the opportunity to collect relevant evidence. The candidates are required to carry out at least two activities to meet the requirements of the standards. They must present information for two tasks, which include text, image and number. They can be in any of the following combinations as long as all three are covered:

- Text and image
- Text and number
- Image and number

One activity could be linked to the PSE module eg running a charitable event. The candidate may be responsible for designing a poster to advertise the event. Although the final product does not require the image and text to be on the same page, candidates can usually do this. The candidate will include images that are ICT-based which may include images from the Internet (complying with Copyright regulations), clipart from a CD-ROM, scanned images etc. They will also be using non-ICT sources such as information regarding the time, date, venue and so on.

Another activity could be related to their investigation within Wales, Europe and the World. They will be required to research information and will usually use ICT and non-ICT sources eg the Internet and Library/Text books. They could present the results of their research and include images and/or numerical information as appropriate to the investigation. The images and/or numerical data can be on separate pages to the text and not combined.

One of the activities carried out for their Application of Number key skill could be used and software such as spreadsheets used to check calculations and the presentation of results carried out using ICT.

It should also be considered that the final products could also be used as evidence for the Communication key skill at the appropriate level.

The location of the evidence against each element of the criteria should be recorded by page number on the Unit Summary. See **Appendix A**.

Candidates must also demonstrate the purposeful use of email. They must know how to send and receive emails and provide evidence of using email associated with one of the tasks.

ICT1.1 – Find and select relevant information

Candidates are required to use ICT for two different tasks. Demonstrating the ICT key skill in itself is not sufficient as a task. It must be clear what the candidate has set out to do, the purpose and the outcome expected. For each task there must be evidence that the candidate can find and select relevant information. Across the tasks, there must be evidence of finding and selecting at least one ICT source of information and one non-ICT source of information.

ICT1.1.1 – choose information that is relevant to your tasks

Candidates should be encouraged to include annotated drafts of their source information including where it was obtained. The annotation shows what the candidate has selected in the context of the activity they are carrying out.

Candidates could complete the Search Log in **Appendix B**, to include with their annotated source material. The Assessment Record in **Appendix C**, should also be completed by the candidate and/or assessor.

ICT1.2 – Enter and develop information to suit the task

Candidates must show that they are able to enter their selected information into appropriate software, using formats, which will help them to develop their work. Numerical information must be suitable for simple numerical operations eg summing. The Assessment Record in **Appendix E**, should also be completed by the assessor and/or candidate.

ICT1.2.1 – enter information using formats that help development

Candidates should be encouraged to include annotated drafts of their work, which clearly identifies the changes they are making. It is important that it can be seen how the candidate has developed the work and not just provide the final product.

ICT1.2.2 – save information so that it can be found easily

This can be evidenced in the following way:

- screen images of the candidates user area highlighting the files saved and the naming convention used
- assessor or other appropriate person providing a testimony that they have observed the candidate saving appropriately
- completing the File Log in **Appendix D**.

ICT1.3 – Develop the presentation so that the final output is accurate and fit for purpose

For each of the tasks, the candidates must provide evidence that demonstrates that they can use an appropriate layout to ensure information is presented in a consistent way eg use of tabs and spacing between paragraphs. The final work must be accurate and clear. The candidate and/or assessor should also complete the Assessment Record in **Appendix F**.

ICT1.3.1 – use appropriate layouts for presenting information in a consistent way

Due to the fact that the candidate will be including various draft copies, it is important that it is clear which document is the final work. It is important that the final product is clear, accurate and fit for purpose.

Purposeful Use of Email

It is important that the evidence for using email is linked to one of the activities. A candidate must know how to send and receive emails, but they **do not** have to include attachments. Evidence should include a printout of the email(s) and could arise from any of the following:

- Requesting information
- Arranging to meet with others to present the work for feedback
- Asking for help
- Providing an update on progress with the work

Candidates could also complete the form in **Appendix G**, to support their evidence.

Information & Communication Technology

Appendix A – Unit Summary

Candidate _____

Overall, through two or more activities you must:

- include at least one ICT based information source
- include at least one non ICT based information source
- use at least one example of text, one example of image and one example of number
- present evidence of purposeful use of email

COMPONENT			REFERENCE(S)
ICT1.1 Find and select relevant information.	Activity 1	ICT source (if appropriate)	
		Non ICT source (if appropriate)	
	Activity 2	ICT source (if appropriate)	
		Non ICT source (if appropriate)	
ICT1.2 Enter and develop information to suit the task.	Activity 1		
	Activity 2		
ICT1.3 Develop the presentation so that the final output is accurate and fit for purpose. Your work must include at least one example of text, one example of images and one example of numbers.	Activity 1	Text (if appropriate)	
		Images (if appropriate)	
		Numbers (if appropriate)	
	Activity 2	Text (if appropriate)	
		Images (if appropriate)	
		Numbers (if appropriate)	
Purposeful use of email	Activity 1 or 2		

I confirm that the evidence submitted is the candidate's own work and that it meets all the evidence requirements for this Key Skill.

ASSESSOR _____

CANDIDATE _____

DATE _____

DATE _____

Information & Communication Technology

Appendix B - Search Log ICT1.1

Candidate Name: _____

What information do I need to search for?	
Where will I search for this information?	
How will I search for this information?	
Did I find the information I wanted? If you were unsuccessful, explain why.	
Did I keep printouts from my searches?	

Tutor/Assessor Signature to confirm that searches were carried out by candidate.

Date: _____

Information & Communication Technology

Appendix C - ICT1.1 Find and select relevant information.

Candidate _____

Purpose of task

Activity 1 **Activity 2** (Tick whether for first **or** second activity)

Assessment criteria	How assessment criterion was met
1.1.1 Choose information that is relevant to your tasks	

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____

CANDIDATE _____

DATE _____

DATE _____

Information & Communication Technology

Appendix E - ICT1.2 Enter and develop information to suit the task.

Candidate _____

Purpose of task

Activity 1 **Activity 2** (Tick whether for first **or** second activity)

Assessment criteria	How assessment criteria were met
1.2.1 Enter information using formats that help development	
1.2.2 Save information so that it can be found easily	

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____

CANDIDATE _____

DATE _____

DATE _____

Information & Communication Technology

Appendix F - ICT1.3 Develop the presentation so that the final output is accurate and fit for purpose

Candidate _____

Purpose of task

(Tick whether for first **or** second activity)

Activity 1 **Text** _____ **Activity 2** **Text** _____
Image _____ **Image** _____
Number _____ **Number** _____

Assessment Criteria	How assessment criterion was met
1.3.1 Use appropriate layouts for presenting information in a consistent way	

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____

CANDIDATE _____

DATE _____

DATE _____

Information & Communication Technology

Appendix G - Purposeful use of email:

Date email used	Reason for using email	What evidence have you included to show this?

Level 2

There are a number of areas within the Welsh Baccalaureate, which could provide candidates with the opportunity to collect relevant evidence. The candidates are required to carry out at least two activities to meet the requirements of the standards. They must present information for two tasks, which include text, image and number. They can be in any of the following combinations as long as all three are covered:

- Text and image
- Text and number
- Image and number

One of the main sources of evidence for this key skill could come from the investigation within Wales, Europe and the World. The candidate could provide a written presentation which would normally include graphs, photographs, statistical tables, diagrams etc, using ICT. At level 2 the candidates are required to present combined information eg text and image, text and number, number and image within the same document. In this example they will probably include all three. However, the candidates would also have to provide evidence from a second task where image and number, image and text or number and text are combined.

The second activity could result in work undertaken from carrying out a survey with respect to inward investment into Wales and an analysis of the results.

The location of the evidence against each element of the criteria should be recorded by page number on the Unit Summary. See **Appendix H**.

Candidates must also demonstrate the purposeful use of email. They must know how to send and receive emails and provide evidence of using email associated with one of the tasks.

ICT2.1 – Search for and select information to meet your needs. Use different information sources for each task and multiple criteria in at least once case.

Multi-criteria searches can be used whilst using search engines for the Internet eg Inward Investment in Wales or from searching information within a database eg all people who speak Welsh in South Wales. It is important that the candidates prove the use of multi-criteria searches and the relationship to the information they are searching for.

Candidates should include samples of source information, suitably annotated to identify the information they are going to use. It is important that there is evidence of at least one ICT source and one non-ICT source across the two activities.

Information & Communication Technology

ICT2.1.1 – select information relevant to the tasks

It is important that the candidate identifies suitable sources of information and then search for, and select the relevant information appropriate to the activity. It is also a requirement that the relationship between the information selected and the purpose is clear.

Candidates could complete the Search Log in **Appendix I** as well as including annotated copies of the source material and proof of multi-criteria searches eg use of screenprints.

ICT2.2 – Enter and develop the information to suit the task and derive new information

It is important that the candidates include annotated drafts of their work explaining changes they are going to make and why. Candidates need to show that they have entered text, number, images consistently and used formats eg styles to assist in the development. It is also important that there is clear evidence that the candidate has included some new information of their own to that obtained for ICT2.1. This may be the candidate including their own personal interpretation of ideas, thoughts and/or the candidate carrying out calculations, which they then interpret as part of a survey.

The assessor and/or candidate should complete the Assessment Record in **Appendix J**.

ICT2.2.1 – enter and combine information using formats that help development

Candidates must combine information eg inserting images into a text document, inserting numerical data into a text document etc. The information should be entered in a format that is appropriate for the software being used and will allow future development. Candidates should be able to use formats consistently eg using tabulation, justification, spacing, styles, tables, columns, putting images into frames.

ICT2.2.2 – develop information and derive new information as appropriate

Candidates should be able to use editing facilities to help change the layout of the document and should therefore include annotated drafts. In addition to this, they must show that they have derived new information. As previously mentioned this may be their own particular interpretation of ideas, calculating values by using formulae and/or creating page references and indices.

Information & Communication Technology

ICT2.3 – Present combined information such as text with image, text with number, image with number

For each of the tasks the candidates must demonstrate that they can present information in an integral way, such as text with image, text with number, image with number or even all three. The final presentation must be fit for purpose and the types of information being presented. It is important that the final work is accurate and clear as well as saved appropriately.

The candidate and/or assessor should complete the Assessment Record in **Appendix K**.

ICT2.3.1 – develop the presentation so that the final output is accurate and shows consistent use of formats

Candidates should provide their final work as evidence for this element. The work must be clear, accurate and demonstrate that they were able to select and use an appropriate format for presenting combined information, which was fit for purpose. They must also provide evidence of saving the work using appropriate file naming conventions. This can be evidenced through screen prints of their user area identifying the file(s) saved and/or completion of the File Log in **Appendix L**.

ICT2.3.2 – use layout appropriate to the types of information

The final presentation must be appropriate for the information being used. Assessors should be looking for the correct use of headings, margins, columns, tables, borders and/or formatting of spreadsheets for presenting numerical data.

Purposeful Use of Email

It is important that the evidence for using email is linked to one of the activities. A candidate must know how to send and receive emails, but they **do not** have to include attachments. Evidence should include a printout of the email(s) and could arise from any of the following:

- Requesting information
- Arranging to meet with others to present the work for feedback
- Asking for help
- Providing an update on progress with the work

Candidates could also complete the form in **Appendix M**, to support their evidence.

Information & Communication Technology

Appendix H – Unit Summary

Candidate _____

Overall, through two or more activities you must:

- include at least one ICT based information source
- include at least one non ICT based information source
- use at least one example of text, one example of image and one example of number
- present evidence of purposeful use of email

COMPONENT				REFERENCE(S)
ICT 2.1 Search for and select information to meet your needs. Use different information sources for each task and multiple search criteria in at least one case.	Activity 1	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
	Activity 2	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
ICT 2.2 Enter and develop the information to suit the task and derive new information.	Activity 1			
	Activity 2			
ICT 2.3 Present combined information such as text with image, text with number, image with number.	Activity 1	Text (if appropriate)		
		Images (if appropriate)		
		Numbers (if appropriate)		
	Activity 2	Text (if appropriate)		
		Images (if appropriate)		
		Numbers (if appropriate)		
Purposeful use of email	Activity 1 or 2			

I confirm that the evidence submitted is the candidate's own work and that it meets all the evidence requirements for this Key Skill.

ASSESSOR _____

CANDIDATE _____

DATE _____

DATE _____

Appendix I - ICT2.1 Search for and select information to meet your needs. Use different information sources for each task and multiple search criteria in at least one case.

SEARCH LOG

Candidate _____

Purpose of task _____

Activity 1 **Activity 2** (Tick whether for first **or** second activity)

Information to be obtained	Suitable source for information	How search was made and information selected

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____

CANDIDATE _____

DATE _____

DATE _____

Information & Communication Technology

Appendix J - ICT2.2 Enter and develop the information to suit the task and derive new information.

Candidate _____

Purpose of task(s) _____

Activity 1 Activity 2 (Tick whether for first **or** second activity)

Assessment criteria	How assessment criteria were met
2.2.1 Enter and combine information using formats that help development.	
2.2.2 Develop information and derive new information as appropriate.	

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____

CANDIDATE _____

DATE _____

DATE _____

Information & Communication Technology

Appendix K - ICT2.3 Present combined information such as text with image, text with number, image with number.

Candidate _____

Activity or task _____

(Tick whether for first or second activity)

Activity 1 Text _____ Activity 2 Text _____
Image _____ Image _____
Number _____ Number _____

Assessment criteria	How assessment criteria were met
2.3.1 Develop the presentation so that the final output is accurate and shows consistent use of formats.	
2.3.2 Use layout appropriate to the types of information.	

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____ CANDIDATE _____

DATE _____ DATE _____

Information & Communication Technology

Appendix M - Purposeful use of email:

Date email used	Reason for using email	Did you include an attachment – if so what was it?	What evidence have you included to show this?

Information & Communication Technology

Level 3

Candidates must demonstrate that they can **plan** and carry through a number of different tasks, one of which must be a major task, which covers ICT3.1, ICT3.2 and ICT3.3.

A major task includes a number of related tasks, where the results from one task will affect the carrying out of others. The candidates must know how to plan and carry through the activity by breaking it down into a series of tasks, relating to planning information retrieval, processing information and presenting the outcomes.

Each component (ICT3.1, ICT3.2, and ICT3.3) must be covered twice, with ICT 3.3 for two different audiences.

Overall through the two activities the candidates must use at least one ICT source and one non-ICT source in order to find and select information. They must use at least one example of text, one example of number and one example of image and one example of combining information eg text and number or image and number, or text and image or all three. The candidate must also provide evidence of the purposeful use of email, one of which must have an attachment related to the task.

Candidates should be able to provide evidence for one activity from the Personal Investigation within Wales, Europe and the World. They could use ICT and non-ICT sources within the investigation and present their results either in written form where they will combine text, image and number and/or orally through a formal presentation where they could use a package such as Powerpoint . If they do a formal presentation and deliver it to an audience, it should also provide evidence for C3.1b in the Communication key skill.

The second activity could be a brochure, newsletter or the results from the Application of Number project. The brochure may be associated with the candidates' work within the Enterprise Activities that they participate in.

The location of the evidence against each element of the criteria should be recorded by page number on the Unit Summary. See **Appendix N**.

ICT3.1 – Search for information, using different sources and multiple criteria search in at least one case

Candidates must demonstrate that they can plan what and how to obtain information relevant to the task and make their selections based on judgements of relevance and quality. It is important to see that the candidates are able to make informed choices. The candidates must use ICT and non-ICT sources at least once through the activities and must provide evidence of using a multi-criteria search. The criteria used must be evidenced eg screen

Information & Communication Technology

print of using a search engine, using multi criteria searches within a database etc.

Evidence should be available showing that the candidates can plan and organise their work to carry out a number of different tasks, (including one major task). The plans should relate to the retrieval of information, processing of information and presentation of outcomes.

The candidate should complete the Assessment Record in **Appendix S**.

ICT3.1.1 – plan how to obtain and use the information required for your task

There should be a clear planning process with candidates ensuring that the available resources are used to best effect and the information is suited to the task. Candidates must identify the sources and records made of the scope and nature of the searches. Annotated printouts from source documents could be included as evidence or the candidates could complete the following forms:

Action Plan – **Appendix O**

Information Source Form – **Appendix P**

Search Log – **Appendix Q**

ICT3.1.2 – make selections based on judgements of relevance and quality

It is important that candidates show that they have considered carefully the source information that they have obtained and made selections with respect to what information they will use. They must show that they have made these selections based on the quality and relevance of the information.

The candidates could annotate the source information or complete the Judgement of Information Form in **Appendix R**.

ICT3.2 – Enter and develop the information to suit the tasks and derive new information

At this level, the candidate is expected to demonstrate the use of software features to improve the efficiency with which to carry out tasks. These features could include the use of macros, database queries and reports, validating database entries, use of functions in spreadsheets such as VLOOKUP, HLOOKUP, IF/THEN nested statements, mailmerge, animation in presentations etc. Candidates should have experience of customising applications and appropriate routines.

Candidates are expected to derive new information and should optimise their use of ICT to assist them in designing and following lines of enquiry and to help them tackle problems. Examples could include using formulae to obtain

Information & Communication Technology

the meaning from numerical data, using logical relationships within a database to compare data across different sectors, generating graphs, charts, diagrams etc.

The candidate should complete the Assessment Record in **Appendix U** .

ICT3.2.1 – enter and bring together information using formats that help development

There should be evidence of the candidates entering information in a consistent format using such facilities as styles, data formatting, table structures. Candidates should create and use structures and procedures which assist in the development and combining of text, images and numbers eg grouping images, sorting information, using spreadsheet software to generate graphs and charts, using master slides in presentations, setting up mailmerge structures.

ICT3.2.2 – use software features to improve the efficiency of your work

There is a vast range of features available and it will depend very much on the overall activity. However, you are looking at a higher level of skill and should consider such features as:

- Macros
- Master slides
- Timings on presentations
- Validation of database entries
- Production of queries and reports
- LOOKUP, IF/THEN nested statements

These are purely suggestions, which present a guide to the level of skill expected of the candidates.

ICT3.2.3 – annotate/document your work to show that you have understood the processes followed and have taken account of the views of others

Candidates should include draft work and plans which are carefully annotated to show that they not only followed the processes correctly but understood what they were doing and why. It is also important that there is evidence that they have taken into account the views of others and made changes accordingly. This is an excellent opportunity for the candidate to provide evidence of the purposeful use of email with an attachment. They could email an appropriate person, attaching their work or results from their work in order to obtain comment/feedback. They could then make the changes or whatever is suggested based on the comments/feedback from the email they receive. If this opportunity is taken for demonstrating purposeful use of email, then the candidates should include the evidence of sending or receiving email (including attachment(s)) as appropriate.

Information & Communication Technology

Candidates could also complete the Exchange of Information Form in **Appendix T** as evidence of other forms of views from others that they have received.

ICT3.3 – Present combined information such as text with image, text with number, image with number.

The candidates must show that they can develop the structure and content of the final presentation in consultation with others. This is another opportunity for the candidates to provide evidence of the purposeful use of email with attachments. Candidates should include annotated drafts clearly showing where work was refined in response to advice from others. They must present information in a way that is appropriate for the purpose and audience. The audience could be a peer group, assessor, teacher, a different class/year or audience external to the school/college. It must be remembered that the two activities requires the presentation of information to **two different** audiences. The personal investigation for one of the activities could be a written document presented to the teacher or formal presentation to the peer group, whilst the second activity could be a presentation to a group who are due to start the Welsh Baccalaureate the following year about the best way to tackle the personal investigation.

The candidates should complete the Assessment Record in **Appendix V** and include printouts of the emails showing attachments if email was used.

ICT3.3.1 – develop the presentation so it is accurate, clear and presented consistently, taking account of the views of others

As previously mentioned, candidates could include annotated draft work and/or the Exchange of Information Form identified in ICT3.2. It is important that the work is clear and accurate. Errors in final products, means that the candidates have not met the criteria of checking their work for accuracy and sense.

ICT3.3.2 – present your final output effectively using a format and style that suits your purpose and audience

Candidates should take into account the needs of their audience in terms of the way that the final product is presented. Considerations could include whether the final output should be paper-based, stored electronically or in multi-media format as well as the appropriateness of the content and how easy it is to understand.

Information & Communication Technology

Appendix N - Unit Summary

Candidate _____

Show that you can **plan** and carry through a number of different tasks, one of which must be a major task covering ICT3.1, ICT3.2 and ICT3.3. Each component, ICT3.1, ICT3.2 and ICT3.3, must be covered at least twice, and ICT3.3 must be covered for at least two different audiences. Smaller tasks may be used to ensure each component is covered.

Overall through at least two activities you must:

- include at least one ICT based information source
- include at least one non ICT based information source
- use at least one example of text, one example of image and one example of number
- use one example of combined information such as text and number, or image and number or text and image
- present evidence of purposeful use of email; one of these emails must have an attachment related to the task.

COMPONENT				REFERENCE(S)
ICT3.1 Search for information, using different sources, and multiple search criteria in at least one case.	Activity 1	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
	Activity 2	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
ICT3.2 Enter and develop the information and derive new information.	Activity 1			
	Activity 2			
ICT3.3 Present combined information such as text with image, text with number, image with number.	Activity 1 <small>(tick as appropriate)</small>	Text		
		Images		
		Number s		
	Activity 2 <small>(tick as appropriate)</small>	Text		
		Images		
		Number s		
Purposeful use of email (with an attachment)	Activity 1 or 2			

I confirm that the evidence submitted is the candidate's own work and that it meets all the evidence requirements for this Key Skill.

ASSESSOR _____

CANDIDATE _____

DATE _____

DATE _____

Appendix O - Action Plan

Planning sheet for the major task

Candidate _____

Purpose of task _____

Nature and sequence of tasks

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____

CANDIDATE _____

DATE _____

DATE _____

Information & Communication Technology

Appendix P - Information Source Form – ICT3.1

Candidate Name: _____

Purpose of Activity: _____

Type of Source	Type of Information and Search Technique Used	Advantages	Limitations

Information & Communication Technology

Type of Source	Type of Information and Search Technique Use	Advantages	Limitations

Candidate: _____ **Date:** _____

Assessor: _____ **Date:** _____

Appendix Q - ICT3.1 Search for information, using different sources, and multiple search criteria in at least one case.

SEARCH LOG

Candidate _____

Activity or task _____

Activity 1 **Activity 2** (Tick whether for first **or** second activity)

Information to be obtained	Suitable source for information	How search was made and information selected

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____ **CANDIDATE** _____

DATE _____ **DATE** _____

Information & Communication Technology

Appendix R - Judgement of Information Form – ICT3.1

Source of Information	Relevance to Purpose	Quality of Information	Reliability of Information	Accuracy of Information	Decision based on: eg views of

Information & Communication Technology

Source of Information	Relevance to Purpose	Quality of Information	Reliability of Information	Accuracy of Information	Decision based on: eg views of

Candidate: _____ **Date:** _____

Assessor: _____ **Date:** _____

Information & Communication Technology

Appendix S - ICT3.1 Search for information, using different sources, and multiple search criteria in at least one case.

Candidate _____

Activity or task _____

Activity 1 Activity 2 (Tick whether for first **or** second activity)

Assessment Criteria	How assessment criteria were met
3.1.1 Plan how to obtain and use the information required for your tasks	
3.1.2 Make selections based on judgements of relevance and quality	

Supporting evidence (if appropriate) attached or can be found in

ASSESSOR _____ CANDIDATE _____

DATE _____ DATE _____

Information & Communication Technology

Appendix T - Exchange of Information Form – ICT3.2/ICT3.3 – please note that the exchange of information may only occur on one occasion and this is acceptable,

Candidate Name: _____

Purpose of Activity: _____

Information Exchanged	Method Used for Exchanging Information	Date of Exchange	Exchanged with Whom (include signature of recipient)	Evidence Provided of Exchange eg copy of e-mail, annotated printouts	What have you changed with respect to your work since exchanging information?

Information & Communication Technology

Information Exchanged	Method Used for Exchanging Information	Date of Exchange	Exchanged with Whom (include signature of recipient)	Evidence Provided of Exchange eg copy of e-mail, annotated printouts	What have you changed with respect to your work since exchanging information?

Candidate: _____ **Date:** _____

Assessor: _____ **Date:** _____

Appendix U - ICT3.2 Enter and develop the information and derive new information.

Candidate _____

Purpose of task

Activity 1 **Activity 2** (Tick whether for first **or** second activity)

Assessment Criteria	How assessment criteria were met
3.2.1 Enter and bring together information using formats that help development.	
3.2.2 Use software features to improve the efficiency of your work.	
3.2.3 Annotate/document your work to show that you have understood the processes followed and have taken account of the views of others.	

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____ **CANDIDATE** _____

DATE _____ **DATE** _____

Information & Communication Technology

Appendix V - ICT3.3 Present combined information such as text with image, text with number, image with number.

Candidate _____

Purpose of task _____

Activity 1 **Activity 2** (Tick whether for first **or** second activity)

Assessment Criteria	How assessment criteria were met
3.3.1 Develop the presentation so it is accurate, clear and presented consistently, taking account of the views of others.	
3.3.2 Present your final output effectively using a format and style that suits your purpose and audience.	

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____ **CANDIDATE** _____

DATE _____ **DATE** _____