

Essential Skills Wales

INFORMATION AND COMMUNICATION TECHNOLOGY

Important notes:

1. Each level of the skill incorporates and builds on the previous level.
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.

Entry level 2

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.

ICTE2.1 Use ICT systems

You must provide evidence that you can:

ICTE2.1.1

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

ICTE2.1.2

Use ICT to help you carry out the task.

ICTE2.1.3

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 and software to help you carry out the task
- recognise and use interface features
- use the 'help' facility when appropriate
- ask for help when an error occurs
- follow safe and healthy working practices that are recommended to you
- keep access information secure.

ICTE2.2 Find, select and exchange information

You must provide evidence that you can:

ICTE2.2.1

Recognise and use appropriate sources of ICT-based information.

ICTE2.2.2

Find and get information from ICT-based sources.

ICTE2.2.3

Enter, save, send and receive ICT-based information.

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

- recognise and use appropriate sources of ICT-based and other forms of information
- get information from appropriate ICT-based sources
- enter and save information so that you can find it again easily
- send and receive simple ICT-based communications.

ICTE2.3 Develop and present information

You must provide evidence that you can:

ICTE2.3.1

Enter and edit ICT-based information for a purpose.

ICTE2.3.2

Present information for a purpose, using ICT.

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

- enter and edit information
- check content and correct any mistakes
- present information that is fit for purpose.

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.