

OCR  
**Nationals**

Resources to support the  
joint delivery of  
Essential Skills Wales and  
OCR ICT Nationals





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# Co-Teaching of ICT Nationals Level 2 and Essential Skills Wales ICT Level 2

The actual skills and knowledge that the candidates are required to have are the same for both qualifications. The main differences are in relation to the evidence they have to present including the following:

- the grade required to achieve a particular Assessment Objective to also meet the requirements for Essential Skills Wales ICT
- Essential Skills Wales ICT requires candidates to search for, find and select appropriate ICT and non-ICT based sources of information
- Essential Skills Wales ICT requires candidates to provide evidence of development and not just the final products
- Essential Skills Wales ICT requires candidates to:
  - explain the purpose of the task, the intended audience and how they are going to approach the task
  - evidence of using healthy, safe and secure practices in a working environment at all times
  - evidence of reviewing each activity including the development process as well as the final product
  - completion of various logs as above including recording results of searches and use of email.

It would be possible for the tutor for the ICT Nationals to also assess the Essential Skills Wales ICT, but they must ensure that they assess against the evidence requirements for the individual qualifications.

If there are different tutors for the ICT Nationals and Essential Skills Wales ICT, then they must work closely together to ensure that candidates are providing relevant and appropriate evidence for both qualifications whilst they work through the activities.

Evidence for both qualifications must be clearly referenced on some form of checklist. The OCR Nationals in ICT and Essential Skills Wales ICT each have their own recording documents (Candidate Checklist for ICT Nationals and Unit Summary for Essential Skills Wales). Centres are advised to strongly consider adapting one of the recording documents to include the necessary evidence requirements of the other, for example they could decide to adapt the Candidate Checklist to include the requirements for Essential Skills Wales ensuring

that there is an authenticity statement and space for the tutor to sign and date which is a requirement for Essential Skills Wales (ICT).

The ICT Nationals and Essential Skills Wales ICT are both assessed by visiting moderators, however the evidence for each qualification will be assessed by different people. For both qualification it is particularly important that the referencing of the evidence is clear and can be easily found.

## Essential Skills Wales ICT Level 2 and potential links to Units within the Level 2 ICT Nationals (2010)

Essential Skills Wales ICT Level 2 – candidates are required to use ICT systems independently to carry out a largely straightforward task, to make effective searches, to derive new information, and present it taking account of purpose and audience. They must combine information, such as text with images or numbers, in a consistent way. Candidates should be able to enter formulae when using appropriate software to generate simple calculations such as totals. They must observe copyright and confidentiality laws and manage health, safety and security risks. They should be able to recognise errors and their causes and be aware of ways of minimising risks of viruses. They should know how to send and receive emails with attachments.

Candidates must demonstrate their ICT skills in the context of *at least two different purposeful activities*. It is perfectly acceptable for candidates to carry out more than two activities. Demonstrating their skills in isolation or as stand-alone exercises cannot be used as evidence. For each component, the activities must differ in significant respects. It must be clear what they set out to do, the purpose for doing it, and the expected outcome.

There are a number of units within the Level 2 ICT Nationals (2010) which could be used to provide evidence towards the Essential Skills Wales ICT (ESW ICT) Level 2. There will be additional evidence (primarily in the format of completing logs) which is one of the major changes and a mandatory requirement for ESW ICT. Candidates are also required to explain what they are going to do, how they are going to approach the activity as well as reviewing not only the final product but the development process.

*It must be remembered that the Essential Skills Wales ICT qualifications belongs to DCELLs and therefore they are their standards and awarding bodies are required to adhere to the evidence requirements that they have set.*



# Potential links to Level 2 ICT Nationals Units (2010)

## Key points to consider

For ESW ICT Level 2, candidates must complete recording documents eg a log, diary or proforma. These must be completed whilst the work is being carried out and cannot be completed retrospectively. Where such recording documents are required by the ICT Nationals at Level 2, then obviously these will be acceptable for ESW ICT Level 2. If they are not a requirement for the ICT Nationals, they must still be completed for ESW ICT.

For ESW ICT Level 2, the component ICT 2.1.3 must be completed for each activity. Candidates are required to provide evidence of following safe, healthy and secure working practices at all times. Evidence must be included at relevant points in the candidate's work. Evidence could include:

- A separate log, completed by the candidate, with entries confirmed as accurate by the teacher
- Witness statements or observations from the teacher (**although these cannot be the only form of evidence**)
- Notes of questions asked by the teacher, with records of candidate answers
- Annotated screenshots
- An audio/visual clip.

For the use of email, candidates must be able to include attachments. They must also produce business style emails with an appropriate subject heading and main text content. Candidates must use appropriate use of capital letters and accurate spelling. Under no circumstances can "text speak" be accepted.

For evidence to be acceptable for ESW ICT, all components of the ESW ICT assessment requirements must be completed, regardless of whether they are a requirement for the ICT Nationals unit or not.

Assessment of Essential Skills Wales ICT must be carried out separately to the assessment of the OCR ICT Nationals. There are different requirements in each and even though there is some overlap, they have to be separately assessed against the relevant standards and evidence requirements. This may be carried out by the same tutor or different tutors involved in each qualification.

## Unit 2 – Webpage creation

AO1 - Candidates have to produce a proposal for their website identifying purpose and target audience. They also have to identify and store component sources which may include ICT and non-ICT based sources of information. There is a requirement to provide evidence of planning. This could provide very good evidence to support ICT2.1.1, ICT 2.2.1 and ICT 2.2.2, ICT 2.2.3 of ESW ICT Level 2.

AO3 to AO6 will support the evidence requirements for ICT 2.1.2, ICT 2.3.1, ICT 2.3.2 and ICT 2.2.3 of ESW ICT Level 2.

ICT 2.2.3 also includes the use of email associated with the activity. The candidate could use email to send their proposal to the teacher for acceptance and feedback. They could also use email to email their peers to ask them to review their website and provide them with feedback.

AO7 requires the candidate to review their own website. If the candidate also reviews their process of development as well, then this would provide excellent evidence for ICT 2.3.2 of ESW ICT Level 2.

## Unit 3: Digital imaging – plan and produce computer graphics

AO1 – requires candidates to describe and evaluate a range of images. They may use ICT and non-ICT based sources to select images to evaluate. The purpose of identifying, selecting and evaluating these images is to give them ideas for their own designs. This would provide evidence towards ICT 2.2.1 and ICT 2.2.2 of ESW ICT Level 2.

AO2 – requires candidates to plan the production of their graphic images. This will include identifying the purpose and intended audience. It will also provide evidence to support ICT 2.1.1 of ESW ICT Level 2.

AO3 and AO4 – candidates are required to source and store components for graphic production. This will provide evidence towards ICT 2.1.2, ICT 2.2.1, ICT 2.2.2 and ICT 2.2.3.

AO5 and AO6 – candidates are required to produce their graphics and present them appropriately for the intended customer. This will provide evidence towards ICT 2.1.2, ICT 2.2.3, ICT 2.3.1, ICT 2.3.2.

The candidates have to use email associated with the activity for ESW ICT and therefore this would have to be included as supporting evidence. This could be achieved, by candidates emailing their graphics to their peers and the teacher for feedback before they present their final product.



## Unit 7 – Databases – Design and Use

AO1 – candidates are required to develop a database to meet the needs of a business. This could be used to support ICT 2.1.1 as long as the candidates explain what they are required to do, the intended purpose and audience and how they are going to approach the task.

AO2 to AO6 – these are related to creating, modelling and formatting the database. Candidates would be able to use evidence from these AOs to support ICT 2.1.2, ICT 2.2.3 and ICT 2.3.1.

This unit would be difficult to use in isolation as it would not necessarily meet all of the requirements for ESW ICT. It would however, meet the requirements for ICT 2.3.1 b) and e). Examples of potential gaps would be the use of ICT and non-ICT based sources of information and no requirement to combine information eg number and image, text and image, text and number. Any assignment brief would require additional activities to ensure that these potential gaps are addressed.

## Unit 20 – Creating Animation for the WWW using ICT

AO1 – candidates are required to review existing animations. This could support evidence for ICT 2.2.1 and ICT 2.2.2 as candidates are required to search for, select and use different sources of ICT and non-ICT based information. They would be using ICT based information sources to evaluate and possibly get design ideas.

AO2 – candidates are required to design an animation. The design documentation will include the purpose, audience, storyboard etc. This would provide good evidence to support ICT 2.1.1 and ICT 2.1.2. If the candidates also identified, searched for and selected appropriate ICT and non-ICT sources of information to use in their animation, this would also provide evidence to support ICT 2.2.1 and ICT 2.2.2.

AO3 to AO4 – are concerned with the actual production and testing of the animation. This will provide evidence to support ICT 2.1.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2.

Candidates are also required to use email associated with the activity, therefore they could email the teacher and their peers to obtain feedback on their animation prior to final completion. In addition the candidates will need to review their work including the development process to support ICT 2.3.2.

## Unit 23 – Creating Video

AO1 – candidates are required to review existing video clips. This could support evidence for ICT 2.2.1 and ICT 2.2.2 as candidates are required to search for, select and use different sources of ICT and non-ICT based information. They would be using ICT based information sources to evaluate and possibly get design ideas.

AO2 – candidates are required to design a video clip. The design documentation will include the purpose, audience, storyboard etc. This would provide good evidence to support ICT 2.1.1 and ICT 2.1.2. If the candidates also identified, searched for and selected appropriate ICT and non-ICT sources of information to use in their animation, this would also provide evidence to support ICT 2.2.1 and ICT 2.2.2.

AO3 – candidates are required to create their video clip. It is anticipated that this will include text and image as a minimum. Therefore, it will meet the requirements of combining information. This AO will provide evidence to support ICT 2.1.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2.

AO4 – candidates are required to evaluate the video clip they have produced. This will provide evidence to support ICT 2.3.2. The candidates will also need to review the development process to fully meet ICT 2.3.2.

Candidates are also required to use email associated with the activity, therefore they could email the teacher and their peers to obtain feedback on their animation prior to final completion.

## Unit 21 – Creating Computer Graphics and Unit 22 – Creating Sound using ICT

Both of these units could provide supporting evidence towards ESW ICT, but would not be able to be used in isolation. This is because for ESW ICT, candidates are required to present combined information eg text and image, text and number, number and image or even all three ie text, image and number. It would however, meet the requirements for ICT 2.3.1 c).

# Mapping between unit Level 2 ICT Nationals 2010 and Level 2 Essential Skills Wales ICT

Note: There is a high level of accuracy required for ESW ICT and therefore in some instances a merit or distinction is required for a particular AO.

ICT Nationals AO	Evidence Required	ESW ICT AO	Evidence Required	Issues
<p>AO1</p> <p>Understand how safe working practices are applied in a business environment.</p>	<p>Pass – Candidates will explain with examples some safe working practices when using ICT in a business environment. Their explanations will include the potential danger that each measure is designed to address.</p> <p>Explanations will include:</p> <ul style="list-style-type: none"> <li>• At least one measure to protect health</li> <li>• At least one measure to protect physical safety</li> <li>• At least one measure to protect files from loss</li> <li>• At least one measure to protect files from unauthorised access.</li> </ul>	<p>ICT 2.1.3</p> <p>Follow safe, healthy and secure working practices at all times.</p>	<p>Evidence must be included at relevant points in the candidate's work.</p> <p>This must be performance evidence which can be supplemented by:</p> <ul style="list-style-type: none"> <li>• a log completed by the candidate and authenticated by the teacher</li> <li>• annotated screenshots</li> <li>• an audio/visual clip.</li> </ul>	<p>For ESW ICT it is important that the evidence shows that they have followed safe, healthy and secure working practices as they carry out their activities. It is not enough to be able to describe such practices out of context. The explanations provided for the ICT Nationals will also provide supporting evidence of knowledge as required.</p>

ICT Nationals AO	Evidence Required	ESW ICT AO	Evidence Required	Issues
<p><b>AO2</b></p> <p>Use appropriate software, select and use tools and facilities to download files/information and to understand how to use email in a business context.</p>	<p><b>Distinction</b> – Candidates will use a search engine to source information for a specific purpose using the Internet, using effective use of advanced search criteria eg quotes, wildcards, advanced search pages. They will store some information. They will comment on the validity of their sources: provide details of their source website addresses, note trustworthiness of sources and date of information.</p> <p><b>Merit/Distinction</b> – Candidates will demonstrate an understanding of the use of email to communicate information for business purposes, including sending a message to more than one recipient, sending, receiving and saving/opening an attachment safely, the appropriate use of forward and reply, and the need for appropriate use of subject and message text in email.</p> <p>Candidates will make a brief comment about the risks of receiving and opening email attachments.</p>	<p><b>ICT 2.2.1</b></p> <p>Find, select and use different sources of appropriate ICT-based and non-ICT-based information.</p> <p><b>ICT 2.2.2</b></p> <p>Search for, select and get relevant ICT-based and non-ICT-based information.</p> <p><b>ICT 2.2.3</b></p> <p>Enter, save, communicate and exchange ICT-based information to suit your purpose.</p>	<p>Evidence must be recorded in an appropriate document or documents and must show how the candidate found, selected and used sources, together with an explanation of why the sources selected were appropriate.</p> <p>Evidence may be supplemented by:</p> <ul style="list-style-type: none"> <li>• annotated screenshots</li> <li>• notes of questions asked by the teacher with records of observations or answers.</li> </ul> <p>Evidence, including the 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 authenticated by the teacher.</p>	<p>At least part of AO2 will need to be achieved at distinction level with respect to using a search engine and effective searches. ESW ICT requires the candidates to use multi-search criteria. ESW ICT also requires candidates to search for and select ICT and non-ICT based information. For ICT Nationals and ESW ICT, candidates are required to demonstrate an awareness and compliance with copyright.</p> <p>ICT 2.2.3 requires candidates to complete a log as well as providing physical evidence or screenshots. Candidates must also address two higher level extended facilities in relation to storage ie the use of an address book and storage of emails in folders. Overall they can achieve a merit for email as long as the extended email facilities include both storage requirements.</p>



ICT Nationals AO	Evidence Required	ESW ICT AO	Evidence Required	Issues
		<p>ICT 2.3.1</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> <ul style="list-style-type: none"> <li>(a) text</li> <li>(b) tables</li> <li>(c) images</li> <li>(d) numbers</li> <li>(e) records.</li> </ul>	<p>Evidence must show the process whereby the candidate has entered and developed information to suit their purpose. This evidence must be in the form of drafts annotated by the candidate or supplemented by teacher's notes of the candidate's answers to questions.</p> <p>Evidence must show that the candidate has developed the presentation of their work and can show that it is fit for purpose, audience and the types of information used.</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>ESW ICT – there must be evidence of combined information from ICT and non-ICT based sources. It is not expected that one piece of work will cover text, tables, images, numbers and records. There must be at least two activities. Within the presentation, they may have text and images. There must be evidence of combining information eg text and images, text and number or number and images</p> <p>The candidates must achieve at least a merit for the ICT Nationals AO due to the requirement for the work to be accurate for ESW ICT.</p>

ICT Nationals AO	Evidence Required	ESW ICT AO	Evidence Required	Issues
		<p><b>ICT 2.3.2</b></p> <p>Present combined information, using consistent formats and layouts that are appropriate to your purpose and audience, using ICT, and review your work.</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.</p> <p>Evidence of reviewing could be notes written by the candidate, or notes of the candidate's response to questions asked by the teacher.</p>	<p>Candidates could still present evidence that was of pass standard as long as the level of accuracy was sufficient.</p> <p>It must also be noted that an image for ESW ICT is defined as:</p> <p>Photographs, objects, artefacts, scanned images, clip art, plans, sketches, diagrams, pictures, graphs and charts which must be fit for purpose and help the understanding of the material being presented. This therefore means that a logo is not necessarily appropriate as it would not aid understanding.</p> <p>ESW ICT also requires candidates to review their work – the process of development as well as the finished product.</p>

ICT Nationals AO	Evidence Required	ESW ICT AO	Evidence Required	Issues
<p>AO4</p> <p>Design and create business documents using word processing software or DTP software.</p>	<p>Distinction – Candidates will design and create at least three types of business document, including a mail merged letter and a document of several pages.</p> <p>They will include graphics from a wide range of sources.</p> <p>Candidates will design a house style and will use this in the production of all documents.</p> <p>They will insert fields, including date and document information.</p> <p>There will be evidence of the use of a wide range of software tools, facilities and these will have been used appropriately.</p> <p>All documents produced will have been thoroughly checked using spelling and grammar checks, and proof-read, so that they are virtually error free, and of a near professional quality.</p>	<p>ICT 2.1.1</p> <p>Describe how you will approach an activity that involves the use of ICT.</p> <p>ICT 2.1.2</p> <p>Use ICT independently to carry out the activity effectively.</p>	<p>Evidence must show that the candidate has played an active role in describing how they will approach the activity, albeit with support from an appropriate person.</p> <p>Evidence may be in a variety of forms, including handwritten, electronically produced, oral or visual eg it may be in the form of the candidate's 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 and effectively, asking for help and advice when appropriate.</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> <li>• a log or similar recording document with entries confirmed as accurate by the teacher</li> <li>• annotated screenshots</li> <li>• audio/video clips.</li> </ul> <p>Evidence must show the process whereby the candidate has entered and developed information to suit their purpose. This evidence must be in the form of drafts annotated by the candidate or supplemented by teacher's notes of the candidate's answers to questions.</p>	<p>ESW ICT requires candidates to show a level of autonomy by describing how they will approach and carry out the task.</p> <p>For ESW ICT this should include using correct procedures when opening and shutting down systems and software, adjusting personal settings if appropriate, managing files and folder structures, handle and use portable storage media safely and correctly.</p>

ICT Nationals AO	Evidence Required	ESW ICT AO	Evidence Required	Issues
		<p><b>ICT 2.3.1</b></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> <ul style="list-style-type: none"> <li>(a) text</li> <li>(b) tables</li> <li>(c) images</li> <li>(d) numbers</li> <li>(e) records.</li> </ul> <p><b>ICT 2.3.2</b></p> <p>Present combined information, using consistent formats and layouts that are appropriate to your purpose and audience, using ICT, and review your work.</p>	<p>Evidence must show that the candidate has developed the presentation of their work and can show that it is fit for purpose, audience and the types of information used.</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.</p> <p>Evidence of reviewing could be notes written by the candidate, or notes of the candidate's response to questions asked by the teacher.</p>	<p>ESW ICT – there must be evidence of combined information from ICT and non-ICT based sources. It is not expected that one piece of work will cover text, tables, images, numbers and records. There must be at least two activities. There must be evidence of combining information eg text and images, text and number or number and images. The candidates must achieve at least a distinction for the ICT Nationals AO due to the requirement for the work to be accurate for ESW ICT. Candidates could still present evidence that was of merit standard as long as the level of accuracy was sufficient.</p> <p>It must also be noted that an image for ESW ICT is defined as:</p> <p>Photographs, objects, artefacts, scanned images, clip art, plans, sketches, diagrams, pictures, graphs and charts which must be fit for purpose and help the understanding of the material being presented. This therefore means that a logo is not necessarily appropriate as it would not aid understanding.</p> <p>ESW ICT also requires candidates to review their work – the process of development as well as the finished product.</p>

ICT Nationals AO	Evidence Required	ESW ICT AO	Evidence Required	Issues
<p><b>AO5</b></p> <p>Design, create and use a simple business spreadsheet.</p>	<p><b>Merit</b> – Candidates will design and create an effective business spreadsheet for a give purpose displaying accurate figures.</p> <p>Several different formulas, including at least one function and at least one arithmetic operator will have been used. The spreadsheet will contain a title and appropriate row/column headings.</p> <p>A range of formatting will be applied to improve the appearance of the spreadsheet.</p> <p>Candidates will changes some of the numeric data in the spreadsheet to model the expected outcome of at least two different scenarios. They will note the results.</p> <p>Candidates will print out their spreadsheet.</p>	<p><b>ICT 2.1.1</b></p> <p>Describe how you will approach an activity that involves the use of ICT.</p> <p><b>ICT 2.1.2</b></p> <p>Use ICT independently to carry out the activity effectively.</p>	<p>Evidence must show that the candidate has played an active role in describing how they will approach the activity, albeit with support from an appropriate person.</p> <p>Evidence may be in a variety of forms, including handwritten, electronically produced, oral or visual eg it may be in the form of the candidate's 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 and effectively, asking for help and advice when appropriate.</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> <li>• a log or similar recording document with entries confirmed as accurate by the teacher</li> <li>• annotated screenshots</li> <li>• audio/video clips.</li> </ul>	<p>For ESW ICT – this AO could not be used in isolation due to the fact that there is a requirement to combine information. It could however, support other AOs and therefore be part of the development process of the final product eg incorporating the spreadsheet table or graphs/charts created from the spreadsheet figures into a word document or presentation. It would present evidence towards the assessment requirements of ESW ICT eg ICT 2.3.1 b) and d). If charts/ graphs are produced then it would also meet c) but they would not necessarily be combined.</p> <p>ESW ICT requires candidates to show a level of autonomy by describing how they will approach and carry out the task.</p>

ICT Nationals AO	Evidence Required	ESW ICT AO	Evidence Required	Issues
		<p>ICT 2.3.1</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> <ul style="list-style-type: none"> <li>(a) text</li> <li>(b) tables</li> <li>(c) images</li> <li>(d) numbers</li> <li>(e) records.</li> </ul>	<p>Evidence must show that the candidate has developed the presentation of their work and can show that it is fit for purpose, audience and the types of information used.</p> <p>Evidence must show that the candidate has developed the presentation of their work and can show that it is fit for purpose, audience and the types of information used.</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>For ESW ICT this should include using correct procedures when opening and shutting down systems and software, adjusting personal settings if appropriate, managing files and folder structures, handle and use portable storage media safely and correctly.</p> <p>ESW ICT - there must be evidence of combined information from ICT and non-ICT based sources. It is not expected that one piece of work will cover text, tables, images, numbers and records. There must be at least two activities. There must be evidence of combining information eg text and images, text and number or number and images.</p> <p>The candidates must achieve at least a merit for the majority of the ICT Nationals AO due to the requirement for the work to be accurate and fit for purpose.</p> <p>It must also be noted that an image for ESW ICT is defined as:</p> <p>Photographs, objects, artefacts, scanned images, clip art, plans, sketches, diagrams, pictures, graphs and charts which must be fit for purpose and help the understanding of the material being presented. This therefore means that a logo is not necessarily appropriate as it would not aid understanding.</p>



ICT Nationals AO	Evidence Required	ESW ICT AO	Evidence Required	Issues
		<p>ICT 2.3.1</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> <ul style="list-style-type: none"> <li>(a) text</li> <li>(b) tables</li> <li>(c) images</li> <li>(d) numbers</li> <li>(e) records.</li> </ul>	<p>Evidence must show the process whereby the candidate has entered and developed information to suit their purpose. This evidence must be in the form of drafts annotated by the candidate or supplemented by teacher's notes of the candidate's answers to questions.</p> <p>Evidence must show that the candidate has developed the presentation of their work and can show that it is fit for purpose, audience and the types of information used.</p> <p>The final work must be accurate, clear and saved appropriately.</p>	<p>ESW ICT – there must be evidence of combined information from ICT and non-ICT based sources. It is not expected that one piece of work will cover text, tables, images, numbers and records. There must be at least two activities. There must be evidence of combining information eg text and images, text and number or number and images The candidates must achieve at least a merit for the majority of the ICT Nationals AO due to the requirement for the work to be accurate and fit for purpose.</p> <p>It must also be noted that an image for ESW ICT is defined as:</p> <p>Photographs, objects, artefacts, scanned images, clip art, plans, sketches, diagrams, pictures, graphs and charts which must be fit for purpose and help the understanding of the material being presented. This therefore means that a logo is not necessarily appropriate as it would not aid understanding.</p>

**Note: The following AOs could potentially be linked to support the requirement for combined information for ESW ICT:**

**AO1, AO2, AO3, A05 – this would combine text, tables, number and image**

**AO1, AO2, AO4, AO5, AO6 – this would combine text, image, number and records.**

For ESW ICT there must be at least two activities that, overall:

- use different information sources for each activity
- must be at least two DIFFERENT purposeful activities set in relevant contexts
- must differ in significant respects.

The evidence for ESW ICT must show the processes used to:

- identify and describe an activity
- select, enter and develop information
- develop the presentation of the work.

The development process will normally involve:

- drafting
- revising
- correcting
- redrafting or reformatting the work.

The evidence submitted must include:

- at least one complete draft with notes, annotations, highlighting, alterations etc
- Final printouts, presentations etc.

## OCR ICT Nationals Level 2 and Essential Skills Wales Communication Level 2

Evidence could come from a number of areas within the OCR ICT Nationals. The different criteria within Essential Skills Wales Communication do not have to come from one activity but can come from a number of different activities. The table below gives examples of how the criteria can be met.

Essential Skills Wales Communication Level 2		
Assessment Criteria	Evidence Requirements	Potential Opportunities for Assessment
<p><b>C2.1.1</b> – understand and respond to spoken language on a range of topics and in a range of contexts. Evidence may be in various forms, including audio/visual clips and witness statements.</p>	<p>Evidence may be generated in the context of a discussion for C2.3.1(a) or a question and answer sessions following the short talk/presentation in C2.1.3(b). However, evidence may be generated in less formal situations in everyday life and work.</p> <p>Context must include at least one face-to-face conversation or discussion.</p>	<p>It is advisable to link this particular assessment criterion to Unit 1 of the ICT Nationals AO3. Candidates are required to produce a business presentation. They could use this presentation and give a short talk to the rest of the class. The candidate could then answer questions posed by the audience.</p>
<p><b>C2.1.2</b> – speak to communicate</p> <ul style="list-style-type: none"> <li>• information</li> <li>• feelings</li> <li>• opinions</li> <li>• questions</li> <li>• instructions</li> </ul> <p>on familiar and unfamiliar topics, using appropriate language and non-verbal communication in a range of contexts.</p>	<p>Evidence may be in various forms, including audio/visual clips and witness statements.</p> <p>Evidence may be generated in the context of a discussion for C2.3.1(a) or a question and answer sessions following the short talk/presentation in C2.1.3(b). However, evidence may be generated in less formal situations in everyday life and work.</p> <p>Context must include at least one face-to-face conversation or discussion.</p>	<p>It is advisable to link this particular assessment criterion to Unit 1 of the ICT Nationals AO3. Candidates are required to produce a business presentation. They could use this presentation and give a short talk to the rest of the class. The candidate could then answer questions posed by the audience.</p> <p>Candidates will not meet all of the requirements from the bulleted list, but as a second discussion is required, they should be able to fulfil any gaps.</p>

## Essential Skills Wales Communication Level 2

Assessment Criteria	Evidence Requirements	Potential Opportunities for Assessment
<p><b>C2.1.3</b></p> <p>(a) take part in formal discussions with two or more people</p> <p>(b) give a talk/presentation of at least four minutes.</p>	<p>There must be evidence of at least two discussions. At least one of these must be face-to-face.</p> <p>The ‘two or more other people’ must not include the assessor.</p> <p>Evidence for C2.3.1(a) and C.2.1.3(b) must include the candidate’s preparatory notes for the discussion/talk/presentation.</p> <p>In the talk/presentation, brief notes may be used as a prompt, but the candidate must not read these out.</p> <p>Evidence of the talk/presentation must include the use of at least one image or other supporting material.</p>	<p>C2.3.1(a) could be achieved during the teaching and learning aspects for any of the units. Candidates could be encouraged to review websites, images, videos etc and then make notes so that they can have a class discussion as to the effectiveness of what they have reviewed.</p> <p>It is advisable to link C2.1.3(b) to Unit 1 of the ICT Nationals A03. Candidates are required to produce a business presentation. They could use this presentation and give a short talk to the rest of the class. The candidate could then answer questions posed by the audience. Candidates would have text and images and therefore meet the requirement of the inclusion of an image. Candidate’s preparatory notes could be the speaker’s note they produced for distinction level for A03. If they do not produce speaker’s notes, they must have some form of evidence ie brief notes to show that they have prepared for the discussion in addition to the actual presentation itself.</p> <p><b>It must also be noted that an image for Essential Skills Wales is defined as:</b></p> <p><b>Photographs, objects, artefacts, scanned images, clip art, plans, sketches, diagrams, pictures, graphs and charts which must be fit for purpose and help the understanding of the material being presented.</b></p>

## Essential Skills Wales Communication Level 2

Assessment Criteria	Evidence Requirements	Potential Opportunities for Assessment
<p><b>C2.2.1</b> – Read, understand and summarise information from at least two documents about the same subject.</p> <p>Each document must be at least 500 words long.</p> <p>At least one must contain an image.</p>	<p>The documents must be of different types.</p> <p>The documents may be included on a reading list or may be identified by the candidate, depending on the context of the work.</p> <p>The candidate must work independently to select material from the documents in order to meet the purpose of their task.</p> <p>The candidate must not be given detailed page references.</p> <p>Much of the evidence that the candidate has demonstrated the required skills may be implicit in the summary produced for C2.3.1 and/or C2.1.3(b) but this must be identified in the portfolio.</p>	<p>Evidence for this particular criterion could be from carrying out research on a particular topic so that candidates can summarise the information when producing a presentation or even summarising the information for inclusion in a website they are creating. The important points to remember is:</p> <ul style="list-style-type: none"> <li>• documents must be of different types</li> <li>• there must be at least two documents each of which are at least 500 words long</li> <li>• one document must contain an image which has aided the candidate in their understanding of the content.</li> </ul>
<p><b>C2.3.1</b> – Write two documents of different types, each one giving different information to different audiences in appropriate formats using language that is appropriate to your purpose and audience.</p> <p>At least one document must be at least 500 words long.</p>	<p>Evidence of the required skills must be demonstrated in both documents.</p> <p>For each document, evidence must include notes of planning and at least one draft, with evidence of checking.</p> <p>In final work, sentences must be formed correctly, with correct punctuation, spelling and grammar.</p> <p>Paragraphing must be appropriate.</p> <p>Evidence may be produced electronically, provided that it is authenticated as the candidate's own work.</p>	<p>In Unit 1, AO4, candidates are required to produce a number of documents. The documents are clearly of different types, but they must also provide different information to different audiences. It is suggested that candidates are encouraged to produce a leaflet or brochure which would clearly meet the requirements for one of the documents being at least 500 words long.</p> <p>It is important to note the level of accuracy required for this criterion. Final work must be accurate with respect to punctuation, spelling and grammar. Paragraphing must be appropriate.</p>

**Co-teaching opportunities** can include communication sessions where they are taught how to summarise information, write different documents styles and participate in discussions. The ICT lessons can then concentrate on the use of software and using ICT for specific purposes. The tutor for the ICT Nationals will assess the evidence against the requirements for the assessment objective(s) for the selected units. The communication tutor would assess the evidence against the requirements for Essential Skills Wales Communication. They are separate qualifications with specific requirements and must therefore be assessed against their individual standards.

# Mapping between OCR ICT Nationals Level 2 and Essential Skills Wales

## Application of Number

Any activity which requires the candidate to manipulate number has the potential to be used as evidence towards Essential Skills Wales Application of Number at either level 1 or level 2 depending on the level of mathematical skills required. Unit 6 of the 2010 OCR ICT Nationals (Design and Use Spreadsheets) could provide excellent evidence towards Essential Skills Wales Application of Number at level 2 as can be seen in the table below:

OCR ICT Nationals 2010 – Unit 6		Essential Skills Wales Application of Number Level 2	
Assessment Objectives	Knowledge, Skills and Understanding	Assessment Criteria	Evidence Requirements
1. Develop a spreadsheet to meet the needs of an organisation.	<p>Considering:</p> <ul style="list-style-type: none"> <li>• user requirements (purpose and audience)</li> <li>Spreadsheet features:               <ul style="list-style-type: none"> <li>• formulas eg: arithmetic operators: +, -, *, / and brackets</li> <li>• functions eg:                   <ul style="list-style-type: none"> <li>o arithmetic and statistical functions such as SUM, AVERAGE, MAX, MIN, MEDIAN, MODE, COUNT, COUNTIF</li> <li>o mathematical/trigonometric functions, eg SIN, COS, TAN, LOG, POWER, RND</li> <li>o rounding functions, such as INTEGER, ROUNDUP and ROUNDDOWN, TRUNC</li> <li>o logical functions, such as IF, AND, OR and NOT, including nested IF statements</li> <li>o lookup functions, such as VLOOKUP, HLOOKUP, MATCH</li> <li>o reference functions, such as ROW, COLUMN</li> <li>o text functions, such as LEFT, MID, RIGHT, LEN, VALUE, TEXT, CONCATENATE, FIND</li> <li>o date and time functions, such as TODAY, NOW, YEAR, MONTH, DAY</li> </ul> </li> <li>• relative and absolute cell referencing</li> <li>• multiple worksheets in a workbook, linked sheets.</li> </ul> </li> </ul>	<p>N2.1.1 Help to identify and describe at least one practical problem or task that involves a range of numerical data and information.</p> <p>N2.1.2 Confirm with an appropriate person how you plan to tackle it.</p>	<p>Evidence must show that the candidate has played an active part in identifying describing the problem or task about which they have been briefed or which they have chosen.</p> <p>Evidence must be in the form of notes produced by the candidate (by hand or electronically).</p> <p>Evidence of planning must include:</p> <ul style="list-style-type: none"> <li>• details of how the candidate intends to obtain relevant data and information</li> <li>• a clear sequence of tasks showing how they intend to use this information.</li> </ul>

OCR ICT Nationals 2010 – Unit 6		Essential Skills Wales Application of Number Level 2	
Assessment Objectives	Knowledge, Skills and Understanding	Assessment Criteria	Evidence Requirements
		<p><b>N2.1.3</b></p> <p>Collect relevant numerical data and information from a range of sources to meet the purpose of your task.</p>	<p>Evidence must show that the candidate is clear about how the data/information they obtain meets their purpose.</p> <p>Evidence must include data/information collected from at least three sources.</p> <p>At least one source must require the candidate to collect and record data/information.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• copies of source material</li> <li>• details of the site(s) of observation/measurement</li> <li>• records of data and information obtained.</li> </ul>
		<p><b>N2.2.1</b></p> <p>Use appropriate methods to get the results you need and explain the methods you have used.</p>	<p>Evidence must show that the candidate can identify, use and explain appropriate methods for getting the results they need.</p>
		<p><b>N2.3.2</b></p> <p>Present and explain your methods and findings and explain how they meet the purpose of your task and are appropriate to your audience.</p>	<p>Present and explain your methods and findings and explain how they meet the purpose of your task and are appropriate to your audience.</p>

OCR ICT Nationals 2010 – Unit 6		Essential Skills Wales Application of Number Level 2	
Assessment Objectives	Knowledge, Skills and Understanding	Assessment Criteria	Evidence Requirements
2. Format a spreadsheet to make it user friendly.	Formatting eg: <ul style="list-style-type: none"> <li>• text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate)</li> <li>• adjust row/column width/height</li> <li>• hide and show columns/rows</li> <li>• merge cells</li> <li>• change the direction of text in a cell</li> <li>• set text to wrap in a cell</li> <li>• conditional formatting</li> <li>• comments</li> <li>• worksheet protection, including protection at individual cell level, so that data cells can be changed by a user but formulas are protected</li> <li>• validation with useful feedback to users.</li> </ul>	N2.3.2 Present and explain your methods and findings and explain how they meet the purpose of your task and are appropriate to your audience.	Present and explain your methods and findings and explain how they meet the purpose of your task and are appropriate to your audience.
3. Sort data and use simple filters.	Sort/filter the data, eg: <ul style="list-style-type: none"> <li>• sort data on one and more than one column</li> <li>• filter data one and more than one column</li> <li>• customise a filter eg               <ul style="list-style-type: none"> <li>o greater/less than on numeric fields</li> <li>o begins with, contains or ends with on text fields.</li> </ul> </li> </ul>	N2.3.2 Present and explain your methods and findings and explain how they meet the purpose of your task and are appropriate to your audience.	Present and explain your methods and findings and explain how they meet the purpose of your task and are appropriate to your audience.



OCR ICT Nationals 2010 – Unit 6		Essential Skills Wales Application of Number Level 2	
Assessment Objectives	Knowledge, Skills and Understanding	Assessment Criteria	Evidence Requirements
5. Analyse data using appropriate graphs/charts.	<p>Present data from the spreadsheet in a graphical form, eg:</p> <ul style="list-style-type: none"> <li>• different types of graph eg line graph, bar chart and pie chart</li> <li>• create comparative chart(s)/graph(s) with more than one dataset</li> </ul> <p>create appropriate types of graph/chart for different types of data (understanding the difference between continuous and discrete data).</p>	<p>N2.3.1</p> <p>Select two different ways to present your results, using charts or graphs, and tables or diagrams appropriate to your audience.</p> <p>N2.3.2</p> <p>Present and explain your methods and findings and explain how they meet the purpose of your task and are appropriate to your audience.</p>	<p>Evidence must show that the candidate can:</p> <ul style="list-style-type: none"> <li>• choose how to present their, using two appropriate ways (ie charts and/or graphs, and tables and/or diagrams)</li> <li>• explain why these ways are appropriate to their audience.</li> </ul> <p>Present and explain your methods and findings and explain how they meet the purpose of your task and are appropriate to your audience.</p>
6. Create macros to automate procedures in a spreadsheet.	<p>Use macros to automate tasks in the spreadsheet, eg:</p> <ul style="list-style-type: none"> <li>• create macros to automate task(s), eg save and print, reset a form, move to a different sheet</li> <li>• access and print out the macro code</li> <li>• show an understanding of the functions of specific items of macro code</li> <li>• create keyboard shortcuts and buttons to run the macro(s).</li> </ul>		

OCR ICT Nationals 2010 – Unit 6		Essential Skills Wales Application of Number Level 2	
Assessment Objectives	Knowledge, Skills and Understanding	Assessment Criteria	Evidence Requirements
7. Test the spreadsheet solution.	<p>Areas to be tested, eg:</p> <ul style="list-style-type: none"> <li>• formulas</li> <li>• validation</li> <li>• conditional formatting</li> <li>• charts/graphs</li> <li>• macros</li> <li>• user friendliness</li> <li>• worksheet protection</li> <li>• outcomes meeting user needs.</li> </ul> <p>Test data to include:</p> <ul style="list-style-type: none"> <li>• normal data</li> <li>• abnormal data</li> <li>• extreme data</li> </ul> <p>Respond to any issues by making necessary changes.</p>	<p>N2.2.2</p> <p>Use the data and information you have obtained to carry out calculations relevant to your task to do with:</p> <p>(a) amounts or sizes  (b) scales or proportion  (c) handling statistics  (d) using formulae.</p>	<p>Evidence must show that the candidate:</p> <ul style="list-style-type: none"> <li>• has used data and information from N2.2.1</li> <li>• is clear about the purpose and relevance of their calculations.</li> </ul> <p>Overall, evidence of calculations must include at least one example from each category:</p> <p>(a) amounts or sizes  (b) scales or proportion  (c) handling statistics  (d) using formulae</p> <p>and must show that the candidate has checked their methods and calculations.</p> <p>Category c) must include a comparison of two data sets.</p> <p>Evidence must show and explain methods and give levels of accuracy.</p> <p>Evidence must include records of how the candidate has checked:</p> <ul style="list-style-type: none"> <li>• their methods and calculations</li> <li>• that the results make sense in relation to the purpose of the task.</li> </ul>

**Note:** Although it is possible to produce one activity to meet all of the requirements for Essential Skills Wales Application of Number at level 2 it may not be feasible. Therefore it would be perfectly acceptable for an appropriate activity which meets the requirements for Unit 6 of the OCR ICT Nationals at Level 2 to also meet part of the requirements for Essential Skills Wales Application of Number at Level 2. Candidates have to present their findings in two different ways using charts or graphs and tables or diagrams. Candidates would be able to use the spreadsheet table and the associated graphs/charts to present their findings. The one activity may not meet all of the requirements for N2.2.2 as they have to carry out calculations (of two or more steps to do with a) amounts or sizes, b) scales or proportion, c) handling statistics (this is where they have to compare two data sets of appropriate size ie comparing the sales figures over a two year period say comparing 2009 sales with 2010, d) using formulae. It can be seen that a number of the sub- criteria will be met, but not necessarily all.

**Co-teaching opportunities** can include sessions where they are taught how to tackle activities which require the application of number skills and techniques. The ICT lessons can then concentrate on the use of software and using ICT for specific purposes. The tutor for the ICT Nationals will assess the evidence against the requirements for the assessment objective(s) for the selected units. The application of number tutor would assess the evidence against the requirements for Essential Skills Wales Application of Number. They are separate qualifications with specific requirements and must therefore be assessed against their individual standards.