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 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.

ICT1.1 Use ICT systems

You must provide evidence that you can:

ICT1.1.1
Confirm your understanding of a given task that involves the use of ICT.

ICT1.1.2
Use ICT independently to carry out the task.

ICT1.1.3
Follow safe, healthy and secure working practices at all times.

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

* confirm that you understand the task you have been given
* use correct procedures to start and shut down ICT systems
* select software applications to achieve your purpose
* use correct procedures to open, use and close appropriate software
* use input and output devices and communication services
* recognise and use interface features
* adjust personal settings according to your needs, without affecting the work of others, and restore them after use
* work with files and folders to store and retrieve information effectively
* show that you understand the importance of making a back-up copy of your work and know how this can be done
* handle and use portable storage media safely and correctly
* use the 'help' facility when appropriate
* recognise errors and when to ask for help to resolve them
* follow safe and healthy working practices that are recommended to you
* follow recommended procedures to protect the security of data

- show you are aware of threats to internet and network security and recognise them if they occur
- use the internet safely.

ICT1.2 Find, select and exchange information

You must provide evidence that you can:

ICT1.2.1
Find, select and use appropriate sources of ICT-based information.

ICT1.2.2
Search for, select and get ICT-based information that is relevant to each task.

ICT1.2.3
Enter, save, send, receive and exchange ICT-based information to suit your purpose.

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

- 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 reliability of the websites you find
- select and use information relevant to your task
- establish the copyright status of the information you find
- enter information in appropriate formats
- save information in appropriately named files and folders, on hard discs and on portable storage media, so it can be retrieved easily
- use ICT to send, receive and exchange information
- send, receive and respond appropriately to email, including attachments, and using an email address book.

ICT1.3 Develop and present information

You must provide evidence that you can:

ICT1.3.1
Enter, develop, format and bring together ICT-based information to suit your purpose, in the form of:
      a) text
      b) tables
      c) images
      d) numbers.

ICT1.3.2
Present information, using consistent layouts that are fit for 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 constraints on how you use information

- enter, bring together and organise information in the form of text, tables, images and numbers
- format information in a consistent way
- enter, develop, format and organise numerical information that is fit for purpose
- use appropriate layouts and techniques to present information that is fit for your purpose and audience
- make sure the information you present is accurate, clear and fit for purpose and audience
- present information that is fit for purpose and audience
- review the effectiveness 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.