INTRODUCTION TO PORTFOLIO RECORDING DOCUMENTS – INFORMATION AND COMMUNICATION TECHNOLOGY

These recording documents have been produced by OCR to support centres and candidates in recording assessment and tracking evidence for Key Skills ICT. It is not mandatory for centres to use these OCR recording documents – centres can devise and use their own recording documents.

In compiling a Key Skills ICT portfolio, it must be clear that the evidence has been assessed against the relevant Key Skills ICT assessment criteria. Where a candidate's work has been initially assessed for instance against specific NVQ, AVCE, GCSE, AS or A level specifications, it should be assessed separately for Key Skills ICT and appropriate feedback provided to the candidate. There must be clear signs of this assessment and feedback. Evidence that is used to meet both the requirement of the main qualification (eg, NVQ, AVCE, GCSE, AS or A level) and the Key Skill ICT, need not necessarily exist in two copies. It must however be clearly cross-referenced in the Key Skills ICT portfolio so that the OCR Visiting Standards Moderator can readily find the evidence.

The OCR recording documents include **Unit Summary** sheets, **Assessment Record** sheets and **Candidate Log** sheets. The **Unit Summary** sheet has been designed to:

- summarise and record evidence by component
- make provision for evidence references to be recorded to enable tracking
- signify that all components of the Key Skill have been evidenced.

The **Assessment Record** sheets might be used to:

- record assessment decisions of evidence within a portfolio
- record statements by the assessor detailing how the criteria have been met.

Each document has guidance printed on the reverse as to how it should be used. These recording documents include a page number box which can be used to order the recording documents themselves. However, if a candidate is filing their evidence in a separate Key Skills ICT portfolio, their work can be placed behind the appropriate recording document and the page number box completed accordingly.

The **Candidate Log** sheets have mostly been included at Levels 2 and 3 and could be used by candidates to record their understanding of the processes they are going through and to provide evidence of their understanding.

The final recording document in this section is the Key Skills **Internal Moderation Sampling Record**. It is the responsibility of the Internal Moderator to ensure that all assessment in the centre is accurate, consistent and in line with national standards. The Internal Moderator should sample regularly the assessment of all Key Skills and levels, across all programme areas and assessors. This will be particularly important early in the Key Skills programme.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 1

UNIT SUMMARY

Candidate _____

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

COMPONENT				REFERENCE(S)
ICT1.1 Find and select relevant information.	**Activity 1**	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
	Activity 2	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
ICT1.2 Enter and develop information to suit the task.	**Activity 1**			
	Activity 2			
ICT1.3 Develop the presentation so that the final output is accurate and fit for purpose. **Your work must include at least one example of text, one example of images and one example of numbers.**	**Activity 1**	Text (if appropriate)		
		Images (if appropriate)		
		Numbers (if appropriate)		
	Activity 2	Text (if appropriate)		
		Images (if appropriate)		
		Numbers (if appropriate)		
Purposeful use of email	**Activity 1 or 2**			

I confirm that the evidence submitted is the candidate's own work and that it meets all the evidence requirements for this Key Skill.

ASSESSOR _____   **CANDIDATE** _____

DATE _____   **DATE** _____

Page Number ☐

GUIDANCE NOTES

- This document could be used to track the evidence for the whole unit.

- From this document it should be clear that all the components for the Key Skills unit have been evidenced.

- The candidate must have met **ALL** the assessment criteria for **EACH** component **TWICE**, once while working towards one particular purpose and then again while working towards a different purpose.

- The references must be entered to provide the tracking for assessors, internal and external moderators. These will usually be some sort of page numbering.

- When the candidate has provided sufficient evidence of the required standard both the assessor and the candidate should sign and date the form.

- The candidate should include this form in a Key Skills portfolio along with other assessment documents / product evidence.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 1

ICT1.1   Find and select relevant information.

Candidate

Purpose of task

Activity 1 ☐   **Activity 2** ☐   (Tick whether for first **or** second activity)

Assessment criteria	How assessment criterion was met
1.1.1 Choose information that is relevant to your tasks	

Supporting evidence (if appropriate)
attached or can be found in

ASSESSOR

DATE

CANDIDATE

DATE

Page Number ☐

GUIDANCE NOTES

- This document could be used to provide a summary of what information was obtained by the candidate. Alternatively candidates and/or assessors may annotate candidate printouts or use personal statements, witness testimonies etc. which prove that the candidate met the assessment criteria.

- The candidate must have met **ALL** the assessment criteria for this component **TWICE**, once while working on a particular purpose and then again while working on a different purpose, so two of these forms may be required.

- The "How the assessment criteria were met" boxes should be used to record details of what the individual candidate did which convinced the assessor that the assessment criteria had been met.

- The candidate could include this form in a Key Skills portfolio and attach copies of their source information, or note a clear reference as to where this can be found, along with printouts of drafts of their work.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 1

ICT1.2   Enter and develop information to suit the task.

Candidate

Purpose of task

Activity 1 [ ]   **Activity 2** [ ]   (Tick whether for first **or** second activity)

Assessment criteria	How assessment criteria were met
1.2.1 Enter information using formats that help development	
1.2.2 Save information so that it can be found easily	

Supporting evidence (if appropriate) attached or can be found in

ASSESSOR   **CANDIDATE**

DATE   **DATE**

Page Number [ ]

GUIDANCE NOTES

- This document could be used to provide a summary of how information obtained by the candidate was entered and developed to meet their purpose. Alternatively candidates and/or assessors may annotate candidate printouts or use personal statements, witness testimonies etc. which prove that the candidate met the assessment criteria.

- The candidate must have met **ALL** the assessment criteria for this component **TWICE**, once while working on a particular purpose and then again while working on a different purpose, so two of these forms may be required.

- The "How the assessment criteria were met" boxes should be used to record details of what the individual candidate did which convinced the assessor that the assessment criteria had been met, for example:

- The candidate could include this form in a Key Skills portfolio and attach copies of their source information, or note a clear reference as to where this can be found, along with printouts of drafts of their work.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 1

ICT1.3   Develop the presentation so that the final output is accurate and fit for purpose

Candidate _____

Purpose of task _____

_____

(Tick whether for first **or** second activity)

Activity 1 ☐   **Text** _____   **Activity 2** ☐   **Text** _____

Image _____   **Image** _____

Number _____   **Number** _____

Assessment Criteria	How assessment criterion was met
1.3.1 Use appropriate layouts for presenting information in a consistent way	

Supporting evidence (if appropriate)
attached or can be found in _____

ASSESSOR _____ **CANDIDATE** _____

DATE _____ **DATE** _____

Page Number ☐

8

GUIDANCE NOTES

- This document could be used to provide a summary of the final presentation of the work which is being used as evidence for this Key Skills component. Alternatively candidates and/or assessors may annotate candidate printouts or use personal statements, a file log, witness testimonies etc. which prove that the candidate met the assessment criteria.

- The candidate must have met **ALL** the assessment criteria for this component **TWICE**, once while working on a particular purpose and then again while working on a different purpose, so two of these forms may be required.

- Candidates must demonstrate their ability to work with text, images and numbers. As, at this level, there is no requirement to combine any of the different types of information, candidates may present work for three activities – one using text, one using images and one using numbers.

- The "How the assessment criteria were met" boxes should be used to record details of what the individual candidate did which convinced the assessor that the assessment criteria had been met, for example:

1.3.1 Use appropriate layouts for presenting information in a consistent way	*(Name) chose a letter format and worked on her first draft of the letter to make sure that the line spacing, alignment and font styles were consistent.*

- The candidate could include this form in a Key Skills portfolio and attach copies of their drafts and final work, or note a clear reference as to where these can be found.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 1

FILE LOG

Candidate _____

Date	Drive	Folder/directory	Filename

ASSESSOR _____   **CANDIDATE** _____

DATE _____   **DATE** _____

Page Number [   ]

GUIDANCE NOTES

- This document could be used to record evidence of the candidate having saved documents as they complete their work for their Information and Communication Technology portfolio. Alternative types of evidence could include screen dumps of directory and file structures or automatic referencing contained in headers or footers.

- When the candidate has completed the log and the assessor has checked their work, both the assessor and the candidate should sign and date the form.

- The candidate could include it in a Key Skills portfolio along with other assessment documents / product evidence.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 2

UNIT SUMMARY

Candidate

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

COMPONENT				REFERENCE(S)
ICT 2.1 Search for and select information to meet your needs. **Use different information sources for each task and multiple search criteria in at least one case.**	**Activity 1**	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
	Activity 2	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
ICT 2.2 Enter and develop the information to suit the task and derive new information.	**Activity 1**			
	Activity 2			
ICT 2.3 Present combined information such as text with image, text with number, image with number.	**Activity 1**	Text (if appropriate)		
		Images (if appropriate)		
		Numbers (if appropriate)		
	Activity 2	Text (if appropriate)		
		Images (if appropriate)		
		Numbers (if appropriate)		
Purposeful use of email	**Activity 1 or 2**			

I confirm that the evidence submitted is the candidate's own work and that it meets all the evidence requirements for this Key Skill.

ASSESSOR   **CANDIDATE**

DATE   **DATE**

Page Number

GUIDANCE NOTES

- This document could be used to track the evidence for the whole unit.

- From this document it should be clear that all the components for the Key Skills unit have been evidenced.

- The candidate must have met **ALL** the assessment criteria for **EACH** component **TWICE**, once while working towards one particular activity and then again while working towards a different activity.

- The references must be entered to provide the tracking for assessors, internal and external moderators. These will usually be some sort of page numbering.

- When the candidate has provided sufficient evidence of the required standard both the assessor and the candidate should sign and date the form.

- The candidate should include this form in a Key Skills portfolio along with other assessment documents / product evidence.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 2

ICT2.1 Search for and select information to meet your needs. Use different information sources for each task and multiple search criteria in at least one case.

SEARCH LOG

Candidate _____

Purpose of task _____

_____

Activity 1 ☐   **Activity 2** ☐   (Tick whether for first **or** second activity)

Information to be obtained	Suitable source for information	How search was made and information selected

Supporting evidence (if appropriate)
attached or can be found in _____

ASSESSOR _____   **CANDIDATE** _____

DATE _____   **DATE** _____

Page Number ☐

GUIDANCE NOTES

- This document could be used to record evidence of how the candidate searched for information for the purpose of their activity. Candidates could supplement this log with samples of the information found etc.

- In addition to this form there must be clear evidence in the portfolio that the information selected by the candidate is relevant, e.g. by a clear annotation from the subject specialist that information is relevant.

- When the candidate has completed the log and it has been checked as being accurate by the assessor, both the candidate and the assessor should sign and date the form.

- The candidate must have met **ALL** the assessment criteria for this component **TWICE**, once while working on a particular activity and then again while working on a different activity, so two of these forms may be required.

- The candidate could include this form in a Key Skills portfolio.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 2

ICT2.2 Enter and develop the information to suit the task and derive new information.

Candidate _____

Purpose of task(s) _____

_____

Activity 1 ☐ **Activity 2** ☐ (Tick whether for first **or** second activity)

Assessment criteria	How assessment criteria were met
2.2.1 Enter and combine information using formats that help development.	
2.2.2 Develop information and derive new information as appropriate.	

Supporting evidence (if appropriate)
attached or can be found in _____

ASSESSOR _____ **CANDIDATE** _____

DATE _____ **DATE** _____

Page Number ☐

GUIDANCE NOTES

- This document could be used to provide a summary of the how the candidate entered and brought together information, and how they explored, developed and derived new information from it to meet their purpose. Alternatively candidates and/or assessors may annotate candidate printouts or use personal statements, witness testimonies etc. which prove that the candidate met the assessment criteria.

- The candidate must have met **ALL** the assessment criteria for this component **TWICE**, once while working on a particular purpose and then again while working on a different purpose, so two of these forms may be required.

- The "How the assessment criteria were met" boxes should be used to record details of what the individual candidate did which convinced the assessor that the assessment criteria had been met, for example:

2.2.2 Develop information and derive new information as appropriate	(*Name) used the information he had obtained from his searches to compose a travel fact file for a group of 15 students going on a study visit to Paris. He organised the information into various sections and added headings etc.*

- The candidate could include this form in a Key Skills portfolio and attach copies of their source information and drafts, or note a clear reference as to where these can be found.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 2

ICT2.3 Present combined information such as text with image, text with number, image with number.

Candidate _____

Activity or task _____

(Tick whether for first **or** second activity)

Activity 1 [ ]　**Text** _____　**Activity 2** [ ]　**Text** _____

　　　　　　　Image _____　　　　　　　　　**Image** _____

　　　　　　　Number _____　　　　　　　　**Number** _____

Assessment criteria	How assessment criteria were met
2.3.1　Develop the presentation so that the final output is accurate and shows consistent use of formats.	
2.3.2　Use layout appropriate to the types of information.	

Supporting evidence (if appropriate)
attached or can be found in _____

ASSESSOR _____　**CANDIDATE** _____

DATE _____　**DATE** _____

Page Number [ ]

GUIDANCE NOTES

- This document could be used to provide a summary of the final presentation of the work which is being used as evidence for this Key Skills component. Alternatively candidates and/or assessors may annotate candidate printouts or use personal statements, a file log, witness testimonies etc. which prove that the candidate met the assessment criteria.

- The candidate must have met **ALL** the assessment criteria for this component **TWICE**, once while working on a particular purpose and then again while working on a different purpose, so two of these forms may be required.

- Candidates must demonstrate their ability to work with text, images and numbers. As, at this level candidates must present combined information, for **EACH** purpose candidates must have combined at least two of the information types, i.e. text, images, numbers. All three types of information must be evidenced at least once in the portfolio. Therefore, for their first purpose a candidate might combine, for example, text and images and for their second purpose a candidate might combine, for example, text and numbers.

- The "How the assessment criteria were met" boxes should be used to record details of what the individual candidate did which convinced the assessor that the assessment criteria had been met, for example:

2.3.1 Develop the presentation so that the final output is accurate and shows consistent use of formats.	*I proof read my work to make sure it was accurate and Mr Green made a note on it to say that I had passed my assignment. I filled in a File Log which shows how I saved the files.*

- The candidate could include this form in a Key Skills portfolio and attach copies of their drafts and final work, or note a clear reference as to where this can be found.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 2

FILE LOG

Candidate

Date	Drive	Folder/directory	Filename

ASSESSOR _____   **CANDIDATE** _____

DATE _____   **DATE** _____

Page Number [   ]

GUIDANCE NOTES

- This document could be used to record evidence of the candidate having saved documents as they complete their work for their Information and Communication Technology portfolio. Alternative types of evidence could include screen dumps of directory and file structures or automatic referencing contained in headers or footers.

- When the candidate has completed the log and the assessor has checked their work, both the assessor and the candidate should sign and date the form.

- The candidate could include it in a Key Skills portfolio along with other assessment documents / product evidence.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 3

UNIT SUMMARY

Candidate

Show that you can **plan** and carry through a number of different tasks, one of which must be a major task covering ICT3.1, ICT3.2 and ICT3.3.

Each component, ICT3.1, ICT3.2 and ICT3.3, must be covered at least twice, and ICT3.3 must be covered for at least two different audiences. Smaller tasks may be used to ensure each component is covered.

Overall through at least two 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
- use one example of combined information such as text and number, or image and number or text and image
- present evidence of purposeful use of email; one of these emails must have an attachment related to the task.

COMPONENT				REFERENCE(S)
ICT3.1 Search for information, using different sources, and multiple search criteria in at least one case.	Activity 1	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
	Activity 2	ICT source (if appropriate)		
		Non ICT source (if appropriate)		
ICT3.2 Enter and develop the information and derive new information.	Activity 1			
	Activity 2			
ICT3.3 Present combined information such as text with image, text with number, image with number.	Activity 1 (tick as appropriate)	Text		
		Images		
		Numbers		
	Activity 2 (tick as appropriate)	Text		
		Images		
		Numbers		
Purposeful use of email (with an attachment)	Activity 1 or 2			

I confirm that the evidence submitted is the candidate's own work and that it meets all the evidence requirements for this Key Skill.

ASSESSOR _____ **CANDIDATE** _____

DATE _____ **DATE** _____

Page Number ☐

GUIDANCE NOTES

- This document could be used to track the evidence for the whole unit.

- From this document it should be clear that all the components for the Key Skills unit have been evidenced.

- The candidate must have met **ALL** the assessment criteria for **EACH** component **TWICE**, once while working towards a particular purpose and then again while working towards a different purpose. The candidate must show that they can carry out a major activity, that is, complete the work from beginning to end meeting all the assessment criteria for ICT3.1, ICT3.2 and ICT3.3, for at least one of the two activities required.

- The references must be entered to provide the tracking for assessors, internal and external moderators. These will usually be some sort of page numbering.

- When the candidate has provided sufficient evidence of the required standard both the assessor and the candidate should sign and date the form.

- The candidate should include this form in a Key Skills portfolio along with other assessment documents / product evidence.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION COMMUNICATION TECHNOLOGY – LEVEL 3

ICT3.1 Search for information, using different sources, and multiple search criteria in at least one case.

Candidate

Activity or task

Activity 1 ☐   **Activity 2** ☐   (Tick whether for first **or** second activity)

Assessment Criteria	How assessment criteria were met
3.1.1 Plan how to obtain and use the information required for your tasks	
3.1.2 Make selections based on judgements of relevance and quality	

Supporting evidence (if appropriate) attached or can be found in

ASSESSOR   **CANDIDATE**

DATE   **DATE**

Page Number ☐

GUIDANCE NOTES

- This document could be used to provide a brief summary of how the candidate searched for information and used multiple search criteria in at least one case (for ICT source).

- The "How the assessment criteria were met" boxes should be used to record details of what the individual candidate did which convinced the assessor that the assessment criteria had been met, for example:

3.1.1 Plan how to obtain and use the information required for your tasks	*(Name) planned to find information on the web and in relevant textbooks to research the topic outlined, (see Search Log). She also wrote a plan of her presentation to show how she would use the information found.*

- The candidate could include this form in a Key Skills portfolio and attach copies of their drafts and final work, or note a clear reference as to where these can be found.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 3

ICT3.1 Search for information, using different sources, and multiple search criteria in at least one case.

SEARCH LOG

Candidate _____

Activity or task _____

Activity 1 ☐   **Activity 2** ☐   (Tick whether for first **or** second activity)

Information to be obtained	Suitable source for information	How search was made and information selected

Supporting evidence (if appropriate)
attached or can be found in _____

ASSESSOR _____   **CANDIDATE** _____

DATE _____   **DATE** _____

Page Number ☐

GUIDANCE NOTES

- This document could be used to record evidence of how the candidate searched for and selected information for the purpose of their activity. Candidates could supplement this log with samples of the information found etc.

- In addition to this form there must be clear evidence in the portfolio of how the candidate planned to use the information obtained. To show that the information selected by the candidate was relevant and of a good quality, the subject specialist should clearly annotate the information.

- When the candidate has completed the log and it has been checked as being accurate by the assessor, both the candidate and the assessor should sign and date the form.

- The candidate must have met **ALL** the assessment criteria for this component **TWICE**, (at least one of the activities must be within the context of a major task), once while working on a particular purpose and then again while working on a different purpose, so two of these forms may be required.

- The candidate could include this form in a Key Skills portfolio.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 3

ICT3.2 Enter and develop the information and derive new information.

Candidate _____

Purpose of task _____

_____

Activity 1 ☐   **Activity 2** ☐   (Tick whether for first **or** second activity)

Assessment Criteria	How assessment criteria were met
3.2.1 Enter and bring together information using formats that help development.	
3.2.2 Use software features to improve the efficiency of your work.	
3.2.3 Annotate/document your work to show that you have understood the processes followed and have taken account of the views of others.	

Supporting evidence (if appropriate) attached or can be found in _____

ASSESSOR _____   **CANDIDATE** _____

DATE _____   **DATE** _____

Page Number ☐

GUIDANCE NOTES

- This document could be used to provide a summary of the how the candidate explored, developed and exchanged information and derived new information from it to meet their purpose. Alternatively candidates and/or assessors may annotate candidate printouts or use personal statements, witness testimonies etc. which prove that the candidate met the assessment criteria.

- The candidate must have met **ALL** the assessment criteria for this component **TWICE**, (at least one purpose must be within the context of a major task), once while working on a particular purpose and then again while working on a different purpose, so two of these forms may be required.

- The "How the assessment criteria were met" boxes should be used to record details of what the individual candidate did which convinced the assessor that the assessment criteria had been met, for example:

3.2.2 Use software features to improve the efficiency of your work.	*(Name) defined text styles for headings, bullets and paragraphs of text and inserted a logo on the master slide within PowerPoint. He moved text about, inserted additional text and deleted text to ensure that the presentation contained information required. (Name) set up a spreadsheet to analyse the data obtained from their survey. He used formulas which contained IF functions to analyse the information and to derive new information.*

- The candidate could include this form in a Key Skills portfolio and attach copies of their source information and drafts, or note a clear reference as to where these can be found.

- The page number box could be completed when ordering this document within a Key Skills portfolio

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 3

ICT3.3   Present combined information such as text with image, text with number, image with number.

Candidate

Purpose of task

Activity 1 ☐   **Activity 2** ☐   (Tick whether for first **or** second activity)

Assessment Criteria	How assessment criteria were met
3.3.1 Develop the presentation so it is accurate, clear and presented consistently, taking account of the views of others.	
3.3.2 Present your final output effectively using a format and style that suits your purpose and audience.	

Supporting evidence (if appropriate) attached or can be found in

ASSESSOR   **CANDIDATE**

DATE   **DATE**

Page Number ☐

GUIDANCE NOTES

- This document could be used to provide a summary of the how the candidate presented information from different sources to meet their purpose. Alternatively candidates and/or assessors may annotate candidate printouts or use personal statements, witness testimonies etc. which prove that the candidate met the assessment criteria.

- The candidate must have met **ALL** the assessment criteria for this component **TWICE**, once while working on a particular purpose and then again while working on a different purpose, so two of these forms may be required (at least one purpose must be within the context of a major task)

- The "How the assessment criteria were met" boxes should be used to record details of what the individual candidate did which convinced the assessor that the assessment criteria had been met, for example:

3.3.2 Present your final output effectively using a format and style that suits your purpose and audience	*(Name) had been asked to produce an employee induction booklet for new staff. She used an appropriate format which ensured the information was clear to staff. She provided an index at the front which clearly showed where different pieces of information could be found. She used effective images to summarise important health and safety rules.*

- The candidate could include this form in a Key Skills portfolio and attach copies of their source information and drafts, or note a clear reference as to where these can be found.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 3

ACTION PLAN

Planning sheet for the major task

Candidate _____

Purpose of task _____

_____

Nature and sequence of tasks

Supporting evidence (if appropriate)
attached or can be found in _____

ASSESSOR _____ **CANDIDATE** _____

DATE _____ **DATE** _____

Page Number ☐

32

GUIDANCE NOTES

- This document could be used to record the planning process that the candidate carried out in undertaking the major task required at this level.

- The assessor should confirm that the candidate has planned the activity effectively.

- When the candidate has completed their planning satisfactorily both the assessor and the candidate should sign and date the form.

- The candidate could include this form in a Key Skills portfolio and attach any draft documentation (e.g. draft designs, draft questionnaires etc.) or note a clear reference as to where this can be found.

- The page number could be completed when ordering this document within a Key Skills portfolio.

INFORMATION AND COMMUNICATION TECHNOLOGY – LEVEL 4

UNIT SUMMARY

Candidate _____

Provide at least <u>one</u> extended example of meeting the standard for ICT4.1, ICT4.2 and ICT4.3 (your example must show you can use ICT to handle text, images and numbers).

COMPONENT	REFERENCE(S)
ICT4.1 Develop a strategy for using ICT skills over an extended period of time.	
ICT4.2 Monitor progress and adapt your strategy, as necessary, to achieve the quality of outcomes required in work involving the use of ICT for <u>two </u>different, complex activities.	
ICT4.3 Evaluate your overall strategy and present the outcomes from your work using at least <u>one</u> presentation, showing integration of text images and number.	

I confirm that the evidence submitted is the candidate's own work and that it meets all the evidence requirements for this Key Skill.

ASSESSOR _____   **CANDIDATE** _____

DATE _____   **DATE** _____

Page Number [ ]

34

GUIDANCE NOTES

- This document could be used to track the evidence for the whole unit.

- It may be completed by either the assessor or the candidate but must be agreed by both to be accurate.

- The references must be entered to provide the tracking for assessors, internal and external moderators.

- From this document it should be clear that all the components of the Key Skills unit have been evidenced.

- When the candidate has provided sufficient evidence of the required standard both the assessor and candidate should sign and date the form.

- The candidate should include it in a Key Skills portfolio along with other assessment documents/product evidence.

- The page number box could be completed when ordering this document within a Key Skills portfolio.

KEY SKILLS INTERNAL MODERATION SAMPLING RECORD

INTERNAL MODERATOR: _____   **DATE:** _____

Key Skills unit	Level	Names of candidates sampled	Main programme	Evidence components	Assessor name	Comments

GUIDANCE NOTES

This document is designed to be used by the Internal Moderator and retained as a record of internal moderation within the Centre.

On each occasion that internal moderation is carried out, the Internal Moderator should complete a record with:

- The Key Skills unit
- Level
- Names of all candidates sampled
- Main programme of study for each candidate
- The evidence components
- The Assessor's name.

There is a column entitled comments. This can be used to note any observations or advice for the assessor.