**Level 1 Essential Skills Wales in**

**Information and Communication**

**Technology (3768)**

**Candidate logbook**

500/7621/8



www.cityandguilds.com September 2010 Version 1.1



Your name:

City & Guilds enrolment number:

Unique Learner Number (ULN):

Date of registration for 3768:

Date portfolio started:

Date portfolio completed:

Assessor’s name: Internal verifier’s name:

**1 How do I use this logbook?**

This logbook will help you work towards Level 1 Essential Skills Wales in Information and Communication Technology. It contains:

* an **evidence record form** detailing the evidence you must provide to complete this qualification. You should use this to record and organise your evidence.
* a **skills checklist** containing all of the skills you need to have in order to show that you are competent. You can use this to help show how you have learnt and gained confidence in these skills.

The evidence and skills requirements for ESW are set out in full in the DCELLS document ‘Essential Skills Wales’. This can be downloaded from  [**www.cityandguilds.com/es**](http://www.cityandguilds.com/esw)**w**. Your assessor/tutor will also be able to explain to you in more detail what you need to do.

**About ESW**

The Essential Skills Wales (ESW) qualifications are designed to help you develop and demonstrate the skills needed to make the most of your learning, work and life.

This qualification will help you improve your **ICT** skills. You will be required to demonstrate your skills in:

* using ICT systems
* finding, selecting and exchanging information, using ICT
* developing and presenting information, using ICT

in familiar situations connected with education, training, work or social roles.

**About City & Guilds**

City & Guilds is your awarding organisation for Essential Skills Wales. City & Guilds is the UK’s leading awarding body for vocational qualifications. You may also be working towards other City & Guilds qualifications at the same time as completing ESW and in some cases you may be able to use work completed for those qualifications towards your ESW portfolio.

Information about City & Guilds and our qualifications is available on our website  [**www.cityandguilds.co**](http://www.cityandguilds.com/)**m**.

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1. **Level 1 Essential Skills Wales in Information and Communication Technology**

2.1 Evidence record

Your portfolio must include **all** of the following. Please use this sheet to record what your evidence is and where it can be found. The Declarations on the following page **must** be completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Standard** | | **Description of** | **Location/** | **Confirmed met and date** |  |
|  |  | **evidence presented** | **reference** | *(assessor use only)* |  |
| **ICT1.1.1** | |  |  | Confirmed understood |  |
| Confirm your understanding of a | |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| given task that involves the use of | |  |  |  |
|  |  |  |  |
| ICT. |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
| **ICT1.1.2** | |  |  | ICT used independently |  |
| Use ICT independently to carry out | |  |  | (including help sought |  |
| the task. | |  |  | if/where appropriate) |  |
|  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **ICT1.1.3** | |  |  | followed as necessary |  |
| Follow safe, healthy and secure | |  |  | throughout task(s) |  |
| working practices at all times. | |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
|  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **ICT1.2.1** | |  |  | >1 ICT source selected |  |
| Find, select and use appropriate | |  |  | and used |  |
| sources of ICT-based information. | |  |  | explained why each |  |
|  |  |  |  | source appropriate to |  |
|  |  |  |  | task |  |
|  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **ICT1.2.2** | |  |  | sources noted |  |
| Search for, select and get ICT- | |  |  | search details noted |  |
| based information that is relevant | |  |  | info relevant to task |  |
| to each task. | |  |  |  |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
|  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | |  |  |  |  |
| **ICT1.2.3** | |  |  | info entered and saved |  |
| Enter, save, send, receive and | |  |  | e-info sent |  |
| exchange ICT-based information to | |  |  |  |
|  |  | e-info received |  |
| suit your purpose. | |  |  |  |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
|  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | |  |  |  |  |
| **ICT1.3.1** | |  |  | text |  |
| Enter, develop, format and bring | |  |  | tables |  |
| together ICT-based information to | |  |  |  |
|  |  | images |  |
| suit your purpose, in the form of: | |  |  |  |
|  |  | numbers |  |
| a) | text |  |  |  |
|  |  | >=1 draft |  |
| b) | tables |  |  |  |
|  |  | related to purpose |  |
| c) | images |  |  |  |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| d) | numbers. |  |  |  |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
|  | |  |  |  |  |
| **ICT1.3.2** | |  |  | info presented |  |
| Present information, using | |  |  | work reviewed |  |
| consistent layouts that are fit for | |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| purpose and audience, using ICT, | |  |  |  |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| and review your work. | |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |

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1. **Level 1 Essential Skills Wales in Information and Communication Technology**

2.2 Declarations

The candidate and assessor declarations below **must** be completed in all cases.

Candidate name:

**Candidate declaration:**

I confirm that the evidence produced for this portfolio is entirely my own work.

Candidate signature: Date:

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**Assessor declaration:**

I confirm that the candidate has met / not met (as applicable) all of the evidence requirements for this Essential Skills Wales qualification. Assessment is valid, authentic, reliable, current and sufficient.

Assessor signature: Date:

**Internal verifier declaration:**

*(if sampled)*

I confirm that the candidate has met / not met (as applicable) all of the evidence requirements for this Essential Skills Wales qualification. I have internally verified this work.

Internal verifier signature: Date:

**External verifier declaration:**

*(if sampled)*

I confirm that the candidate has met / not met (as applicable) all of the evidence requirements for this Essential Skills Wales qualification. I have externally verified this work.

External verifier signature: Date:

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1. **Level 1 Essential Skills Wales in Information and Communication Technology**

2.3 Skills checklist

This checklist is designed to help you show you have learnt all of the skills needed for this qualification. Unlike the Evidence record, this list is not a formal part of your assessment although you and your assessor/tutor should be confident that you can do all of these things by the time you complete your portfolio.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **In order to show you are competent,** | | **Tick if** | **Further guidance** | |  |
| **you need to know how to:** | | **you** |  |  |  |
|  |  | **can** |  |  |  |
| a) | confirm that you understand the task |  | **Confirm your understanding** | |  |
|  | you have been given |  | You will be given a task to carry out but you must show | |  |
|  |  |  | that you understand it before you start. | |  |
| a) | use correct procedures to start and |  | **Use correct procedures** | |  |
|  | shut down ICT systems • select |  | You must go through the appropriate steps when | |  |
|  | software applications to achieve your |  | opening and shutting down systems and software, rather | |  |
|  | purpose |  | than simply switching the power on and off. | |  |
| b) | use correct procedures to open, use |  | **Adjust personal settings** | |  |
|  | and close appropriate software • use |  | You must know how to adjust, for example, aspects of | |  |
|  |  | your screen display without affecting the work of other | |  |
|  | input and output devices and |  |  |
|  |  | users of the machine or the network, and be able to | |  |
|  | communication services |  |  |
|  |  | restore the original settings when you have finished your | |  |
| c) | recognise and use interface features |  |  |
| work. | |  |
| d) | adjust personal settings according to |  |  |
|  | **Work with files and folders effectively** | |  |
|  | your needs, without affecting the |  |  |
|  |  | You must understand the structure of files, folders and | |  |
|  | work of others, and restore them |  |  |
|  |  | directories and be able to create, name and save files and | |  |
|  | after use |  |  |
|  |  | folders, using names that make it easy to retrieve data | |  |
| e) | work with files and folders to store |  |  |
| later, eg names must give an idea of content, ownership, | |  |
|  | and retrieve information effectively |  |  |
|  |  | date and sequence. You must be able to open, save, save | |  |
|  | show that you understand the |  |  |
|  |  | as, print, close and delete files. | |  |
|  | importance of making a back-up copy |  |  |
|  |  | **Handle and use portable storage media safely and** | |  |
|  | of your work and know how this can |  |  |
|  |  | **correctly** | |  |
|  | be done |  |  |
|  |  | You must know how to: | |  |
| f) | handle and use portable storage |  |  |
|  | handle, insert and remove portable storage media so |  |
|  | media safely and correctly |  |  |
|  |  |  | as to avoid damage or loss of data |  |
| g) | use the ‘help’ facility when |  |  |  |
|  | label media appropriately |  |
|  | appropriate |  |  |
|  |  |  | run virus checks before use |  |
| h) | recognise errors and when to ask for |  |  |
|  | store media safely. |  |
|  | help to resolve them. |  |  |
|  |  |  |  |  |
| a) | follow safe and healthy working |  | **Follow safe and healthy working practices** | |  |
|  | practices that are recommended to |  | You must be able to follow safe and healthy working | |  |
|  | you |  | practices (eg check hardware and cables, adjust seating | |  |
| b) | follow recommended procedures to |  | and lighting, avoid hazards, take breaks, minimise | |  |
| physical stress) that have been recommended to you. | |  |
|  | protect the security of data |  |  |
|  |  | **Follow recommended procedures to protect the** | |  |
| c) | show you are aware of threats to |  |  |
| **security of data** | |  |
|  | internet and network security and |  |  |
|  |  | You must use passwords and PINs where this is | |  |
|  | recognise them if they occur |  |  |
|  |  | recommended, and make backups (or check that these | |  |
| d) | use the internet safely. |  |  |
| have been made automatically). You must be able to | |  |
|  |  |  |  |
|  |  |  | check that virus protection is up to date. | |  |
|  |  |  | **Use the internet safely** | |  |
|  |  |  | You must be careful to protect your identity, particularly | |  |
|  |  |  | in the context of social networking sites and chatrooms, | |  |
|  |  |  | and to avoid giving details of bank accounts, etc., on sites | |  |
|  |  |  | that are not secure. | |  |
|  |  |  | **Note:** It is important that your evidence shows that you | |  |
|  |  |  | have followed safe, healthy and secure working practices | |  |
|  |  |  | as you carried out your activities. It is not enough to be | |  |
|  |  |  | able to describe such practices out of context. | |  |
| a) | identify, find, select and use |  |  |  |  |
|  | appropriate sources of ICT-based |  |  |  |  |
|  | and other forms of information |  |  |  |  |
|  |  |  |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **In order to show you are competent,** | | **Tick if** | **Further guidance** |  |
| **you need to know how to:** | | **you** |  |  |
|  |  | **can** |  |  |
| a) | search for and get different types of |  | **Navigate and search the internet for information** |  |
|  | information from appropriate ICT- |  | You must be able to identify the information you need for |  |
|  | based and other sources |  | your purpose (eg to respond to an enquiry or carry out a |  |
| b) | navigate and search the internet for |  | task) and identify where you might obtain this information |  |
| (eg use a search engine effectively, enter web addresses, |  |
|  | information |  |  |
|  |  | browse, follow links, use forward and back, save and use |  |
| c) | make sound judgements about the |  |  |
| bookmarks). |  |
|  | reliability of the websites you find |  |  |
|  |  | **Make sound judgements** |  |
| d) | select and use information relevant |  |  |
| You must consider how far the websites you find provide |  |
|  | to your task |  |  |
|  |  | accurate and reliable information. For example, sites with |  |
| e) | establish the copyright status of the |  |
| the suffix ‘.gov.uk’ provide official statistical information, |  |
|  | information you find |  |  |
|  |  | whereas facts and figures on many other sites are not |  |
|  |  |  |  |
|  |  |  | independently verified. |  |
|  |  |  | **Select and use information relevant to your task** |  |
|  |  |  | For example, you must be able to copy and paste, save, |  |
|  |  |  | capture images, download files, and play streamed media |  |
|  |  |  | files. |  |
|  |  |  | **Establish copyright status** |  |
|  |  |  | You must know that all information, printed or ICT-based, |  |
|  |  |  | is copyright. You must note the source of all information |  |
|  |  |  | and know when to check whether you can reproduce it |  |
|  |  |  | without permission, eg by asking advice from an |  |
|  |  |  | appropriate person. |  |
| a) | enter information in appropriate |  | **Appropriately named files and folders** |  |
|  | formats |  | The names that you use for your files and folders must |  |
| b) | save information in appropriately |  | give an idea of their content, ownership, date, sequence. |  |
|  |  |
|  | named files and folders, on hard |  | **Send, receive and respond appropriately to email** |  |
|  | disks and on portable storage media, |  | You must be able to open your mailbox, read, reply |  |
|  | so it can be retrieved easily |  | appropriately, delete, create, send, copy, open and add |  |
|  |  | attachments, use an address book, adapt your style to |  |
| c) | use ICT to send, receive and |  |  |
| suit your audience, use appropriate language. |  |
|  | exchange information |  |  |
|  |  |  |  |
| d) | send, receive and respond |  |  |  |
|  | appropriately to email, including |  |  |  |
|  | attachments, and using an email |  |  |  |
|  | address book. |  |  |  |
| a) | observe copyright constraints on |  | **Enter, bring together and organise information** |  |
|  | how you use information |  | You must be able to enter and/or import information in a |  |
| b) | enter, bring together and organise |  | form that suits the software, and format it consistently. |  |
| You must know how to bring together different forms of |  |
|  | information in the form of text, |  |  |
|  |  | information such as text, images and numbers (eg insert, |  |
|  | tables, images and numbers format |  |  |
|  |  | delete, select, copy, scan, cut, paste, drag and drop, find |  |
|  | information in a consistent way |  |  |
|  |  | and replace, undo and redo) so as to make the |  |
| c) | enter, develop, format and organise |  |  |
| processing and presentation of information as |  |
|  | numerical information that is fit for |  |  |
|  |  | straightforward as possible. |  |
|  | purpose |  |  |
|  |  | **Evidence must show the process** |  |
| d) | use appropriate layouts and |  |  |
| Evidence must show that you have considered different |  |
|  | techniques to present information |  |  |
|  |  | ways and layouts for presenting your information and can |  |
|  | that is fit for your purpose and |  |  |
|  |  | explain your choices (eg in annotated drafts, notes, or |  |
|  | audience |  |  |
|  |  | witness statements). |  |
| e) | make sure the information you |  |  |
|  |  |
|  | present is accurate, clear and fit for |  |  |
|  |  |  |  |
|  | purpose and audience |  |  |  |
| a) | present information that is fit for |  | **Use appropriate layouts and techniques** |  |
|  | purpose and audience |  | You must know how to select from and use layouts that |  |
| b) | review the effectiveness of your |  | you are given (eg business letter, invoice, menu, etc). |  |
|  |  |
|  | work. |  | You must know how to format and lay out text using |  |
|  |  |  | justification, spacing and styles that you are given (eg |  |
|  |  |  | margins, alignment, line spacing, portrait, landscape, |  |
|  |  |  | bullets, numbering, page breaks and page numbering). |  |
|  |  |  | When using images, you must be able to crop, resize, use |  |
|  |  |  | text wraps, frame, etc. |  |
|  |  |  | When using charts/graphs, you must label them correctly. |  |
|  |  |  | **Review the effectiveness** |  |
|  |  |  | You must reflect on and evaluate the whole process of |  |
|  |  |  | your work, from confirming that you understood the task |  |
|  |  |  | through to presenting the finished work. |  |

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