

Key skills example portfolios: 2004 standards commentary

The key skills example portfolios are based on the key skills standards for programmes starting from September 2000. From September 2004, revised key skills standards come into effect. The standards have been revised to give more flexibility in terms of their assessment requirements and to give more clarity in the way these requirements are specified.

The more flexible assessment requirements of the 2004 standards mean that some of the portfolios now more than meet the requirements.

Information and communication technology (ICT) level 3

This portfolio meets the requirements of the 2004 key skills standards for ICT level 3 in all aspects. The candidate has:

- included at least one ICT-based information source
- included at least one non-ICT-based information source
- used at least one example of text, one example of image and one example of number
- used one example of combined information such as text and number, or image and number or text and image
- presented evidence of purposeful use of email; one of these emails has an attachment related to the task.

The assessment checklists throughout the portfolio would need to be amended to reflect the new standards.

ICT3.1

The candidate has provided evidence of searching for information using different sources and they have used multiple search criteria in at least one case.

ICT3.2

The candidate has provided evidence of entering and developing the information to suit the task and of deriving new information. The requirement for candidates to annotate/document their work to show that they have understood the processes followed, and have taken account of the views of others, is evidenced on pages 27 to 31.

ICT3.3

The candidate has presented combined information such as text with image, text with number, image with number.