Level 1 Essential Skills Wales in Information and Communication Technology (3768)

Candidate logbook
500/7621/8

Your name:

City & Guilds enrolment number:

Unique Learner Number (ULN):

Date of registration for 3768:

Date portfolio started:

Date portfolio completed:

Assessor's name: Internal verifier's name:

1   How do I use this logbook?

This logbook will help you work towards Level 1 Essential Skills Wales in Information and Communication Technology. It contains:

- an **evidence record form** detailing the evidence you must provide to complete this qualification. You should use this to record and organise your evidence.
- a **skills checklist** containing all of the skills you need to have in order to show that you are competent. You can use this to help show how you have learnt and gained confidence in these skills.

The evidence and skills requirements for ESW are set out in full in the DCELLS document 'Essential Skills Wales'. This can be downloaded from **www.cityandguilds.com/esw**. Your assessor/tutor will also be able to explain to you in more detail what you need to do.

About ESW

The Essential Skills Wales (ESW) qualifications are designed to help you develop and demonstrate the skills needed to make the most of your learning, work and life.

This qualification will help you improve your **ICT** skills. You will be required to demonstrate your skills in:

- using ICT systems
- finding, selecting and exchanging information, using ICT
- developing and presenting information, using ICT

in familiar situations connected with education, training, work or social roles.

About City & Guilds

City & Guilds is your awarding organisation for Essential Skills Wales. City & Guilds is the UK's leading awarding body for vocational qualifications. You may also be working towards other City & Guilds qualifications at the same time as completing ESW and in some cases you may be able to use work completed for those qualifications towards your ESW portfolio.

Information about City & Guilds and our qualifications is available on our website **www.cityandguilds.com**.

2 Level 1 Essential Skills Wales in Information and Communication Technology

2.1 Evidence record

Your portfolio must include **all** of the following. Please use this sheet to record what your evidence is and where it can be found. The Declarations on the following page **must** be completed.

Standard	Description of evidence presented	Location/ reference	Confirmed met and date *(assessor use only)*
ICT1.1.1 Confirm your understanding of a given task that involves the use of ICT.			❑ Confirmed understood _____
ICT1.1.2 Use ICT independently to carry out the task.			❑ ICT used independently (including help sought if/where appropriate) _____
ICT1.1.3 Follow safe, healthy and secure working practices at all times.			❑ followed as necessary throughout task(s) _____
ICT1.2.1 Find, select and use appropriate sources of ICT-based information.			❑ >1 ICT source selected and used ❑ explained why each source appropriate to task _____
ICT1.2.2 Search for, select and get ICT-based information that is relevant to each task.			❑ sources noted ❑ search details noted ❑ info relevant to task _____
ICT1.2.3 Enter, save, send, receive and exchange ICT-based information to suit your purpose.			❑ info entered and saved ❑ e-info sent ❑ e-info received _____
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.			❑ text ❑ tables ❑ images ❑ numbers ❑ >=1 draft ❑ related to purpose _____
ICT1.3.2 Present information, using consistent layouts that are fit for purpose and audience, using ICT, and review your work.			❑ info presented ❑ work reviewed _____

2   Level 1 Essential Skills Wales in Information and Communication Technology

2.2   Declarations

The candidate and assessor declarations below **must** be completed in all cases.

Candidate name: _____

Candidate declaration:

I confirm that the evidence produced for this portfolio is entirely my own work.

Candidate signature: _____   Date: _____

For centre staff and City & Guilds' use only

Assessor declaration:

I confirm that the candidate has met / not met (as applicable) all of the evidence requirements for this Essential Skills Wales qualification. Assessment is valid, authentic, reliable, current and sufficient.

Assessor signature: _____   Date: _____

Internal verifier declaration:

(if sampled)

I confirm that the candidate has met / not met (as applicable) all of the evidence requirements for this Essential Skills Wales qualification. I have internally verified this work.

Internal verifier signature: _____   Date: _____

External verifier declaration:

(if sampled)

I confirm that the candidate has met / not met (as applicable) all of the evidence requirements for this Essential Skills Wales qualification. I have externally verified this work.

External verifier signature: _____   Date: _____

2 Level 1 Essential Skills Wales in Information and Communication Technology

2.3 Skills checklist

This checklist is designed to help you show you have learnt all of the skills needed for this qualification. Unlike the Evidence record, this list is not a formal part of your assessment although you and your assessor/tutor should be confident that you can do all of these things by the time you complete your portfolio.

In order to show you are competent, you need to know how to:	Tick if you can	Further guidance
a) confirm that you understand the task you have been given	❑	**Confirm your understanding** You will be given a task to carry out but you must show that you understand it before you start.
a) use correct procedures to start and shut down ICT systems • select software applications to achieve your purpose	❑	**Use correct procedures** You must go through the appropriate steps when opening and shutting down systems and software, rather than simply switching the power on and off.
b) use correct procedures to open, use and close appropriate software • use input and output devices and communication services	❑	**Adjust personal settings** You must know how to adjust, for example, aspects of your screen display without affecting the work of other users of the machine or the network, and be able to
c) recognise and use interface features d) adjust personal settings according to your needs, without affecting the work of others, and restore them after use	❑	restore the original settings when you have finished your work. **Work with files and folders effectively** You must understand the structure of files, folders and directories and be able to create, name and save files and folders, using names that make it easy to retrieve data
e) 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	❑	later, eg names must give an idea of content, ownership, date and sequence. You must be able to open, save, save as, print, close and delete files. **Handle and use portable storage media safely and correctly** You must know how to:
f) handle and use portable storage media safely and correctly	❑	• handle, insert and remove portable storage media so as to avoid damage or loss of data
g) use the 'help' facility when appropriate	❑	• label media appropriately • run virus checks before use
h) recognise errors and when to ask for help to resolve them.	❑	• store media safely.
a) follow safe and healthy working practices that are recommended to you	❑	**Follow safe and healthy working practices** You must be able to follow safe and healthy working practices (eg check hardware and cables, adjust seating and lighting, avoid hazards, take breaks, minimise physical stress) that have been recommended to you.
b) follow recommended procedures to protect the security of data	❑	
c) show you are aware of threats to internet and network security and recognise them if they occur	❑	**Follow recommended procedures to protect the security of data** You must use passwords and PINs where this is recommended, and make backups (or check that these have been made automatically). You must be able to check that virus protection is up to date.
d) use the internet safely.	❑	**Use the internet safely** You must be careful to protect your identity, particularly in the context of social networking sites and chatrooms, and to avoid giving details of bank accounts, etc., on sites that are not secure. **Note:** It is important that your evidence shows that you have followed safe, healthy and secure working practices as you carried out your activities. It is not enough to be able to describe such practices out of context.
a) identify, find, select and use appropriate sources of ICT-based and other forms of information	❑	

In order to show you are competent, you need to know how to:	Tick if you can	Further guidance
a) search for and get different types of information from appropriate ICT-based and other sources b) navigate and search the internet for information c) make sound judgements about the reliability of the websites you find d) select and use information relevant to your task e) establish the copyright status of the information you find	❑ ❑ ❑ ❑ ❑	**Navigate and search the internet for information** You must be able to identify the information you need for your purpose (eg to respond to an enquiry or carry out a task) and identify where you might obtain this information (eg use a search engine effectively, enter web addresses, browse, follow links, use forward and back, save and use bookmarks). **Make sound judgements** You must consider how far the websites you find provide accurate and reliable information. For example, sites with the suffix '.gov.uk' provide official statistical information, whereas facts and figures on many other sites are not independently verified. **Select and use information relevant to your task** For example, you must be able to copy and paste, save, capture images, download files, and play streamed media files. **Establish copyright status** You must know that all information, printed or ICT-based, is copyright. You must note the source of all information and know when to check whether you can reproduce it without permission, eg by asking advice from an appropriate person.
a) enter information in appropriate formats b) save information in appropriately named files and folders, on hard disks and on portable storage media, so it can be retrieved easily c) use ICT to send, receive and exchange information d) send, receive and respond appropriately to email, including attachments, and using an email address book.	❑ ❑ ❑ ❑	**Appropriately named files and folders** The names that you use for your files and folders must give an idea of their content, ownership, date, sequence. **Send, receive and respond appropriately to email** You must be able to open your mailbox, read, reply appropriately, delete, create, send, copy, open and add attachments, use an address book, adapt your style to suit your audience, use appropriate language.
a) observe copyright constraints on how you use information b) enter, bring together and organise information in the form of text, tables, images and numbers format information in a consistent way c) enter, develop, format and organise numerical information that is fit for purpose d) use appropriate layouts and techniques to present information that is fit for your purpose and audience e) make sure the information you present is accurate, clear and fit for purpose and audience	❑ ❑ ❑ ❑ ❑	**Enter, bring together and organise information** You must be able to enter and/or import information in a form that suits the software, and format it consistently. You must know how to bring together different forms of information such as text, images and numbers (eg insert, delete, select, copy, scan, cut, paste, drag and drop, find and replace, undo and redo) so as to make the processing and presentation of information as straightforward as possible. **Evidence must show the process** Evidence must show that you have considered different ways and layouts for presenting your information and can explain your choices (eg in annotated drafts, notes, or witness statements).
a) present information that is fit for purpose and audience b) review the effectiveness of your work.	❑ ❑	**Use appropriate layouts and techniques** You must know how to select from and use layouts that you are given (eg business letter, invoice, menu, etc). You must know how to format and lay out text using justification, spacing and styles that you are given (eg margins, alignment, line spacing, portrait, landscape, bullets, numbering, page breaks and page numbering). When using images, you must be able to crop, resize, use text wraps, frame, etc. When using charts/graphs, you must label them correctly. **Review the effectiveness** You must reflect on and evaluate the whole process of your work, from confirming that you understood the task through to presenting the finished work.

WW-18-3768