

## 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 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 and less familiar situations connected with education, training, work or social roles.

#### **You must carry out at least two activities that, overall:**

- include at least one ICT-based information source and at least one non ICT-based information source
- use different information sources for each activity
- use at least one example of text, one example of image and one example of number
- present evidence of purposeful use of email.

#### **ICT2.1 Use ICT systems**

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

##### **ICT2.1.1**

Describe how you will approach an activity that involves the use of ICT.

##### **ICT2.1.2**

Use ICT independently to carry out the activity effectively.

##### **ICT2.1.3**

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

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

- 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 applications and system facilities to achieve your purpose
- describe and 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 without affecting the work of others, and restore them after use
- manage files and folder structures so that you can store and retrieve information efficiently
- make a back-up copy of your work, or check that this has been done automatically
- handle and use portable storage media safely and correctly
- use the 'help' facility when appropriate
- recognise errors and identify their possible causes so that you can describe them to another person
- show understanding of and follow safe and healthy working practices, including minimising health risks
- describe the need for and follow recommended procedures to protect the security of data and of ICT systems
- use the internet safely.

## **ICT2.2 Find, select and exchange information**

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

For each of your activities:

### **ICT2.2.1**

Find, select and use different sources of appropriate ICT-based and non ICT-based information.

### **ICT2.2.2**

Search for, select and get relevant ICT-based and non ICT-based information.

### **ICT2.2.3**

Enter, save, communicate 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 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 sound judgements about their accuracy and reliability
- interpret information and evaluate its fitness for your purpose
- select and use the information you need to meet your purpose
- establish the copyright status of the information you find, and note your sources
- enter information using formats that help development
- save information in appropriately named files and folders, on hard discs and on portable storage media, and ensure that back-up copies are made
- 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, observing data protection requirements
- manage efficient storage of email, email attachments, and email addresses.

### **ICT2.3 Develop and present information**

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

#### **ICT2.3.1**

Enter, organise, develop, format and combine ICT-based and non ICT-based information to suit content and your purpose, in the form of:

- a) text
- b) tables
- c) images
- d) numbers
- e) records.

#### **ICT2.3.2**

Present combined information, using consistent formats and layouts that are appropriate to your 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 and other constraints on how you use information and acknowledge your sources
- enter, bring together and organise information in the form of text, tables, images, numbers and records, using formats that help development
- bring together and develop information from different types of sources in the form of text, tables, images, numbers and records
- derive new information, including combined information
- evaluate different methods of organising and presenting information, taking into account fitness for purpose and audience
- enter, develop and organise numerical information so that it is fit for purpose using spreadsheet software
- develop the presentation of your work using layouts and techniques to suit your purpose and audience and the types of information used
- check that all your work is accurate, clear and fit for purpose
- present information that is fit for purpose and audience, using accepted conventions and/or templates as appropriate
- review the effectiveness of the development and presentation 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.