

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.

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

ICTE3.1 Use ICT systems

You must provide evidence that you can:

ICTE3.1.1

Confirm your understanding of a straightforward given task that involves the use of ICT.

ICTE3.1.2

Use ICT to help you carry out the task.

ICTE3.1.3

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 correct procedures to start and shut down an ICT system
- use correct procedures to open, use and close appropriate software
- use input and output devices
- recognise and use interface features
- ask for personal settings to be adjusted according to your needs
- work with files to enable storage and retrieval of information
- show that you understand the importance of making a back-up copy of your work
- insert and remove portable storage media safely and correctly
- 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 information secure
- show you are aware of the main threats to internet and network security
- use the internet safely.

ICTE3.2 Find, select and exchange information

You must provide evidence that you can:

ICTE3.2.1

Identify and use appropriate sources of ICT-based information.

ICTE3.2.2

Search for and get ICT-based information that is relevant to each task.

ICTE3.2.3

Enter, save, send and receive ICT-based information to suit your purpose.

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

- 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 find
- select and use information relevant to your task
- enter and save information relevant to your task so that you can retrieve it easily
- send and receive ICT-based communications
- open, read and respond appropriately to email
- create and send email.

ICTE3.3 Develop and present information

You must provide evidence that you can:

ICTE3.3.1

Enter and develop ICT-based information to suit your purpose, in the form of:

- a text
- b images
- c numbers.

ICTE3.3.2

Present information in ways that are fit for purpose, using ICT.

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

- enter and edit information to achieve the outcome you require
- enter, bring together and organise information in the form of text, images and numbers
- check meaning, accuracy and suitability of the information you present
- 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.