

## KEY SKILLS

# Information and communication technology Level 2

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 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 2, you must be able to apply your ICT skills to suit different purposes. You will show that you can:***

- make selections based on judgements of relevance and quality
- enter and bring together information using formats that help development
- develop the presentation so it is accurate, clear and presented consistently
- take account of the views of others to guide refinements.

# Part A

## YOU NEED TO KNOW HOW TO:

- identify errors (*eg in hardware and software you are using*) and their causes
- observe copyright and/or confidentiality when it is necessary
- how to minimise health risks
- how to minimise risks from viruses
- send and receive email

### *Find and select information*

- identify suitable sources of information (*eg written documents, material to be scanned, files, CD ROMs, the Internet*)
- search for information using multiple search criteria (*eg using AND or '<' and '>', or tools such as search engines*)
- interpret information and select what you need for different purposes (*eg to respond to an enquiry, write a project report, design or make something*).

### *Develop information*

- enter and combine information (*eg copy and paste or insert text, images and number*), using formats that help development (*eg using table structures, text boxes or text wrap to position information*)
- develop information in the form of text, images and numbers (*eg organise information under headings, structure tables, generate charts and graphs from data, use queries to select records*)
- derive new information (*eg compare information from different sources to reach a conclusion, use formulas to calculate information such as a total or average*).

### *Present information*

- select and use layouts and techniques to suit different tasks (*eg document structures such as indents, columns and headings, borders for images and text, tables, highlight information to improve its impact, make sure it suits the needs of the audience*)
- develop the presentation to suit your purpose and audience and the types of information used ie. text, images and numbers (*eg format information to improve its impact, refine layout making sure it suits the needs of your audience*)
- present information in a consistent way (*eg paragraph layouts, sizes and styles of text, alignment, fonts*).
- ensure your work is accurate and clear.

# Part B

## YOU MUST:

### 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

### 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.

### ICT2.2

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

### ICT2.3

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

### *Evidence must show you can:*

**2.1.1** select information relevant to the tasks.

**2.2.1** enter and combine information using formats that help development;

**2.2.2** develop information and derive new information as appropriate.

**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.

# 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 identify errors; observe copyright confidentiality when it is necessary; minimise risks from viruses; send and receive email.

## FIND AND SELECT INFORMATION

Identify suitable sources of information from ICT sources, and non ICT sources (eg *written documents, files, CD-ROMs*); search for information using multiple search criteria (eg *using AND or '<' '>' or '+'* and *'-' in search engines*); interpret information (eg *respond to an enquiry, write a project report*).

## DEVELOP INFORMATION

Enter and combine information (eg *copy and paste, or insert text, images and numbers*); using formats that help development (eg *using table structures, text boxes*).

Develop information in the form of text image and numbers (eg *generate charts and graphs from data*); use queries to select records; derive new information (eg *use formulas to calculate information such as a total or average*).

## PRESENT INFORMATION

Select and use layouts and techniques to suit different tasks document structures such as indents, borders for images and text, tables; develop the presentation to suit your purpose and audience and the types of information used ie text, images and numbers (eg *highlight information to improve its impact*); present information in a consistent way (eg *paragraph layouts, sizes and styles of text*).

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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