Information and communication technology Level 1

The key skills are the skills which are most commonly needed to succeed in a range of activities – at work, in education and training and in everyday life. In developing the key skill of Information and Communication Technology, you will learn to use and adapt your information and communication technology skills confidently and effectively in a range of settings and contexts.

Progression

The key skills qualifications are designed to enable you to progress at your own pace. Each level of the key skill above level 1 incorporates and builds on the previous ones. The key skills qualifications not only recognise your current capabilities, they also require you to identify how you can further improve your skills to meet new demands at higher levels.

Part A

YOU NEED TO KNOW HOW TO

This section tells you about the techniques and knowledge associated with each key skill. It tells you what you need to learn and practise to feel confident about applying information technology skills in your studies, work or other aspects of your life.

Part B

YOU MUST

This section builds on Part A and describes the application of skills. It describes the skills you must show. All your work for this section will be assessed. You must have evidence that you can do all the things listed in the bullet points.

To achieve information and communication technology at level 1, you must be able to apply your ICT skills to suit different purposes. You will show that you can:

- find, enter, explore and develop relevant information
- present information, including text, images and numbers, using appropriate layouts and save information.

Part A

- use ICT to help you in different tasks
- save information so it can be found easily
- minimise health risks
- know how to get help when dealing with errors
- send and receive email

Find information

- find different types of information from ICT sources *(eg files, CD ROMs, the Internet)* and non ICT sources *(eg written notes, price lists, diagrams)*
- select information relevant to your purpose.

Develop information

- enter information *(eg copy and paste text, import images)* using formats that help development *(eg tabs, tables, format of numbers)*
- develop information in the form of text, image and numbers *(eg structure information, carry out calculations using suitable software, moving and resizing images).*

Present information

- use layouts and techniques to suit different purposes *(eg select page layouts for different types of document such as letters or invoices, organise the presentation by moving, copying, deleting or inserting information)*
- present information in a consistent way *(eg fonts, bulleted lists, alignment)* making sure it is accurate and clear *(eg. ask others, proof read, use a spell checker, highlight information to improve its clarity).*

Part B

Overall, through two or more activities you must:

- include at least one ICT based information source
- include at least one non ICT based information source
- use at least one example of text, one example of image and one example of number
- present evidence of purposeful use of email

Evidence must show you can:

ICT1.1

Find and select relevant information.

> **1.1.1** **choose information that is relevant to your tasks.**

ICT1.2

Enter and develop information to suit the task.

> **1.2.1** **enter information using formats that help development;**
>
> **1.2.2** **save information so it can be found easily.**

ICT1.3

Develop the presentation so that the final output is accurate and fit for purpose.

> **1.3.1** **use appropriate layouts for presenting information in a consistent way.**

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EXAMPLES AND GUIDANCE

The following gives further guidance and examples of the techniques and knowledge in Part A.

You will need to know how to use ICT to help you in different tasks; save information so that it can be found easily; minimise health risks; know how to get help when dealing with errors; send and receive email.

FIND INFORMATION

Find information from ICT sources (eg *files, CD-ROMs, the internet*) and non ICT sources (eg *written notes, diagrams*).

DEVELOP INFORMATION

Enter information (eg *copy and paste text*), import images using formats that help development (eg *tabs, tables*); develop information in the form of text image and numbers, (eg *structure information*); carry out calculations using suitable software.

PRESENT INFORMATION

Use layouts and techniques to suit different purposes (eg *organise the presentation by moving, copying or inserting information*); present information in a consistent way (eg *fonts, bulleted lists*); making sure it is accurate and clear (eg *ask others, proof read, use a spell checker*).

For further examples and guidance on the key skills standards please refer to *The Key Skills Standards and Guidance* (order ref: QCA/04/1272).

Help with producing evidence

If producing certain types of evidence is difficult for you because of a disability or for another reason, please discuss this with your tutor or supervisor. It may be possible for you to produce evidence using alternative methods. Depending on the skill and level, these may include use of a scribe (amanuensis); Braille, voice activated software and British Sign Language. Detailed guidance is available in the document *Basic and Key Skills: Guidance for candidates with Particular Requirements* published by the Joint Council for Qualifications. This is available from your key skills awarding body.

Please ask your tutor or supervisor for further guidance.

This standard is for use in programmes starting from September 2004.

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