

## Essential Skills Wales

### **INFORMATION AND COMMUNICATION TECHNOLOGY**

#### **Important notes:**

1. Each level of the skill incorporates and builds on the previous levels.
2. This document must be read in association with the documents 'Amplification of evidence requirements' and 'ICT Mandatory Definitions' which provide mandatory detail about each component and are a constituent part of the standards.
3. Where the standards refer to 'information', this can take the form of text and/or images and/or numbers.

#### **Level 3**

This is about showing that you can:

- use ICT systems
- find, select and exchange information, using ICT
- develop and present information, using ICT

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

#### **You must carry out at least two activities that, overall:**

- show that you can plan and carry through a number of different activities, **one of which must be a complex activity covering ICT3.1, ICT3.2 and ICT3.3**
- include at least one ICT-based information source and at least one non ICT-based information source
- use different information sources for each activity
- use at least one example of text, one example of image and one example of number
- use at least one example of combined information
- present evidence of purposeful use of email; at least one email that you send and at least one that you receive must have an attachment that is related to your task.

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 that each component is covered.

#### **ICT3.1 Use ICT systems**

##### **You must provide evidence that you can:**

##### **ICT3.1.1**

Analyse and accurately describe how you will approach at least one complex activity that involves the use of ICT.

##### **ICT3.1.2**

Use ICT independently to carry out the activity efficiently and effectively.

##### **ICT3.1.3**

Follow safe, healthy and secure working practices at all times.

**In order to show that you are competent, you need to know how to:**

- identify, analyse and accurately describe your activity and its sub-tasks
- plan how you will carry out the activity by breaking it down into a series of tasks or sub-tasks
- explain the need for and use correct procedures to start and shut down ICT systems
- select a range of software applications and system facilities to achieve your purpose
- explain the need for and use correct procedures to open, use and close appropriate software
- use a range of input and output devices and communication services
- recognise and use interface features
- adjust personal settings without affecting the work of others, and restore them after use
- manage files and folder structures to enable efficient storage and retrieval of information by you or by others (where appropriate), using version management
- make a back-up copy of your work and, where appropriate, check that this has been done automatically
- handle and use a range of portable storage media safely and correctly
- use the 'help' facility when appropriate
- recognise errors and identify their likely causes so that you can describe them accurately to another person
- explain and take active steps to ensure and follow safe and healthy working practices, including minimising health risks
- explain the need for and follow appropriate procedures to protect the security of data and of ICT systems, including the use of passwords
- implement 'housekeeping' procedures where appropriate
- use the internet safely.

**ICT3.2 Find, select and exchange information**

**You must provide evidence that you can:**

For each of your activities:

**ICT3.2.1**

Plan how to find the ICT-based and non ICT-based information you require.

**ICT3.2.2**

Search for, evaluate, select and get, from a range of sources, relevant ICT-based and non ICT-based information.

**ICT3.2.3**

Enter, save, communicate and exchange ICT-based information to suit your purpose.

**In order to show that you are competent, you need to know how to:**

- plan and organise your work
- find, evaluate, select and use ICT-based and other sources of information appropriate to your tasks
- design and use efficient search techniques to find ICT-based information
- design queries to locate relevant information using different sources and multiple search criteria

- access, navigate and efficiently search the internet for information
- make sound judgements about the reliability of the websites you find, using explicit criteria and justifying your choices
- interpret information and evaluate its fitness for your purpose
- select and use the information you need to meet your purpose based on judgements of relevance and quality
- establish the copyright status of the information you find and record full details of your sources
- enter information in consistent formats
- convert information between formats as appropriate
- enter and save your information in appropriately named files and folders, on hard discs and on portable storage media
- explain the need for back-up copies and ensure that they are made, including by you if necessary
- use ICT to send, receive, exchange and share information
- send, receive and respond appropriately to email, including attachments
- copy emails to others only as required by your task, respecting confidentiality and the relevant requirements of the Data Protection Act
- manage efficient storage of email, email attachments, and email addresses.

### **ICT3.3 Develop and present information**

**You must provide evidence that you can:**

#### **ICT3.3.1**

Organise, develop, format and combine ICT-based and non ICT-based information from different sources to suit content and your purpose, in the form of:

- a) text
- b) tables
- c) images
- d) numbers
- e) records.

#### **ICT3.3.2**

Present your final output effectively, using a consistent style and formats and layouts that are appropriate to your purpose and audience, using ICT, and review your work.

**In order to show that you are competent, you need to know how to:**

- observe copyright and other constraints on how you use information and acknowledge your sources in full
- enter, develop and organise information using the features of software applications to improve the accuracy and efficiency of your work
- create and use structures and procedures for developing information and bringing together text, tables, images, numbers and records
- derive new information, including combined information
- evaluate different methods of organising and presenting information, taking into account fitness for purpose and audience
- develop and refine the presentation of your work so it is accurate, clear and presented consistently to suit your purpose and audience, taking account of the views of others
- check that all your work is accurate, clear and fit for purpose
- present information so that it meets your purpose and the needs of the audience

- ask for feedback from others and review the effectiveness of the development and presentation of your work.

**Access statement**

Candidates with particular disabilities may be unable to show that they are competent by providing all their evidence in the form specified in these standards.

For such candidates, reasonable adjustments to the evidence requirements may be allowed in appropriate circumstances. In some cases, exemptions may be permissible. Further detail on reasonable adjustments and exemptions for candidates with particular disabilities can be found in a separate amplification document.