

# Level 2 Essential Skills Wales in Information and Communication Technology (3768)

**Candidate logbook**  
500/7622/X



Your name:

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City & Guilds enrolment number:

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Unique Learner Number (ULN):

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Date of registration for 3768:

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Date portfolio started:

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Date portfolio completed:

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Assessor's name:

Internal verifier's name:

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# 1 How do I use this logbook?

This logbook will help you work towards Level 2 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](http://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 to needed 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 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 e-mail.

## 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](http://www.cityandguilds.com).

## 2 Level 2 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 page 5 **must** be completed.

#### Overall, across at least two activities

Standard	Confirmed met <i>(assessor use only)</i>
Include at least one ICT-based information source and at least one non-ICT-based information source	<input type="checkbox"/> >=1 ICT-based source <input type="checkbox"/> >=1 non-ICT-based source <input type="checkbox"/> >=4 sources in total
Use different information sources for each activity	<input type="checkbox"/> different sources for each activity
Use at least one example of text, one example of image and one example of number.	<input type="checkbox"/> >=1 of text <input type="checkbox"/> >=1 of image <input type="checkbox"/> >=1 of number
Present evidence of purposeful use of e-mail	<input type="checkbox"/> includes purposeful use of email

Standard	Description of evidence presented	Location/reference	Confirmed met and date <i>(assessor use only)</i>
<b>ICT2.1.1</b> Describe how you will approach an activity that involves the use of ICT.			<input type="checkbox"/> approach described _____ _____
<b>ICT2.1.2</b> Use ICT independently to carry out the activity effectively.			<input type="checkbox"/> ICT used independently (including help sought if/where appropriate) _____ _____
<b>ICT2.1.3</b> Follow safe, healthy and secure working practices at all times.			<input type="checkbox"/> followed as necessary throughout task _____ _____
<b>ICT2.3.1</b> 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.			<input type="checkbox"/> text <input type="checkbox"/> tables <input type="checkbox"/> images <input type="checkbox"/> numbers <input type="checkbox"/> records <input type="checkbox"/> info entered organised, developed, formatted and combined <input type="checkbox"/> drafts included <input type="checkbox"/> each related to purpose _____ _____
<b>ICT2.3.2</b> Present combined information, using consistent formats and layouts that are appropriate to your purpose and audience, using ICT, and review your work.			<input type="checkbox"/> combined info present'd <input type="checkbox"/> consistent appropriate formats/ layouts used <input type="checkbox"/> work reviewed _____ _____

## Activity 1

Standard	Description of evidence presented	Location/reference	Confirmed met and date <i>(assessor use only)</i>
<b>ICT2.2.1</b> Find, select and use different sources of appropriate ICT-based and non-ICT-based information.			<input type="checkbox"/> >1 source found, selected and used <input type="checkbox"/> explained why each source selected and how appropriate to task <hr/> <hr/>
<b>ICT2.2.2</b> Search for, select and get relevant ICT-based and non-ICT-based information.			<input type="checkbox"/> sources noted <input type="checkbox"/> search scope/nature/outcomes noted <input type="checkbox"/> info relevant to task <hr/> <hr/>
<b>ICT2.2.3</b> Enter, save, communicate and exchange ICT-based information to suit your purpose.			<input type="checkbox"/> info entered and saved <input type="checkbox"/> e-info communicated <input type="checkbox"/> e-info exchanged <hr/> <hr/>

## Activity 2

Standard	Description of evidence presented	Location/reference	Confirmed met and date <i>(assessor use only)</i>
<b>ICT2.2.1</b> Find, select and use different sources of appropriate ICT-based and non-ICT-based information.			<input type="checkbox"/> >1 source found, selected and used <input type="checkbox"/> explained why each source selected and how appropriate to task <hr/> <hr/>
<b>ICT2.2.2</b> Search for, select and get relevant ICT-based and non-ICT-based information.			<input type="checkbox"/> sources noted <input type="checkbox"/> search scope/nature/outcomes noted <input type="checkbox"/> info relevant to task <hr/> <hr/>
<b>ICT2.2.3</b> Enter, save, communicate and exchange ICT-based information to suit your purpose.			<input type="checkbox"/> info entered and saved <input type="checkbox"/> e-info communicated <input type="checkbox"/> e-info exchanged <hr/> <hr/>

At least one further activity will be needed if the 'overall' requirements on the previous page have not been met.

## 2 Level 2 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 2 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) work with an appropriate person to help you identify and describe your activity and its tasks and/or sub-tasks	<input type="checkbox"/>	<p><b>Describe how you will approach/work with an appropriate person</b> While your task or activity may be given to you by a teacher, tutor or trainer, you must show some independence in describing how you will approach it and carry it out. You must know when to ask for and accept advice from an appropriate person to develop the detail and identify tasks and sub-tasks.</p> <p><b>The brief for or a description of the activity</b> Your teacher/tutor/trainer may provide you with a brief for the activity. However, if you choose to carry out an activity of your own that has been approved by your tutor, you must provide a short description of it, including its context and purpose.</p>
a) describe and use correct procedures to start and shut down ICT systems b) select software applications and system facilities to achieve your purpose c) describe and use correct procedures to open, use and close appropriate software d) use input and output devices and communication services e) recognise and use interface features f) adjust personal settings without affecting the work of others, and restore them after use g) manage files and folder structures so that you can store and retrieve information efficiently h) make a back-up copy of your work, or check that this has been done automatically i) handle and use portable storage media safely and correctly j) use the 'help' facility when appropriate k) recognise errors and identify their possible causes so that you can describe them to another person	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Describe and use correct procedures</b> You must be able to describe the appropriate steps when opening and shutting down systems and software, and be able to follow them correctly</p> <p><b>Adjust personal settings</b> 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 restore the original settings when you have finished your work.</p> <p><b>Manage files and folder structures</b> You must create and name files and folders, using names that make it easy to retrieve data later (eg names must give an idea of content, ownership, date, sequence). You must know how to open, save, save as, print, close, delete, view, rename, move and copy files in appropriate folders.</p> <p><b>Handle and use portable storage media safely and correctly</b> You must know how to:</p> <ul style="list-style-type: none"> <li>• handle, insert and remove portable storage media so as to avoid damage or loss of data</li> <li>• label media appropriately</li> <li>• run virus checks before using media</li> <li>• store media safely.</li> </ul>
a) show understanding of and follow safe and healthy working practices, including minimising health risks b) describe the need for and follow recommended procedures to protect the security of data and of ICT systems c) use the internet safely.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Show understanding of and follow safe and healthy working practices</b> You must check and, if necessary, rearrange hardware and cables safely, adjust seating and lighting (or ask for these to be done by an appropriate person), avoid hazards, take breaks, minimise physical stress, and be able to explain why these precautions are necessary.</p> <p><b>Describe the need for and follow recommended procedures to protect the security of data and of ICT systems</b> You must use passwords and PINs where necessary, and make backups (or check that these have been made automatically). You must know how to check that virus</p>

In order to show you are competent, you need to know how to:	Tick if you can	Further guidance
		<p>protection is up to date. You must be able to describe why these precautions are necessary.</p> <p><b>Use the internet safely</b>  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.</p> <p><b>Note:</b> 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.</p>
a) identify, find, select and use ICT-based and other sources of information appropriate to your tasks	<input type="checkbox"/>	
a) search for and get ICT-based information using complex search techniques b) design queries to locate relevant information c) access, navigate and search the internet for information d) compare the websites you find and make sound judgements about their accuracy and reliability e) interpret information and evaluate its fitness for your purpose f) select and use the information you need to meet your purpose g) establish the copyright status of the information you find, and note your sources	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Access, navigate and search the internet for information</b>  You must be able to think ahead about:</p> <ul style="list-style-type: none"> <li>the information you need for a specific purpose (eg to respond to an enquiry, carry out a task or get ideas for a design)</li> <li>identifying where and how you might obtain this information, eg connecting to the internet, using a search engine efficiently and effectively (ie using wildcards, multiple search criteria, quotation marks, relational operators, logical operators, and searching within results)</li> <li>entering web addresses accurately</li> <li>browsing, following links, using forward and back, saving and using bookmarks.</li> </ul> <p><b>Make sound judgements</b>  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.</p> <p><b>Evaluate fitness for purpose</b>  You must know how to read and understand information so you can check facts and spot possible error or bias when you are making judgements on whether the information suits your purpose. You might take into account the intention and authority of the provider, the currency of the information, and its relevance.</p> <p><b>Select and use the information you need to meet your purpose</b>  You must be able to copy and paste, save, capture images, download files, and play streamed media files.</p> <p><b>Establish copyright status</b>  You must know that all information, printed or ICT-based, is copyright. You must note the source of all the information you use and be able to establish whether the information you need can be reproduced without permission.</p>
a) enter information using formats that help development b) save information in appropriately named files and folders, on hard disks and on portable storage media, and ensure that back-up copies are made c) use ICT to send, receive, exchange and share information d) send, receive and respond appropriately to e-mail, including attachments	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Appropriately named files and folders</b>  The names that you use for your files and folders must give information about their content, ownership, date, sequence.</p> <p><b>Send, receive and respond appropriately to e-mail</b>  You must be able to open your mailbox, read, reply, delete, forward, create, send, copy, open and add attachments, use an address book, adapt your style to suit your audience, use appropriate language, respect confidentiality.</p>

In order to show you are competent, you need to know how to:	Tick if you can	Further guidance
e) copy e-mails to others only as appropriate, respecting confidentiality and, where appropriate, observing data protection requirements f) manage efficient storage of e-mail, e-mail attachments, and e-mail addresses.	<input type="checkbox"/>  <input type="checkbox"/>	<p><b>Copy e-mail to others only as appropriate</b> You must copy e-mail to others only on a 'need-to-know' basis.</p> <p><b>Data protection requirements</b> You must be aware of and observe data protection requirements, eg not to provide someone's personal information to third parties without their consent.</p> <p><b>Manage efficient storage of e-mail, e-mail attachments and e-mail addresses</b> For example, you must use folders to store important e-mails and/or attachments, and maintain an address book.</p>
a) observe copyright and other constraints on how you use information, and acknowledge your sources b) enter, bring together and organise information in the form of text, tables, images, numbers and records, using formats that help development c) bring together and develop information from different types of sources in the form of text, tables, images, numbers and records d) derive new information, including combined information e) evaluate different methods of organising and presenting information, taking into account fitness for purpose and audience f) enter, develop and organise numerical information so that it is fit for purpose using spreadsheet software g) develop the presentation of your work using layouts and techniques to suit your purpose, your audience and the types of information used h) check that all your work is accurate, clear and fit for purpose	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<p><b>Enter, bring together and organise information</b> You must be able to enter and/or import information in a form that suits the software and future development of the information, and use formats that are helpful in handling information that you have entered or imported. 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, incorporate images into frames, put data into tables or columns) so as to make the processing and presentation of information as straightforward as possible.</p> <p><b>Evidence must show the process</b> Evidence must show that you have considered different ways and layouts for presenting your information and can explain your choices (eg through annotated drafts, notes or witness statements).</p> <p><b>Derive new information</b> The processing of information (including quantitative data, text, and images) will generate new information, such as totals, page references, indexes, or revised diagrams or graphs. In processing information, you must be able to further your purpose and to draw your own conclusions.</p> <p><b>Develop presentation using layouts and techniques</b> You must know how to:</p> <ul style="list-style-type: none"> <li>• select and use layouts that are suitable for presenting combined information, including the conventions applied to commonly used documents such as letters, spreadsheets, tables, menus, reports, posters, web pages</li> <li>• format and lay out text using tabulation, justification, spacing and supplied styles (eg margins, alignment, tabs, indents, font, line spacing, header and footer, portrait, landscape, columns, bullets, numbering, page breaks and page numbering)</li> <li>• (when you are laying out tables) arrange rows and columns appropriately, align horizontal and vertical text, merge and split cells, insert borders, insert shading, etc.</li> <li>• (when you are laying out a spreadsheet) adjust row height and column width, insert/remove gridlines, merge cells, add cell borders, set cell data type and format (eg text, currency, percentage, decimal places, date, time, wrap text)</li> <li>• (when you are formatting images) resize, crop, align, use borders, use text wraps. Presenting your work does not necessarily involve the use of PowerPoint.</li> <li>• Presenting your work does not necessarily involve the use of PowerPoint.</li> </ul>
a) present information that is fit for purpose and audience, using accepted conventions and/or templates as appropriate	<input type="checkbox"/>	<p><b>Accepted conventions and templates</b> You must know whether, in the context in which you are working, there are any accepted ways of presenting work (eg formats, styles, logos), and be able to use these when appropriate.</p>



<b>In order to show you are competent, you need to know how to:</b>	<b>Tick if you can</b>	<b>Further guidance</b>
b) review the effectiveness of the development and presentation of your work.	<input type="checkbox"/>	<p><b>Review the effectiveness</b>            You must reflect on and evaluate both the process whereby you developed and presented your work, and the quality and fitness for purpose of the final product.</p>

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