

KEY SKILLS

Information and communication technology Level 3

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 3, 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
- use software features to improve the efficiency of your work
- 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:

- save your work for easy retrieval and to avoid loss, using version management
- how to minimise health risks
- how to minimise risks from viruses
- send and receive email with attachments

Find and select information

- plan and organise your work *(eg by use of subdirectories/subfolders)*
- select sources of information which are suitable for your purpose *(eg spreadsheets containing sales figures, a database containing customer details, a web page of product details)*
- choose appropriate search techniques for finding information efficiently *(eg database query techniques and multiple search criteria).*

Develop information

- enter information in consistent formats *(eg using font styles, data formats, table structures)*
- use software features to improve the efficiency of your work *(eg mailmerge, database queries, validation of database entries and LOOKUP functions within spreadsheets)*
- create and use structures and procedures for developing and combining text, images and numbers *(eg group and sort information, use spreadsheet software to generate graphs and charts)*
- derive new information *(eg a document incorporating information from a variety of sources, a spreadsheet to calculate results using conditional statements with logical operators and other formulas).*

Present information

- develop the structure of your presentation *(eg modify templates and paragraph styles, apply automatic referencing facilities such as page numbers, dates and filenames)*
- develop and refine your presentation by combining text, images and numbers *(eg improve impact by changing format for layouts, use of slide transition features, use of hyperlinks in web pages)*
- present information so that it meets your purpose and the needs of the audience *(eg from spreadsheets, selected mailmerge printouts, database reports of grouped information).*

Part B

YOU MUST:

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.

ICT3.1

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

ICT3.2

Enter and develop the information and derive new information.

ICT3.3

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

Evidence must show you can:

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.

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.

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.

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 save your work for easy retrieval and to avoid loss, using version management; send and receive email with attachments.

FIND AND SELECT INFORMATION

Plan and organise your work (eg *using subdirectories/subfolders*); select sources of information which are suitable for your purpose (eg *spreadsheets containing sales figures, a database containing customer details*); choose appropriate search techniques for finding information efficiently (eg *database query techniques*).

DEVELOP INFORMATION

Enter information in consistent formats (eg *using data formats, table structures*). Use software features to improve the efficiency of your work (eg *mailmerge, database queries, LOOKUP functions within spreadsheets*); create and use structures and procedures for developing and combining text, images and numbers (eg *group and sort information*); derive new information (eg *a spreadsheet to calculate results using conditional statements with logical operators*).

PRESENT INFORMATION

Develop the structure of your presentation (eg *apply automatic referencing facilities such as page numbers, dates and filenames*); develop and refine your presentation by combining text, images and numbers (eg *use of slide transition features, use of hyperlinks*); present information so that it meets your purpose and the needs of the audience (eg *from spreadsheets, selected mailmerge printouts*).

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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