Essential Skills Wales

Information and Communication Technology: progression: skills

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.

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

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
Use ICT systems	• make sure that you understand the task you have been given • use hardware to help you carry out the task	• make sure that you understand the task you have been given • use hardware and software to help you carry out the task	• make sure that you understand the task you have been given • use correct procedures to start and shut down an ICT system	• confirm that you understand the task you have been given • use correct procedures to start and shut down ICT systems • select software	• work with an appropriate person to help you identify and describe your activity and its tasks and/or sub-tasks • describe and use correct procedures to start and shut down ICT systems • select software	• 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

ESW ICT progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
				applications to achieve your purpose	applications and system facilities to achieve your purpose	software applications and system facilities to achieve your purpose
			• use correct procedures to open, use and close appropriate software	• use correct procedures to open, use and close appropriate software	• describe and use correct procedures to open, use and close appropriate software	• explain the need for and use correct procedures to open, use and close appropriate software
			• use input and output devices	• use input and output devices and communication services	• use input and output devices and communication services	• use a range of input and output devices and communication services
	• recognise and use interface features	• recognise and use interface features	• recognise and use interface features	• recognise and use interface features	• recognise and use interface features	• recognise and use interface features
			• ask for personal settings to be adjusted according to your needs	• adjust personal settings according to your needs, without affecting the work of others, and restore them after use	• adjust personal settings without affecting the work of others, and restore them after use	• adjust personal settings without affecting the work of others, and restore them after use
			• work with files to enable storage	• work with files and folders to	• manage files and folder	• manage files and folder structures

ESW ICT progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
			and retrieval of information	store and retrieve information effectively	structures so that you can store and retrieve information efficiently	to enable efficient storage and retrieval of information by you or by others (where appropriate), using version management
			• show that you understand the importance of making a back-up copy of your work	• show that you understand the importance of making a back-up copy of your work and know how this can be done	• make a back-up copy of your work, or check that this has been done automatically	• make a back-up copy of your work and, where appropriate, check that this has been done automatically
			• insert and remove portable storage media safely and correctly	• handle and use portable storage media safely and correctly	• handle and use portable storage media safely and correctly	• handle and use a range of portable storage media safely and correctly
	• use the 'help' facility when appropriate	• use the 'help' facility when appropriate	• use the 'help' facility when appropriate	• use the 'help' facility when appropriate	• use the 'help' facility when appropriate	• use the 'help' facility when appropriate
	• ask for help when you need it	• ask for help when an error occurs	• ask for help when an error occurs	• recognise errors and when to ask for help to resolve them	• recognise errors and identify their possible causes so that you can describe them to another person	• recognise errors and identify their likely causes so that you can describe them accurately to another person

ESW ICT progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
	• follow safe and healthy working practices that you are shown.	• follow safe and healthy working practices that are recommended to you	• follow safe and healthy working practices that are recommended to you	• follow safe and healthy working practices that are recommended to you	• show understanding of and follow safe and healthy working practices, including minimising health risks	• explain and take active steps to ensure and follow safe and healthy working practices, including minimising health risks
		• keep access information secure.	• keep information secure	• follow recommended procedures to protect the security of data	• describe the need for and follow recommended procedures to protect the security of data and of ICT systems	• explain the need for and follow appropriate procedures to protect the security of data and of ICT systems, including the use of passwords
			• show you are aware of the main threats to internet and network security	• show you are aware of threats to internet and network security and recognise them if they occur		• implement 'housekeeping' procedures where appropriate
			• use the internet safely.	• use the internet safely.	• use the internet safely.	• use the internet safely.

ESW ICT progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
Find, select and exchange information	• recognise sources of information that are appropriate to your task • get simple information from an appropriate ICT-based source	• recognise and use appropriate sources of ICT-based and other forms of information • get information from appropriate ICT-based sources	• identify and use appropriate sources of ICT-based and other forms of information • search for and get information from appropriate ICT-based and other sources • search the internet for information • check the reliability of the websites you	• identify, find, select and use appropriate sources of ICT-based and other forms of information • search for and get different types of information from appropriate ICT-based and other sources • navigate and search the internet for information • make sound judgements about the	• identify, find, select and use ICT-based and other sources of information appropriate to your tasks • search for and get ICT-based information using complex search techniques • design queries to locate relevant information • access, navigate and search the internet for information • compare the websites you find and make	• 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

ESW ICT progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
			find	reliability of the websites you find	sound judgements about their accuracy and reliability	websites you find, using explicit criteria and justifying your choices
					• interpret information and evaluate its fitness for your purpose	• interpret information and evaluate its fitness for your purpose
			• select and use information relevant to your task	• select and use information relevant to your task	• select and use the information you need to meet 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	• establish the copyright status of the information you find, and note your sources	• establish the copyright status of the information you find and record full details of your sources
	• enter and save simple information so that you can find it again	• enter and save information so that you can find it again easily	• enter and save information relevant to your task so that you can retrieve it easily	• enter information in appropriate formats	• enter information using formats that help development	• enter information in consistent formats
						• convert information between formats as appropriate

ESW ICT progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
				• save information in appropriately named files and folders, on hard discs and on portable storage media, so it can be retrieved easily	• save information in appropriately named files and folders, on hard discs and on portable storage media, and ensure that back-up copies are made	• 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
	• receive simple ICT-based communication.	• send and receive simple ICT-based communications.	• send and receive ICT-based communications • open, read and respond appropriately to email • create and send email.	• use ICT to send, receive and exchange information • send, receive and respond appropriately to email, including attachments, and using an email address book.	• use ICT to send, receive, exchange and share information • send, receive and respond appropriately to email, including attachments • copy emails to others only as appropriate, respecting confidentiality and, where appropriate,	• 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

ESW ICT progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
					observing data protection requirements • manage efficient storage of email, email attachments, and email addresses.	the Data Protection Act • manage efficient storage of email, email attachments, and email addresses.

ESW ICT progression grid skills

	Entry level 1	**Entry level 2**	**Entry level 3**	**Level 1**	**Level 2**	**Level 3**
Develop and present information	• enter and edit simple information	• enter and edit information	• enter and edit information to achieve the outcome you require	• observe copyright constraints on how you use information	• observe copyright and other constraints on how you use information and acknowledge your sources	• observe copyright and other constraints on how you use information and acknowledge your sources in full
			• enter, bring together and organise information in the form of text, images and numbers	• enter, bring together and organise information in the form of text, tables, images and numbers	• enter, bring together and organise information in the form of text, tables, images, numbers and records, using formats that help development	• enter, develop and organise information using the features of software applications to improve the accuracy and efficiency of your work
				• format information in a consistent way	• bring together and develop information from different types of sources in the form of text, tables, images, numbers and records	• create and use structures and procedures for developing information and bringing together text, tables, images, numbers and records
					• derive new information, including combined information	• derive new information, including combined information

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	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
					• evaluate different methods of organising and presenting information, taking into account fitness for purpose and audience	• evaluate different methods of organising and presenting information, taking into account fitness for purpose and audience
				• enter, develop, format and organise numerical information that is fit for purpose	• enter, develop and organise numerical information so that it is fit for purpose using spreadsheet software	
				• use appropriate layouts and techniques to present information that is fit for your purpose and audience	• develop the presentation of your work using layouts and techniques to suit your purpose and audience and the types of information used	• 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
	• identify and correct any simple mistakes	• check content and correct any mistakes	• check meaning, accuracy and suitability of the	• make sure the information you present is	• check that all your work is accurate, clear	• check that all your work is accurate, clear

ESW ICT progression grid skills

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2	Level 3
			information you present	accurate, clear and fit for purpose and audience	and fit for purpose	and fit for purpose
	• present information.	• present information that is fit for purpose.	• present information that is fit for purpose.	• present information that is fit for purpose and audience	• present information that is fit for purpose and audience, using accepted conventions and/or templates as appropriate	• present information so that it meets your purpose and the needs of the audience
				• review the effectiveness of your work.	• review the effectiveness of the development and presentation of your work.	• ask for feedback from others and review the effectiveness of the development and presentation of your work.