



Functional Skills ICT

Level 1 Referencing Guidance

ICT – LEVEL 1

Area	Skill Standard	Coverage and Range	Weighting
Using ICT	1.1 identify the ICT requirements of a straightforward task	1.1.1 use ICT to plan and organise work	20-30%
	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	
	1.3 manage information storage	1.2.3 adjust system settings as appropriate to individual needs	
		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	
Finding and selecting information	1.5 use search techniques to locate and select relevant information	1.4.2 demonstrate how to minimise the risk of computer viruses	10-20%
		1.5.1 search engines, queries	
	1.6 select information from a variety of ICT sources for a straightforward task	1.5.2 recognise and take account of currency, relevance, bias and copyright when selecting and using information	
		1.7 enter, develop and refine information using appropriate software to meet the requirements of straightforward tasks	
	1.8 use appropriate software to meet requirements of straightforward data-handling task	1.7.1 apply editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numbers, charts, graphs or other digital content	
		1.8.1 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			
1.9 use communications software to meet the requirements of a straightforward task	1.8.4 enter, search, sort and edit records		
	1.9.1 read, send and receive electronic messages with attachments		
Developing, presenting and communicating information	1.10 combine information within a publication for a familiar audience and purpose	1.9.2 demonstrate understanding of the need to stay safe and respect others when using ICT-based communication	50-70%
		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	