



# **Functional Skills ICT**

## **Level 1 Referencing Guidance**

## ICT – LEVEL 1

ICT – LEVEL 1			
Area	Skill Standard	Coverage and Range	
Using ICT	1.1 identify the ICT requirements of a straightforward task	1.1.1 use ICT to plan and organise work	
	1.2 interact with and use ICT systems to meet requirements of a straightforward task in a familiar context	1.2.1 select and use software applications to meet needs and solve straightforward problems 1.2.2 select and use interface features effectively to meet needs 1.2.3 adjust system settings as appropriate to individual needs	
	1.3 manage information storage	1.3.1 work with files, folders and other media to access, organise, store, label and retrieve information	
	1.4 follow and demonstrate understanding of the need for safety and security practices	1.4.1 demonstrate how to create, use and maintain secure passwords 1.4.2 demonstrate how to minimise the risk of computer viruses	
	1.5 use search techniques to locate and select relevant information	1.5.1 search engines, queries 1.5.2 recognise and take account of currency, relevance, bias and copyright when selecting and using information	
	1.6 select information from a variety of ICT sources for a straightforward task		
Finding and selecting information	1.7 enter, develop and refine information using appropriate software to meet the requirements of straightforward tasks	1.7.1 apply editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numbers, charts, graphs or other digital content	
	1.8 use appropriate software to meet requirements of straightforward data-handling task	1.8.1 process numerical data 1.8.2 display numerical data in a graphical format 1.8.3 use field names and data types to organise information 1.8.4 enter, search, sort and edit records	
Developing, presenting and communicating information	1.9 use communications software to meet the requirements of a straightforward task	1.9.1 read, send and receive electronic messages with attachments 1.9.2 demonstrate understanding of the need to stay safe and respect others when using ICT-based communication	
	1.10 combine information within a publication for a familiar audience and purpose	1.10.1 for print and for viewing on screen 1.10.2 check for accuracy and meaning	
	1.11 evaluate own use of ICT tools	1.11.1 at each stage of a task and at the task's completion	
			10-20%
			50-70%