**ICT Portfolio Evidence Level 1 Check list**

**Portfolio evidence must include the following;**

**Learner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IV\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Competed candidate logbook signed by the learner and the tutor.
* Evidence of how to approach the tasks to show understanding.
* Evidence of keeping work in folders and using appropriate file names.
* The Health and Safety documents completed and signed.
* Evidence of following safe, healthy and secure working practices at relevant points in the candidates work e.g. included in plans or evaluations of tasks.
* Internet sources clearly referenced to say why they were appropriate to the task. Learners must show understanding that all ICT based information is copy right.
* Evidence of sending and receiving emails with an attachment.
* Work in a suitable package to show combined text, numbers and images. The spread sheet evidence must show the results, formulas, and include a labelled pie chart/bar graph to show how they have combined numbers, text and images.
* The spread sheet evidence must also include a plan, and the reason for using the software chosen.
* Work in a suitable package showing use of inserting images, changing text, font etc.
* Review, reflect, and evaluate the process of their work, confirming understanding through to presenting the finished work.