

## Essential Skills Wales

### **INFORMATION AND COMMUNICATION TECHNOLOGY**

#### **Important notes:**

1. 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.
2. Where the standards refer to 'information', this can take the form of text and/or images and/or numbers.

#### **Entry level 1**

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

#### **ICTE1.1 Use ICT systems**

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

##### **ICTE1.1.1**

Understand a simple given task that involves the use of ICT.

##### **ICTE1.1.2**

Use ICT to help you carry out the task.

##### **ICTE1.1.3**

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

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

- make sure that you understand the task you have been given
- use hardware to help you carry out the task
- recognise and use interface features
- use the 'help' facility when appropriate
- ask for help when you need it
- follow safe and healthy working practices that you are shown.

#### **ICTE1.2 Find, select and exchange information**

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

##### **ICTE1.2.1**

Recognise appropriate sources of ICT-based information.

##### **ICTE1.2.2**

Get information from an ICT-based source.

**ICTE1.2.3**

Receive simple ICT-based communications.

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

- recognise sources of information that are appropriate to your task
- get simple information from an appropriate ICT-based source
- enter and save simple information so that you can find it again
- receive simple ICT-based communication.

**ICTE1.3 Develop and present information**

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

**ICTE1.3.1**

Enter simple ICT-based information for a purpose.

**ICTE1.3.2**

Present information for a purpose, using ICT.

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

- enter and edit simple information
- identify and correct any simple mistakes
- present information.

**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.