

Essential Skills Wales – ICT Level 3- Changes

Key Skills 2004 – Show that you can plan and carry through a number of different tasks, one of which must be a major task covering ICT3.1, ICT 3.2, ICT 3.3. Each component must be covered at least twice. ICT 3.3 must be covered for at least two different audiences.		Essential Skills Wales	
Requirements	Evidence	Requirements	Evidence
<p>ICT 3.1 – Search for information, using different sources, and multiple search criteria in at least one case.</p>	<p>Evidence of clear planning process, including how the candidate will ensure that available resources are used to best effect and that the information is suited to tasks.</p> <p>Evidence of appropriate and effective searches.</p> <p>At least one ICT based and one non-ICT based source information.</p> <p>Evidence of sources used must be included with choices justified.</p>	<p>ICT 3.1 – Use ICT Systems</p>	<p>For each activity, evidence must show that the candidate has independently analysed and described the activity and how they have planned to approach it.</p> <p>Evidence must normally be in the form of handwritten or electronically produced notes.</p> <p>Evidence must include the brief for or a description of the activity.</p> <p>Evidence must show how the candidate has carried out the activity independently, efficiently and effectively, including judging when it is appropriate to ask for help or advice.</p> <p>Evidence may include: A log or similar recording document, completed by the candidate, with entries confirmed as accurate and valid, e.g. by a supervisor, or others with whom the candidate worked Witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor Notes of questions asked by an assessor, with records of observations or answers Annotated screenshots An audio/visual clip.</p> <p>MUST be evidence at relevant stages of following safe, healthy and secure working practices at all times.</p>
<p>ICT 3.2 – Enter and develop the information and derive new information</p>	<p>Evidence of using software features to improve the efficiency with which they carry out tasks.</p> <p>Evidence of creating appropriate</p>	<p>ICT 3.2 – Find, select and exchange information</p>	<p>Evidence must be recorded in an appropriate document or documents, and must show how the candidate planned their work, found, evaluated, selected and used sources, together with an explanation of why the sources selected were appropriate to the task.</p>

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	<p>procedures and structures for exploring and developing information, and deriving new information.</p> <p>Evidence of taking into account the views of others.</p> <p>Annotated drafts</p>		<p>Evidence must be recorded in an appropriate document, completed by the candidate, with entries confirmed as accurate and valid, e.g. by a supervisor, or others with whom the candidate worked. Full details of the sources used must be recorded, along with the scope and nature of the searches, and their outcomes. Choice of sources must be explicitly justified.</p> <p>It may be supplemented by any of the following:</p> <ul style="list-style-type: none"> • witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor • notes of questions asked by an assessor, with records of observations or answers • annotated screenshots. <p>Evidence, including for use of email, must be in the form of a recording document together with annotated printouts and/or screenshots, supported by notes made by the candidate and/or by a witness, and authenticated by an assessor.</p>
<p>ICT 3.3 – Present combined information such as text with image, text with number, image with number.</p>	<p>Final documents showing appropriate use of layouts and styles to suit purpose, information and intended audience.</p> <p>Final work, clear accurate and save appropriately.</p> <p>Evidence of developing structure, content in consultation with others eg working drafts, records of screen displays with notes showing where work has refined in response to others.</p>	<p>ICT 3.3 – Develop and present information</p>	<p>Enter, organise, develop, format and combine ICT-based and non ICT-based information to suit content and your purpose, in the form of:</p> <ol style="list-style-type: none"> a) text b) tables c) images d) numbers e) records <p>Evidence must show the process whereby the candidate has entered, organised and developed information to suit their purpose. This evidence must be in the form of drafts annotated by the candidate or supplemented by assessor's notes of the candidate's answers to questions.</p> <p>Evidence must show that the candidate has taken account of the views of others as they developed the presentation of</p>

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			<p>their work to ensure that it is fit for purpose and audience.</p> <p>The final work must be accurate, clear and saved appropriately. Graphs and charts must be fit for purpose and correctly labelled.</p> <p>Evidence must include the completed work, together with evidence that the candidate has reviewed both the process of development and the finished product in the light of feedback from others.</p> <p>Evidence of reviewing must be in the form of notes written by the candidate, either by hand or electronically.</p>
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For ICT Level 3 Key Skills 204 – email must be used associated with at least one task and include attachment(s).