Essential Skills Wales

<u>INFORMATION AND COMMUNICATION TECHNOLOGY</u>

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 4

This is about demonstrating your skills in:
- developing a strategy for using ICT skills
- monitoring your progress and adapting your strategy as necessary
- presenting the outcomes of your work
- evaluating your overall strategy.

NB You must provide at least one example of meeting the standard for ICT4.1, ICT4.2 and ICT4.3 in the context of one activity.

ICT4.1 Developing a strategy

You must provide evidence that you can:

ICT4.1.1
Develop a strategy for using ICT skills over an extended period of time.

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

- establish opportunities to use ICT skills
- clearly identify the outcomes you hope to achieve
- plan your use of ICT skills over an extended period of time taking into account factors that may affect your plans
- make a reasoned choice of methods for achieving the quality of outcomes required
- identify relevant sources of information, including people and reference material, and research the information you need.

ICT4.2 Monitoring progress

You must provide evidence that you can:

ICT4.2.1
Monitor progress and adapt your strategy, as necessary, to achieve the quality of outcomes required in work involving the use of ICT for **two** different, complex purposes.

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

- prepare and use ICT to aid:
  - efficient searching, evaluation and selection of information
  - exploration of alternative lines of enquiry
- develop and exchange relevant information to meet your purpose
- derive new information, including integration of text, image and number
- monitor and critically reflect on your use of ICT skills, including:
  - obtaining feedback from others
  - noting choices made and judging their effectiveness
- adapt your strategy as necessary to overcome difficulties and produce the quality of outcomes required.

ICT4.3   Presenting outcomes and evaluating strategy

You must provide evidence that you can:

ICT4.3.1
Present the outcomes of your work.

ICT4.3.2
Evaluate the effectiveness of your strategy, and identify ways to further develop your ICT skills.

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

- develop the structure for presenting your work, integrating different types of information to ensure consistency in the display of text, numbers and images
- use the views of others to guide refinements to content and design
- present information effectively, using a format and style to suit your purpose, subject and audience, and ensure that:
  - it is accurate in terms of content and conventions
  - it makes sense
- evaluate the effectiveness of your strategy, identifying factors that had an impact on the outcomes
- identify ways to further develop your ICT skills.

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.