



Functional Skills ICT

Level 2 Referencing Guidance

ICT – LEVEL 2

ICT – LEVEL 2		Coverage and Range	Weighting		
Area	Skill Standard				
Using ICT	2.1 Plan solutions to complex tasks by analysing the necessary stages	2.1.1 use ICT to plan and analyse complex or multi-step tasks and activities and to make decisions about suitable approaches	20-30%		
		2.2.1 select and use software applications to meet needs and solve complex problems			
	2.2 select, interact with and use ICT systems safely and securely for a complex task in non-routine and unfamiliar contexts	2.2.2 select and use a range of interface features and system facilities effectively to meet needs			
		2.2.3 select and adjust system settings as appropriate to individual needs			
		2.2.4 respond to ICT problems and take appropriate action			
	2.3 manage information storage to enable efficient retrieval	2.2.5 understand the danger of computer viruses and how to minimise risk			
		2.3.1 manage files, folders and other media storage to enable efficient information retrieval			
		2.4.1 search engines, queries and AND/NOT/OR, >, <, >=, <=, contains, begins with, use of wild cards			
	Finding and selecting information	2.4 use appropriate search techniques to locate and select relevant information		2.5.1 recognise and take account of copyright and other constraints on the use of information	10-20%
				2.5.2 evaluate fitness for purpose of information	

ICT – LEVEL 2 (contd.)

Area	Skill Standard	Coverage and Range	Weighting
Developing, presenting and communicating information	2.6	enter, develop and refine information using appropriate software to meet requirements of a complex task	2.6.1 apply a range of editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numerical data, charts, graphs or other digital content
	2.7	use appropriate software to meet the requirements of a complex data-handling task	2.7.1 process and analyse numerical data
			2.7.2 display numerical data in an appropriate graphical format
			2.7.3 use appropriate field names and data types to organise information
			2.7.4 analyse and draw conclusions from a data set by searching, sorting and editing records
	2.8	use communications software to meet the requirements of a complex task	2.8.1 organise electronic messages, attachments and contacts
	2.9	combine and present information in ways that are fit for purpose and audience	2.8.2 use collaborative tools appropriately
			2.8.3 understand the need to stay safe and to respect others when using ICT-based communication
			2.9.1 organise and integrate information of different types to achieve a purpose, using accepted layouts and conventions as appropriate
	2.10	evaluate the selection, use and effectiveness of ICT tools and facilities used to present information	2.9.2 work accurately and check accuracy, using software facilities where appropriate
2.10.1 at each stage of a task and at the task's completion			
			50-70%