

OCR
Nationals

Unit 1: ICT Skills for Business

Model Assignment

Resources to support the joint delivery
of Essential Skills Wales and
OCR ICT Nationals



Model Assignment

Issued: May 2011

OCR Level 2 Nationals in ICT 2010

Essential Skills Wales ICT Level 2

Unit 1: ICT Skills for Business

The scheme codes for these qualifications are:

OCR Level 2 Short Course Award in ICT 05659

OCR Level 2 First Award in ICT 04676

OCR Level 2 Award in ICT 04677

OCR Level 2 First Certificate in ICT 04678

OCR Level 2 National Certificate in ICT 04679

The Ofqual Unit Number for this unit is:

Unit 1: ICT skills for business F/601/8091

This OCR model assignment remains live for the life of these qualifications.

Please note:

This OCR model assignment may be used to provide evidence for the unit above. Alternatively, centres may wish to adapt this assignment or devise their own assignment for the purposes of assessment. It is the centre's responsibility to ensure that any adaptations made to this assignment allow candidates to meet all the assessment criteria and provide sufficient opportunity for candidates to demonstrate achievement across the full range of grades.

ALL THESE MATERIALS MAY BE PHOTOCOPIED. Any photocopying will be done under the terms of the Copyright Designs and Patents Act 1988 solely for the purposes of assessment.

Contents

	Page Number(s)
CANDIDATE INFORMATION (This section must be photocopied for each candidate)	3
General Information for Candidates This section provides candidates with general information on completion of the assignment in a question and answer format.	3
Scenario This section contains the scenario which candidates will need to be familiar with in order to complete the tasks.	4
Tasks This section contains all the tasks candidates must complete before submission for assessment.	5 – 18
Candidate Checklist This checklist is provided to assist candidates in ensuring that they have completed and submitted evidence for all tasks.	19 – 26
TUTOR INFORMATION	27
Guidance for Centres This section provides general guidance to centre staff on the preparation and completion of the assignment.	28 – 29
Notes for Tutors This section provides additional guidance and support to centre staff for each task. It is not intended for use by candidates.	30 – 36

Model Assignment: Candidate Information

OCR Level 2 Nationals in ICT 2010

Essential Skills Wales ICT Level 2

Unit 1: ICT Skills for Business

CANDIDATE NAME: _____

General Information for Candidates

Q *Do I have to pass this assignment?*

A Yes. You must pass this assignment to achieve the full qualification.

Q *What help will I get?*

A Your tutor will help you when completing the OCR model assignment and will make sure that you know what resources/facilities you need and are allowed to use.

Q *What if I don't understand something?*

A It is your responsibility to read the assignment carefully and make sure you understand what you need to do and what you should hand in. If you are not sure, check with your tutor.

Q *Can I copy other people's work?*

A No. The work that you produce must be your own work and you may be asked to sign a declaration to say that the work is your own. You should never copy the work of other candidates or allow others to copy your work. Any information that you use from other sources, eg books, newspapers, professional journals, the Internet, must be clearly identified and not presented as your own work.

Q *Can I work in a group?*

A Yes. However, if you work in a group at any stage you must still produce work that shows your individual contribution.

Q *How should I present my work?*

A You can present your work in a variety of ways, eg hand-written, word-processed, on video. However, what you choose should be appropriate to the task(s). For some work, eg presentations, coaching sessions, role-play, work experience, you will need to provide proof that you completed the task(s). A witness statement or observation sheet could be used for this. If you are unsure, check with your tutor.

Q *When I have finished, what do I need to hand in?*

A You need to hand in the work that you have completed for each task. Do not include any draft work or handouts unless these are asked for. When you hand in your work make sure that it is labelled, titled and in the correct order for assessing.

Q *How will my work be assessed?*

A Your work will be marked by an assessor in your centre. The assessor will mark the work using the assessment criteria and the grade descriptors in the qualification specification.

Scenario

“Gigs Alive”

You have recently been appointed as an administrator by the owner of a small theatre which is situated in the Swansea area. The theatre will comfortably hold 250 people for live music shows. The owner wants you to help him decide on what sort of image should be used to market the theatre as well as what types of live music would prove popular with the public.

You have been asked to research:

- Different venues within the Swansea area including the:
 - types of live music they put on
 - how they promote their business
 - the size of the venues ie how many people each venue holds
 - what days of the week they put shows on and what else they offer
 - if possible the range of entrance fees they charge
- Different ideas for creating a logo to give the theatre its own identity.

You will be required to design stationery eg memos, letterheads, invoices, flyers and newsletters in a way which will be easily identifiable with the overall brand of the theatre. You will need to create a presentation to present your ideas to the owner and his assistant. The owner also requires you to create a spreadsheet which will enable him to work out how much it will cost him to put on a particular show and identify what he will have to charge as an entrance fee in order to make a profit. You will be required to update and use a database to find specific information relating to the contact details and costs of live bands.

It is important that you read all of the assignment, before you begin any work, so that you are familiar with the requirements of each task.

Tasks

Task 1 – Safe working practices in a business environment

Assessment objective 1 (ICT Nationals) and ICT2.1.3 (Essential Skills Wales ICT)

It is important that you use safe working practices when using ICT in a business environment. You are required to produce a log identifying the safe working practices, why they are necessary, dates when you carried them out and a place for your tutor to confirm that you have followed them. Make sure you save your log using an appropriate filename to identify the contents of the log.

A Create a table with appropriate headings to record the following:

- protecting health
- protecting physical safety
- protecting files from loss
- protecting files from unauthorised access

Give reasons for each measure that you identify and additional columns for the dates you carried out each measure. Remember to include a column for your tutor to confirm that you have followed the practices that you identified.

For Pass Level – you must include explanations, with examples, of at least one measure for each of the bulleted items listed.

For Merit level – a wider range of safe working practices for the measures listed, together with more detailed explanations, should be included. Additionally you should include measures to protect files from unauthorised modification.

For distinction level – suitable guidance on choosing a strong password should also be included.

The clarity of your explanations, the range of measures you include and the appropriateness of the examples you give will determine the level you are awarded for Assessment Objective 1.

For Essential Skills Wales ICT – you must provide evidence of completing the log at regular intervals whilst you carry out the various tasks for this unit. You must also ensure that your tutor confirms that you have carried out the measures you have identified. You can also include *evidence from screenshots etc as appropriate to go with your completed log*.

(Evidence might be a printout of the log and supporting evidence or electronic files).

Task 2 – Search for and store information from ICT-based and non-ICT based sources

Part of Assessment Objective 2 (ICT Nationals) is assessed in this task as well as evidence towards ICT 2.1.2, ICT 2.1.3, ICT2.2.1, ICT 2.2.2 and ICT 2.2.3 (Essential Skills Wales ICT)

You have been asked to research:

- different venues within the Swansea area including the:
 - types of live music they put on
 - how they promote their business
 - the size of the venues ie how many people each venue holds
 - what days of the week they put shows on and what else they offer
 - if possible the range of entrance fees they charge
- different ideas for creating a logo to give the theatre its own identity

You will need to store the information for use in later tasks.

In order to meet the requirements of **Essential Skills Wales ICT** your research must include ICT and non-ICT sources. As well as including the details of the source information, you must also include the following explanations with annotated printouts if appropriate:

- folder and file structures used
- any removable storage media used and how it was used to store media safely including the use of virus checker
- correct procedures for logging into and out of the ICT system

You will also need to achieve **Distinction level** for this particular task ie achieve A, B and C. Remember to complete the log that you created in Task 1.

For a Pass level, you only need to complete A and B, but then you would **not** meet the requirements for **Essential Skills Wales ICT**.

- A** Use a search engine and suitable search criteria to find information on the Internet about different venues within the Swansea area.

For Merit level, you must use effective search criteria (eg keywords) to find suitable information.

For Distinction level, you must make effective use of advanced search criteria appropriate to the search engine being used (eg advanced search pages, quotes, wildcards) to find suitable information.

(Evidence could include screenshots showing the search criteria entered into the 'Search' box, and the results returned).

- B** When you have found websites containing relevant information, you should:

- keep a record of the website addresses (URLs)
- store the information found that you will use and explain why it is relevant to your task
- use favourites/bookmarks to store useful links (Merit and Distinction only)
- organise your favourites/bookmarks into folders (Distinction only)

C For higher levels you should

- explain the copyright issues relating to the use of source material from the Internet for business use
- comment on the trustworthiness of each source used
- comment on the validity of each source used by considering the trustworthiness of the source and how up-to-date the information is on each site you have used (Distinction only).

You have been asked to research:

- different ideas for creating a logo to give the theatre its own identity

For this particular task you must find and select relevant ICT (Internet based) and non-ICT based sources eg magazines, posters, Newspapers etc.

For Essential Skills Wales ICT – you must include in your log the sources used, the scope and nature of the searches and their outcomes.

Task 3 – Design and create a business presentation to accompany a talk on the findings of your research

Part of Assessment Objective 2 and Assessment Objective 3 (OCR Nationals) and evidence towards ICT 2.1.1, 2.1.2, ICT 2.1.3, ICT 2.2.1, T 2.2.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2 (Essential Skills Wales ICT) is assessed in this task.

The owner of the venue has asked you to give a short presentation on the research that you have carried out to him and his co-director. They want the presentation to include:

- Different venues within the Swansea area including the:
 - types of live music they put on
 - how they promote their business
 - the size of the venues ie how many people each venue holds
 - what days of the week they put shows on and what else they offer
 - if possible the range of entrance fees they charge
- Different ideas for creating a logo to give the theatre its own identity

For achievement of the criteria for **Essential Skills Wales**, you must achieve at least a **Merit** level for **Assessment Objective 3** (ICT Nationals) due to the level of accuracy required and **Distinction** level with respect to the use of email for **Assessment Objective 2** (ICT Nationals).

In addition, for **Essential Skills Wales ICT**, you must also provide the following:

- an explanation of how you are going to approach the task and carry it out eg
 - the software you will use
 - how many slides you will have
 - are you going to use master slides
 - are you going to use animations and/or transitions
 - What are you going to include on your slides ie text, image etc
- the completed log you created in task 1
- folder and file structures used
- any removable storage media used and how it was used to store media safely including the use of virus checker
- correct procedures for logging into and out of the ICT system
- there must be evidence of developing the presentation eg annotated drafts
- final work **MUST** be accurate, clear and saved appropriately. Graphs and charts (if used) must be fit for purpose and labelled correctly
- once the task is completed, you must provide a written review to include the process of development and the finished product

For **Pass** level you must only complete parts **A**, **B** and **E** of this task. Remember, however, to achieve **Essential Skills Wales ICT** you need to achieve at least **Merit** level.

- A** Design and create a presentation of at least 5 slides providing the information requested by the manager of the venue as provided above. You must include text and graphics as a minimum.
- B** Check your presentation for consistency of style (eg background, headings, bulleted text styles) and for errors (eg spell check) and ensure that it is fit for purpose, including audience and all necessary content. Make any necessary amendments.
- C** For **Merit** level you should:
- apply suitable slide transitions
 - print the presentation in handout form
- D** For **Distinction** level you should **also**:
- ensure you have used a consistent house style on all slides
 - applied suitable animation settings to some of your text and/or graphics
 - tested your presentation to make sure it is appropriate for the owner and their co-director (eg checks colours, amount of text on each slide, text sizes, size and proportion of graphics, check that slide transitions and animations are appropriate
 - print the slides with appropriate speaker notes. NB these should not be just a copy of the information on the slides.

The quality, consistency and suitability of your presentation will be a significant factor in determining the level awarded for Assessment Objective 3 and therefore whether you have achieved the requirements for the components of Essential Skills Wales ICT.

- E** You must use the email facility to email relevant people a copy of your presentation and ask them for feedback. You must also email relevant people to agree an appropriate time and date for you to give the presentation on your findings. **Remember** to achieve the requirements for Essential Skills Wales ICT, you must achieve this at **Merit** level. You must provide a recording document of your use of email supported by annotated printouts and/or screenshots. Within the recording document, provide an explanation as to the risks involved when receiving and opening email attachments. Your use of email must include the following:

Pass level

- sending an email to more than one recipient. It is expected that the email will have sufficient content to reflect the business context in which it is written and that the subject will also be appropriate for business needs.
- appropriate use of Forward (FW:/FWD) and Reply (Re:)
- using appropriate subjects and message texts in all emails, including adding appropriate text to replies and forwarded emails
- sending, receiving, saving and opening email attachments
- actions that could be taken to reduce the risks of opening email attachments (**Distinction** only)

For **Merit** level you should provide evidence of at least two extended email features. For **Distinction** level you should include at least four extended email features. To meet the requirements for **Essential Skills Wales ICT** the features at either **Merit** or **Distinction** level must include effective use of storage. Below are examples of extended features:

- creating and using an email signature
- creating folders for storing important emails
- effective use of cc and bcc
- setting priority (high and low importance)
- setting up and using a spam filter
- using an address book to store, retrieve and use email addresses and details of personal contacts
- setting an automatic response (eg out of office/vacation response)

Task 4 – Design, create and use a business spreadsheet

Assessment Objective 5 (OCR Nationals) and evidence towards ICT 2.1.1, ICT 2.1.2, ICT 2.1.3, ICT2.2.1, ICT 2.2.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2 (Essential Skills Wales) is assessed in this task.

The owner has asked you to create a spreadsheet that will help identify the costs involved for putting a live music gig on. He needs to ensure that the admission charges not only covers the costs, but also provides a profit margin. He has provided you with the following information:

- the Fire Brigade have confirmed that the venue can hold 150 people maximum in order to comply with current legislation
- there will be three bar staff at £35 per night
- there will be one person on the door taking money and checking tickets – this will cost £35 per night
- there will be two security staff on the door and they will costs £40 per night
- the average cost of a live music band is £300 per night
- overhead costs eg lighting, heating, rates, license fees etc will costs £100 per night
- the cleaners will costs £20 each

He would also like you to use these figures to calculate how much he should charge as an admission fee if 150 attended, 100 attended and 75 people attended. He must meet his overall costs with 75 people attending. He would like to make 20% profit.

For achievement of the criteria for **Essential Skills Wales ICT**, you must achieve at least a **Merit** level for **Assessment Objective 5** (ICT Nationals).

In addition, for **Essential Skills Wales ICT**, you must also provide the following:

- an explanation of how you are going to approach the task and carry it out eg
 - the row and/or column headings
 - the formulae and/or functions you will use
- the completed log you created in task 1
- folder and file structures used
- any removable storage media used and how it was used to store media safely including the use of virus checker
- correct procedures for logging into and out of the ICT system
- there must be evidence of developing the spreadsheet eg annotated drafts
- final work **MUST** be accurate, clear and saved appropriately. Graphs and charts (if used) must be fit for purpose and labelled correctly
- once the task is completed, you must provide a written review to include the process of development and the finished product.

For **Pass** level, you need to complete parts **A, B, C, D, E** and **F**.

A Design and create a spreadsheet to display information requested by the owner. It must include the following:

- costs for bar staff
- costs for door staff
- costs for bouncers
- costs of live band
- costs of overheads
- costs of cleaners
- the price of admission for each of the group sizes ie 75, 100 and 150.

Your spreadsheet must include appropriate column headings, row labels, a title, text and numeric data.

B Create appropriate formulae to calculate:

- total costs of staff
- total costs of expenditure
- admission fees for 75, 100 and 150 people
- potential profit.

You must use at least **two** different calculations in your spreadsheet.

For **Merit** level you must use several different formulae including at least one function and one arithmetic operator.

C Format your spreadsheet so that the information is displayed effectively. You might for example, format:

- text (font, style, size, colour, alignment)
- numbers (decimal places, percentage, currency)
- cells (apply borders and/or shading).

D Print out your spreadsheet:

- clearly showing all data
- in formula view showing all formulae in full (Higher levels only).

For the higher levels you will need to preview before printing and make sure you have chosen the options that will fit your sheet most effectively onto the paper. For **Distinction** level you should also set appropriate headers and footers and other appropriate print options (eg margins, gridlines, row and column heading, setting a print area).

E Change some numeric data to model the expected outcome for at least **two** different scenarios, for example you might increase the costs per staff member by £5 per night to investigate how this will affect the admission prices. You could investigate what would happen if the venue required 3 cleaners instead of 2. You could investigate the price of tickets that would be required for an overall profit of 10% for 75, 100 and 150 people.

- F** Annotate your printouts to show the changed outcomes obtained as a result of the modelling you carried out in part **E**.
- G** Explain the results you have obtained as a result of the modelling you carried out in part **E** (Higher levels only).

The efficiency of your spreadsheet, including the formulae you have used, as well as the appropriateness of the formatting options you have applied, will be a significant factor in determining the grade you are awarded.

Task 5 – Update and use a database to search for and present information for a business purpose

Assessment Objective 6 (OCR Nationals) and evidence towards ICT 2.1.1, ICT 2.1.2, ICT 2.1.3, ICT 2.2.1, ICT 2.2.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2 is assessed in this task.

In this task, you will update and use a database file called **Bands** which will be emailed to you by your tutor. The database contains the details of bands that are appropriate for playing at the theatre. You will enter, edit and delete data appropriate to the needs of the owner. You will search the data relevant to the requests of the owner and for higher levels you will also sort data and print report(s).

For achievement of the criteria for **Essential Skills Wales ICT**, you must achieve a **Distinction** for **Assessment Objective 6** (ICT Nationals).

In addition, for **Essential Skills Wales ICT**, you must also provide the following:

- an explanation of how you are going to approach the task and carry it out eg what titles you will give to your queries and reports
- what report formats will you use
- the completed log you created in task 1
- folder and file structures used
- any removable storage media used and how it was used to store media safely including the use of virus checker
- correct procedures for logging into and out of the ICT system
- there must be evidence of developing the queries/reports eg annotated drafts
- final work **MUST** be accurate, clear and saved appropriately. Queries and reports must be fit for purpose and labelled correctly
- once the task is completed, you must provide a written review to include the process of development and the finished product.

For a **Pass** level you need only complete parts **A** and **B** of this task.

A Update the database as follows:

- A new band needs to be added to the database. They are Starkey's Revolution and their address is 42 Harris Avenue, Morriston, SA6 2RL. They are a heavy metal band and cost £250 to hire.
- Edit the record for Queen's Delight, their fees are now £375.
- Delete Brown Eyed Potatoes as they have disbanded.

B The owner would like to hire a tribute band. They want to know the name of the band, their location and how much they cost to hire.

Create and save a query to find this information. The query should be given a name which can easily identify the purpose of the query ie leaving the title as Query 1 is not acceptable for Essential Skills Wales ICT. For Higher levels this query should display the data in ascending numerical order of cost to hire.

- C** Present the results of your query in a suitable report format – the report must be given an appropriate title ie leaving the title as Report 1 is not acceptable for Essential Skill Wales ICT (Higher levels only).
- D** The owner would like to hire a blues band that will not cost any more than £250 to hire. The owner wants a list of the bands with their addresses.

Create and save a query (using an appropriate title for the query) to find this information. The query should display the data in ascending order of band name (Higher levels).

- E** Present the results of the query in a suitable report. You must choose a different report format from the one that you used for your first query (**Distinction** only).

For **Essential Skills Wales ICT** the reports must display all of the required data appropriately ie no missing letters or words.

The results of the query from **D** will be used to merge with the letter you will create in Task 6.

Task 6 – Design and create a range of business documents

Assessment Objective 4 (OCR Nationals) and evidence towards ICT 2.1.1, ICT 2.1.2, ICT 2.1.3, ICT2.2.1, ICT 2.2.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2 is assessed in this task.

In this task you will be required to create a variety of business documents for the owner of the theatre. These must include a letter and a memo with at least one other document eg information leaflet, flyer, brochure, newsletter, agenda, report, minutes, additional handouts to accompany the presentation you created in Task 3, tickets for the venue.

To achieve the requirements of **Essential Skills Wales ICT** you must achieve **Distinction** level.

In addition, for **Essential Skills Wales ICT**, you must also provide the following:

- an explanation of how you are going to approach the task and carry it out
- what house style you will use and what the logo will be
- the completed log you created in task 1
- folder and file structures used
- any removable storage media used and how it was used to store media safely including the use of virus checker
- correct procedures for logging into and out of the ICT system
- there must be evidence of developing the documents eg annotated drafts
- final work **MUST** be accurate, clear and saved appropriately. Once the task is completed, you must provide a written review to include the process of development and the finished product.

You will be using information from other tasks to include in the documents you produce.

For **Pass** or **Merit** levels you only need to complete **B** and **C** of this task. **Remember** for Essential Skills Wales ICT you must achieve **Distinction** level.

- A** The owner would like you to design a house style for use in all your documents (eg layout, colours, logo, font styles) You should obtain your ideas from the ICT and non ICT based sources of information you found and selected in Task 2.
- B** Design and create a letter which could be used to send to bands asking for their availability dates to play at the theatre, confirmation of their hire costs and asking how long they perform for.

Design and create a memo combining relevant information from task 4 to send to the owner and his co-director of the costs and projected admission charges based on the number of people attending. For **Essential Skills Wales ICT** the information from the spreadsheet must be imported or relevant sections copy and pasted in to the memo not just typed in. This is because you have to demonstrate that you can combine information from different sources and ensure that the layout and format remains consistent. Email this memo to a relevant person and ask them for their comments.

You must not use any pre-prepared document templates and/or wizards where they are available within the software eg for letters, memos and newsletters.

For **Merit** level, one of your documents must be more than one page and you must also ensure you have a consistent layout for all of your documents.

For **Distinction** level, you must use the house style that you designed in part **A** throughout all of your documents. Your letter must be mail merged and for this you could use the results of your database query from part **D** of **Task 5**. One of your documents must have more than two pages.

In your document you should:

- include graphics from more than one source (eg clip art, Internet, scanner, digital camera, graphics/charts created in other software, spreadsheet, database). For higher levels, the graphics should be from a wider range of sources.
- format the text (font, style, size), and paragraphs (eg justification, indents, line spacing, tabs)
- use other features as appropriate (eg headers and footers, bulleted and/or numbered lists, page breaks etc). (Higher levels lonely)
- insert automatic fields including date and document information. (Distinction only).

C Check your documents to make sure that they are fit for purpose:

- spell check every document. For higher levels and **Essential Skills Wales ICT** you should also check grammar
- proof read each document to find any errors not identified by the automatic checker (**Distinction** only) and a mandatory requirement for **Essential Skills Wales ICT**.
- if necessary, edit your documents to correct any errors you have identified.

The quality, consistency and suitability of your final documents as well as the software tools and facilities you have used, will be a significant factor in determining the level you are awarded for this Assessment Objective.

Model Assignment: Candidate Checklist

OCR Level 2 Nationals in ICT 2010

Essential Skills Wales ICT Level 2

Unit 1: ICT Skills for Business

CANDIDATE NAME: _____

For Task 1 (AO1) ICT Nationals have you:	Completed (✓)
A Identified safety measures to be taken when using ICT in a business environment.	
For Essential Skills Wales ICT Level 2 (ICT 2.1.3) have you:	
Provided evidence of completing the log on whilst carrying out the activities for each task, with confirmation by the teacher that you have carried out the measures identified.	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Printouts	
<input type="checkbox"/> Electronic files	
or other (please give details) _____	

For Task 2 (AO2) ICT Nationals have you:	Completed (✓)
A Used a search engine and suitable search criteria to find information?	
For Essential Skills Wales ICT Level 2 (ICT 2.1.2, ICT 2.1.3, ICT 2.2.1, ICT 2.2.2) have you: (Note: you must achieve a distinction)	
Provided evidence of searching for and selecting ICT and non ICT based sources of information. An explanation or annotated screenshots of the correct procedures for logging into and out of the ICT system, correct user of removable storage media (if appropriate) and folder and file structures used.	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Printouts	
<input type="checkbox"/> Electronic files	
or other (please give details) _____	

For Task 2 (AO2) ICT Nationals have you:	Completed (✓)
B Kept a record of website addressed?	
Stored information found?	
Used favourites/bookmarks to store useful links (Merit and Distinction only)	
Organised your favourites/bookmarks into folders (Distinction only)	
For Essential Skills Wales ICT Level 2 have you: (Note: you must achieve a distinction)	
Included the items below with an explanation of the scope and nature of the searches and the outcomes.	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> List of website addresses	
<input type="checkbox"/> Screenshot(s) of your work area	
<input type="checkbox"/> Screenshot of favourites/bookmarks	
or other (please give details) _____	

For Task 2 (AO2) ICT Nationals have you:	Completed (✓)
C Explained copyright issues (Merit and Distinction only)	
Commented on the trustworthiness of each source (Merit and Distinction only)	
Commented on the validity of your sources and on how up-to-date the information is (Distinction only)	
For Essential Skills Wales ICT Level 2 have you: (Note: you must achieve a distinction)	
Included the items below with an explanation of the scope and nature of the searches and the outcomes.	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Log	
<input type="checkbox"/> Screenshots showing dates and copyright information	
or other (please give details) _____	

For Task 3 (AO2 and AO3) ICT Nationals have you:	Completed (✓)
A Created a presentation of at least 5 slides using text and graphic	
B Checked the presentation for errors and fitness for purpose	
C Applied transitions and printed in handout form (Merit and Distinction only)	
D Set animations and printed speaker notes (Merit and Distinction only)	
For Essential Skills Wales ICT Level 2 (ICT 2.1.1, ICT 2.1.2, ICT 2.1.3, ICT 2.2.1, ICT 2.2.2, ICT 2.3.1 and ICT 2.3.2 have you: (Note: you must achieve a Distinction for AO2 and a Merit for AO3)	
Include an explanation of how you are going to approach the task and carry it out	
Evidence of developing the presentation	
A written review to include the process of development and the finished product	
Note: the final work MUST be accurate, clear and saved appropriately. Graphs and charts (if used) must be fit for purpose and labelled correctly.	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Explanation of approach to task	
<input type="checkbox"/> Evidence of review of development process and finished product	
<input type="checkbox"/> Evidence of development eg annotated drafts	
<input type="checkbox"/> Printout of Presentation	
<input type="checkbox"/> Saved electronic files	
<input type="checkbox"/> Screenshots	
<input type="checkbox"/> Handout prints	
<input type="checkbox"/> Speaker's notes printouts	
<input type="checkbox"/> Log of using email with relevant screenshots etc	
<input type="checkbox"/> Evidence of using at least two extended email features including effective storage of contacts and emails	
or other (please give details) _____	

For Task 4 (AO5) ICT Nationals have you:	Completed (✓)
A-D Created and printed a spreadsheet	
E Changed numeric data to model at least two different scenarios	
F Annotated your printout	
G Explained your results (higher levels only)	
For Essential Skills Wales ICT Level 2 have you: (Note: you must achieve a Merit for AO5)	
Include an explanation of how you are going to approach the task and carry it out	
Evidence of developing the spreadsheet	
A written review to include the process of development and the finished product	
Note: the final work MUST be accurate, clear and saved appropriately. Graphs and charts (if used) must be fit for purpose and labelled correctly.	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Explanation of approach to task	
<input type="checkbox"/> Evidence of review of development process and finished product	
<input type="checkbox"/> Spreadsheet printouts	
<input type="checkbox"/> Formulae printout(s) (higher levels only)	
<input type="checkbox"/> Evidence of development eg annotated drafts	
<input type="checkbox"/> Saved electronic files	
or other (please give details) _____	

For Task 5 (AO6) ICT Nationals have you:	Completed (✓)
A Updated the provided database	
B Created a query	
C Created a report (higher levels)	
D Created a second query using multiple criteria (Distinction only)	
E Created a second report using a different format	
For Essential Skills Wales ICT Level 2 have you: (Note: you must achieve a Merit for AO5)	
Include an explanation of how you are going to approach the task and carry it out	
Evidence of developing the spreadsheet	
A written review to include the process of development and the finished product	
Note: the final work MUST be accurate, clear and saved appropriately. Graphs and charts (if used) must be fit for purpose and labelled correctly.	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Explanation of approach to task	
<input type="checkbox"/> Evidence of review of development process and finished product	
<input type="checkbox"/> Spreadsheet printouts	
<input type="checkbox"/> Formulae printout(s) (higher levels only)	
<input type="checkbox"/> Evidence of development eg annotated drafts	
<input type="checkbox"/> Saved electronic files	
or other (please give details) _____	

For Task 5 (AO6) ICT Nationals have you:	Completed (✓)
A Updated the provided database	
B Created a query	
C Created a report (higher levels)	
D Created a second query using multiple criteria (Distinction only)	
E Created a second report using a different format	
For Essential Skills Wales ICT Level 2 have you: (Note: you must achieve a Distinction for AO6)	
Included an explanation of how you are going to approach the task and carry it out	
Evidence of updating the database	
Evidence of appropriate titles for queries to make them easily identifiable	
Evidence of appropriate titles for reports	
A written review to include the process of development and the finished product	
Note: the final work MUST be accurate, clear and saved appropriately.	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Explanation of approach to task	
<input type="checkbox"/> Evidence of review of development process and finished product	
<input type="checkbox"/> Annotated printouts of updated database	
<input type="checkbox"/> Saved electronic file	
<input type="checkbox"/> Query printout(s)	
<input type="checkbox"/> Report printout(s) (higher levels only)	
<input type="checkbox"/> Screenshots of query criteria/design(s)	
or other (please give details) _____	

For Task 6 (AO4) ICT Nationals have you:	Completed (✓)
A Designed a house style and used it consistently for all documents produced (Distinction only)	
B Created a letter, memo and one other document	
B Mail merged letter with content of database query (Distinction only)	
B Created a document of more than one page (Merit only)	
B Created a document of more than two pages (Distinction only)	
C Checked your documents	
D Created a second query using multiple criteria (Distinction only)	
E Created a second report using a different format	
For Essential Skills Wales ICT Level 2 (ICT 2.1.1, ICT 2.1.2, ICT 2.1.3, ICT 2.2.1, ICT 2.2.3, ICT 2.3.1, and ICT 2.3.2) have you: (Note: you must achieve a Distinction for AO4.)	
Include an explanation of how you are going to approach the task and carry it out	
Evidence of developing the house style	
Evidence of developing the documents	
A written review to include the process of development and the finished product	
Note: the final work MUST be accurate, clear and saved appropriately.	
Evidence of emailing the memo to an appropriate person for feedback.	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Explanation of approach to task	
<input type="checkbox"/> Evidence of review of development process and finished product	
<input type="checkbox"/> Notes	
<input type="checkbox"/> Sketches	
<input type="checkbox"/> Electronic files	
<input type="checkbox"/> Printouts of the final documents (annotated if appropriate)	
<input type="checkbox"/> Evidence of development eg annotated drafts	
<input type="checkbox"/> Evidence of using email to send memo to relevant person for feedback, with entry in log	
or other (please give details) _____	

Over all to meet the requirements for Essential Skills Wales ICT Level 2 you must achieve the following grades:

Assessment Objective	Grade
1	Pass
2	Distinction
3	Merit
4	Distinction
5	Merit
6	Distinction

I confirm that the evidence that I have submitted is the candidate's own work and that it meets all of the evidence requirements for Essential Skills Wales ICT at level 2.

Assessor _____ Candidate _____

Date _____ Date _____

Model Assignment: Tutor Information

OCR Level 2 Nationals in ICT 2010

Essential Skills Wales ICT Level 2

Unit 1: ICT Skills for Business

Guidance for Centres

1 General

- 1.1 OCR model assignments are issued free to centres on approval and are available to download from our website: www.ocr.org.uk.
- 1.2 Centres may choose to:
 - use OCR model assignments for formal summative assessment of candidates
 - tailor OCR model assignments for formal summative assessment of candidates
 - use OCR model assignments as a benchmark for devising their own assignment.
- 1.3 This assignment has been designed to meet the full assessment requirements of the unit. Candidates will need to take part in a planned learning programme that covers the underpinning knowledge and skills of the unit.

2 Before carrying out the assignment

- 2.1 Candidates should be provided with a copy of the *Candidate Information* section of this assignment.
- 2.2 Candidates may carry out preparations prior to undertaking the tasks; there is no time limit for this.

3 When completing the assignment

- 3.1 Candidates should be allowed sufficient time to complete all of the tasks. The amount of time may vary depending on the nature of the tasks and the ability of individual candidates. It is suggested that evidence is produced in several sessions.
- 3.2 Each candidate must produce individual and authentic evidence for each task within the assignment.
- 3.3 Centre staff may give support and guidance to candidates. This support and guidance should focus on checking that candidates understand what is expected of them. It is not acceptable for tutors to provide model answers or to work through answers in detail.
- 3.4 Candidates may use information from any relevant source to help them with producing evidence for the tasks.
- 3.5 It is acknowledged that candidates in their responses may refer to situations in the scenario but as the scenario is fictitious this does not break any rules of confidentiality. However, candidates must be guided on the use of information from other sources to ensure that confidentiality is maintained at all times.

4 After completing the assignment

- 4.1 Candidates' evidence is assessed by the centre's assessor against the qualification specification contained in the Centre Handbook. When grading candidates' work centres **must** use the grading descriptors in the unit. For further information about assessment please refer to the section on Assessment and Moderation in the Centre Handbook.
- 4.2 Assessors' decisions should be quality assured across the centre through internal moderation. For further information about internal moderation please refer to the section on Assessment and Moderation in the Centre Handbook.

5 Presentation of work

- 5.1 Candidates may use the *Candidate Checklist* provided to ensure that they submit evidence for ALL tasks. They can do this by using the *Candidate Checklist* as a contents page inserting references/page numbers in the boxes provided.
- 5.2 Centres may wish to discourage candidates from excessive use of plastic wallets for presentation of their evidence as this may hinder the assessment process. Instead centres may wish to encourage candidates to present their work so that it is easily accessible, eg spiral bound, stapled booklet, treasury tag.

6 Acceptable evidence

- 6.1 For guidance on generation and collection of evidence please refer to the section on Assessment and Moderation in the Centre Handbook.

7 Reworking the assignment

- 7.1 If candidates do not meet the minimum PASS requirements for the assessment criteria, further work will be required.
- 7.2 Tutors may give feedback to candidates to support and guide them in producing evidence to the required standard.

Notes for Tutors

Introduction to the Tasks

The tasks have been designed to enable candidates to demonstrate their knowledge and understanding of the use of ICT in a business environment. It is expected that candidates will employ safe working practices when completing the work for this assignment and that they will create a suitable folder structure to store files. Candidates will search for information using the Internet and other sources and use the information found in subsequent tasks. They will demonstrate their understanding of using email in a business environment.

Candidates will design and create a short presentation to accompany a talk, a range of documents and a simple spreadsheet. They will use a database, provided by the tutor.

Where there is a requirement, in the grading grid for the unit, for candidates to print documents, this is a specific software skill they need to demonstrate. Candidates producing electronic portfolios may print their documents electronically, eg to PDF, to meet this requirement. Screenshots are not acceptable alternatives.

The tasks have been designed so that all of the Assessment Objectives in Unit 1 of the ICT Nationals Level 2 2010 are addressed, as well as all of the evidence requirements for Essential Skills Wales ICT Level 2. The tasks should be completed in sequence.

Some tasks cover parts of different Assessment Objectives and evidence requirements, however, assessors must take care to assess the evidence as follows:

- against the grading grids for each Assessment Objective (ICT Nationals Level 2), awarding the overall grade for that Assessment Objective, taking into consideration **all** elements of the work that contributes to it. It is therefore not appropriate to award a grade for the individual tasks
- against the evidence requirements (Essential Skills Wales ICT Level 2), taking into consideration **all** elements of the work that contributes to it.

These guidance notes should be used in conjunction with the unit specification and Centre Handbook for the ICT Nationals Level 2 , the Amplification Document for Essential Skills Wales ICT Level 2 and the Centre Handbook for Essential Skills Wales ICT.

The Tasks

Task 1: Safe working practices in a business environment

Assessment objective 1 (ICT Nationals) and ICT2.1.3 (Essential Skills Wales ICT) are assessed in this task

In this task candidates must create a table identifying safe working practices with an explanation as to why the practice should be adhered to. They must also include columns for putting in the date of each session where they carried out the safe working practice and a column for the tutor to confirm that the safe working practice had taken place.

Whilst candidates at pass are required only to describe one measure in each category, higher levels require a wider range of measures to be described, with distinction candidates covering most, if not all, of those listed in the Knowledge, Understanding and Skills (KUS) of the unit specification document.

Candidates working at the higher levels will include more detail in their descriptions. For example at pass level a candidate might identify the need for the screen to be at the right height. At merit level candidates would give more detail eg the specific height, whilst at distinction level they should be specific about the height, distance and angle of the screen. Similarly at pass level a candidate might describe the need to back up files but this would be expanded by distinction candidates to cover the frequency of backup, the medium used and where it should be stored.

Note: candidates cannot complete the log retrospectively they must complete it as they carry out the various tasks.

Task 2: Search for and store information from ICT-based and non-ICT based sources

Part of Assessment Objective 2 (ICT Nationals) is assessed in this task as well as evidence towards ICT 2.1.2, ICT 2.1.3, ICT2.2.1, ICT 2.2.2 and ICT 2.2.3 (Essential Skills Wales ICT)

Candidates should use a search engine to find information on the Internet about the different live music venues within the Swansea area.

Higher level candidates must use effective search criteria (ie keywords rather than complete phrases/questions/sentences) to find suitable information from the internet. Distinction level candidates must also make effective use of advanced search criteria to find suitable information from the internet. This could be by use of 'Advanced Search' pages from a search engine website, or by using " ", wildcards and (+), or, not (-) etc. However, it is important to check that the operators are used correctly and that they work with the chosen search engine.

Evidence could be printouts of criteria entered into the 'Search' box/page together with the search results returned.

Candidates should keep a record of the addresses of websites they have used. To meet the requirements for Essential Skills Wales ICT, candidates must record these in a table which allows them to comment about the nature of the searches, the outcomes, trustworthiness, validity and the date the information was last updated on the website. They should save graphics and text that they can use for their other tasks. Candidates are not required to print all the downloaded information at this stage – screenshots of about two or three web pages showing the source of some downloaded information is sufficient.

For Essential Skills Wales ICT, candidates are also required to find and select non-ICT based information sources. They are required to access appropriate sources to help them with their ideas for house styles and a logo for the theatre. These will also need to be recorded in the log.

For ICT 2.1.2, candidates will also need to provide evidence of the following supported by annotated printouts if appropriate and/or explanations:

- folder and file structures used
- any removable storage media used and how it was used to store media safely including the use of virus checker
- correct procedures for logging into and out of the ICT system

Note: to meet the requirements for Essential Skills Wales, candidates must achieve Distinction level.

Task 3: Design and create a business presentation to accompany a talk on the use of email in business

Part of Assessment Objective 2 and Assessment Objective 3 (OCR Nationals) and evidence towards ICT 2.1.1, 2.1.2, ICT 2.1.3, ICT 2.2.1, T 2.2.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2 (Essential Skills Wales ICT) is assessed in this task.

For this task candidates will design and create a presentation that can be used to illustrate a talk on the results of their research with respect to different live music venues within the Swansea area and different ideas for creating a logo. They will produce a presentation, of at least 5 slides, using appropriate text and graphics. Candidates must make their own decisions about the focus, content and layout of the slides.

Candidates should be discouraged from copying and pasting paragraphs of text onto slides as this is likely to prevent the presentation being fit for purpose. The use of short, succinct bullet points should be encouraged.

To meet the requirements of Essential Skills Wales ICT Level 3 candidates are required to:

- an explanation of how they are going to approach the task and carry it out eg
 - the software they will use
 - how many slides they will have
 - are they going to use master slides
 - are they going to use animations and/or transitions
 - What are they going to include on their slides ie text, image etc
- the completed log they created in task 1
- folder and file structures used
- any removable storage media used and how it was used to store media safely including the use of virus checker
- correct procedures for logging into and out of the ICT system
- there must be evidence of developing the presentation eg annotated drafts
- final work **MUST** be accurate, clear and saved appropriately. Graphs and charts (if used) must be fit for purpose and labelled correctly
- once the task is completed, they must provide a written review to include the process of development and the finished product

To meet the requirements of Assessment Objective 2 candidates are only required to give examples of appropriate use of emails in a business context. For Essential Skills Wales they need to provide evidence of using email to exchange information. Therefore, they are required to use the email facility to email relevant people a copy of your presentation and ask them for feedback. They must also email relevant people to agree an appropriate time and date for giving the presentation of their findings. Remember to achieve the requirements for Essential Skills Wales ICT they must achieve this at **Distinction** level. They must provide a recording document of their use of email supported by annotated printouts and/or screenshots. Within the recording document, provide an explanation as to the risks involved when receiving and opening email attachments. The extended use of email facilities must include evidence of using appropriate storage for emails and contacts.

For higher levels a list of examples of extended email features is included in the KUS, but this should not be regarded as exhaustive as different extended features may be available within various email client applications.

For Assessment Objective 3, for Pass level, candidates should show some evidence of checking their presentation for errors, which might be limited to using spell check.

Distinction level candidates will need to add some speaker notes. These must be notes that will assist the presenter when delivering the presentation, (eg additional information to support the bullet points on the slides). It is not appropriate for candidates to use the notes pages to add a commentary on how they created the presentation. The final presentation must be checked to ensure that it is appropriate to the purpose and audience and of a near professional quality (suitable for use in the workplace).

The electronic file can provide effective evidence of transitions and animations and the overall quality of the product.

Candidates might actually use their presentation by delivering a talk, but if they do so centre assessors should assess only the presentation not the effectiveness of the delivery, unless they are assessing it for Essential Skills Wales Communication.

Note: to meet the requirements for Essential Skills Wales, candidates must achieve Distinction level for AO2 and Merit level for AO3.

Task 4: Design, create and use a business spreadsheet

Assessment Objective 5 (OCR Nationals) and evidence towards ICT 2.1.1, ICT 2.1.2, ICT 2.1.3, ICT 2.2.1, ICT 2.2.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2 (Essential Skills Wales) is assessed in this task.

For this task candidates must design, create and use a simple spreadsheet to calculate costs and admission prices for at least 3 different audience sizes. For Essential Skills Wales ICT there must be evidence of development.

Centres may provide candidates with additional information/figures to assist with this task, however, candidates must design and create the spreadsheet themselves. Tutors must not provide the candidates with a pre-populated spreadsheet nor should they supply them with a design to copy or instruct the candidates on what to put where.

In addition, for **Essential Skills Wales ICT**, you must also provide the following:

- an explanation of how they are going to approach the task and carry it out eg
 - the row and/or column headings
 - the formulae and/or functions they will use
- the completed log they created in task 1

- folder and file structures used
- any removable storage media used and how it was used to store media safely including the use of virus checker
- correct procedures for logging into and out of the ICT system
- there must be evidence of developing the spreadsheet eg annotated drafts
- final work **MUST** be accurate, clear and saved appropriately. Graphs and charts (if used) must be fit for purpose and labelled correctly
- once the task is completed, they must provide a written review to include the process of development and the finished product

Note: to meet the requirements for Essential Skills Wales, candidates must achieve Distinction level for AO5.

Task 5: Update and use a database to search for and present information for a business purpose

Assessment Objective 6 (OCR Nationals) and evidence towards ICT 2.1.1, ICT 2.1.2, ICT 2.1.3, ICT 2.2.1, ICT 2.2.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2 is assessed in this task.

For this task, tutors must provide candidates with the database supplied with this assignment. For this unit, candidates are not required to create the database themselves. Candidates **must not** use search engines to evidence this Assessment Objective.

The database, **BANDS**, is provided by OCR in .mdb (Microsoft Access), .csv (comma separated values) and .xls (Microsoft Excel) formats. Tutors should provide candidates with one of the file formats as appropriate to the centre's database software.

Even at Pass level, changes made to the database must be largely accurate, according to the requirements. At this level, candidates might for example, use incorrect/inconsistent case or misspell a word. At Higher levels the changes made should all be accurate. For the higher levels the reports selected should display the data effectively. **Candidates MUST achieve Merit level to meet the requirements of Essential Skills Wales ICT Level 2.**

The database **BANDS**, contains the following details:

Band Name	Building Name or House No	Street	Town	Postcode	Type of Music	Hire Cost
Take This	The Mews	Reginald Avenue	Gorseinon	SA4 3DR	Tribute	£300
Anarchy	21	Maellor Crescent	Fforestfach	SA5 7LW	Heavy Metal	£200
Jazz It Up	92	Lower Carmarthen Road	Cockett	SA5 2YL	Jazz	£200
Beach Combers	36	Ashford Drive	Sketty	SA2 9UV	Tribute	£250
Soulful	29	Market Street	Llansamlet	SA7 1DR	Blues	£200
Queen's Delight	14	West Street	Dunvant	SA2 6SY	Tribute	£300
Brown Eyed Peas	9	Victoria Terrace	Cwm	SA1 6TR	Pop	£200
Loud as You Can	The Factory	Leeming Street	Gowerton	SA4 5RS	Heavy Metal	£250

Rave On	41	Sapphire Street	Clydach	SA6 9DA	Tribute	£250
Melody Maker	11	Winter Terrace	Morrison	SA6 6DW	Blues	£235
Brassed Off	5	Rowlands Road	Morrison	SA6 7RQ	Jazz	£150
Soooo Loud	156	Rangers Avenue	Penmaen	SA3 5TZ	Heavy Metal	£245
The Lady Sings Them	8	Rutland Street	The Mumbles	SA3 3DX	Blues	£310
Your Way	96	Oscar Drive	Felindre	SA5 1DT	Pop	£275
Fleetwood Coat	3	St Michael's Road	Ynystawe	SA6 4LF	Tribute	£395
Follow the Band	56	Upward Mount	Fairyhill	SA3 6PW	Jazz	£200
Susan Simmer	465	Longest Road	Gowerton	SA4 6TY	Blues	£230
Factor Z	32	Rushmore Crescent	Llanddewi	SA3 4PQ	Pop	£350
Colour Blue	67	Rainbow Avenue	Port Eynon	SA3 5LW	Blues	£300
Abigail	84	Leicester Terrace	Sketty	SA2 7GV	Tribute	£265
Peter Pans	2	Little Walk Drive	Cockett	SA5 4TR	Blues	£175

Task 6: Design and create a range of business documents

Assessment Objective 4 (OCR Nationals) and evidence towards ICT 2.1.1, ICT 2.1.2, ICT 2.1.3, ICT 2.2.1, ICT 2.2.2, ICT 2.2.3, ICT 2.3.1 and ICT 2.3.2 is assessed in this task.

Candidates must create a variety of business documents relevant to the scenario using word processing or DTP software. Candidates are expected to use some of the information that they have found in Task 2, Task 4 and Task 5 in the production of their documents. If necessary, it is permissible for tutors to supplement this by providing them with some additional suitable information sources which they can access to select and find relevant information.

Candidates are expected to design their documents and for Essential Skills Wales, they must provide evidence of the development of the documents and not just the final products. They must work from blank documents and not make use of templates or wizards provided by software packages

Candidates will use information from Task 4 to produce the memo to email to the owner of the theatre.

Although candidates are only required to create at least three documents, they may need to produce more than the minimum in order to demonstrate a sufficiently wide range of features to meet Higher level requirements. However, there is no benefit to candidates of creating many documents repeating the use of the same features.

Documents that are not largely fit for purpose **cannot** be credited. For Distinction level, documents should be of a sufficiently high quality to be acceptable in a business environment.

Additional evidence is needed to demonstrate the use of particular features that cannot be clearly seen from the printouts. For example, it is not clear from a printout of a document whether items are in a header or merely at the top of a page. If candidates develop their own templates or master pages, these should be clearly evidenced. A screenshot showing the use of spellchecker and grammar check should be included for each document. Additional evidence might be provided by the electronic files, screenshots and/or individual, detailed witness statements, signed and dated by the assessor. Where elements have been obtained from external sources such as digital cameras, scanners, the WWW etc there should be evidence to show this. It is not necessary to produce a commentary detailing every step taken in the production of the documents.

For Distinction level, it is a requirement that candidates design and create a mail merged letter. This will involve the use of data from a linked database, spreadsheet or data file created within the word processing software. Centres may provide the candidates with the file containing the data to be linked, however, the letter must be designed and created entirely by the candidate. Candidates have to query the database to find relevant bands that could be contacted by letter. It would therefore be appropriate for candidates to use the results of this query to merge with the letter they have produced.

The separate requirement to insert fields into at least one document refers to including document information and a date field and is not met by inserting the merge fields from the data file.

To achieve the requirements of **Essential Skills Wales ICT** they must achieve **Distinction** level.

In addition, for **Essential Skills Wales ICT**, candidates must also provide the following:

- an explanation of how they are going to approach the task and carry it out
- what house style they will use and what the logo will be
- the completed log you created in task 1
- folder and file structures used
- any removable storage media used and how it was used to store media safely including the use of virus checker
- correct procedures for logging into and out of the ICT system
- there must be evidence of developing the documents eg annotated drafts
- final work **MUST** be accurate, clear and saved appropriately.
- once the task is completed, they must provide a written review to include the process of development and the finished product