

Information Communication Technology (ICT)

Key Skills (ICT) Level 1-4

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.

ICT Level	To achieve Information and Communication Technology at the level , you will show that you can:	Assessment Method
Level 1 Key Skill ICT	<input type="checkbox"/> Find, enter, explore and develop relevant information <input type="checkbox"/> Present information, including text, images and numbers, using appropriate layouts, and save information	<ul style="list-style-type: none"> • Externally set and marked multiple-choice test • Internally assessed, externally moderated evidence portfolio
Level 2 Key Skill ICT	<input type="checkbox"/> Make selections based on judgments of relevance and quality <input type="checkbox"/> Enter and bring together information using formats that help development <input type="checkbox"/> Develop the presentation so it is accurate, clear and presented Consistently	Externally set and marked multiple-choice test <input type="checkbox"/> Internally assessed, externally moderated evidence portfolio
Level 3 Key Skill ICT	Make selections based on judgments of relevance and quality <input type="checkbox"/> Enter and bring together information using formats that help development <input type="checkbox"/> Use software features to improve the efficiency of your work <input type="checkbox"/> Develop the presentation so it is accurate, clear and presented consistently <input type="checkbox"/> Take account of the views of others to guide refinements	<input type="checkbox"/> Externally set and marked test comprising three tasks to be undertaken using a computer (eg creating database, report, spreadsheet, results, printout) <input type="checkbox"/> Internally assessed, externally moderated evidence portfolio
Level 4 Key Skill ICT	Develop a strategy for using ICT skills over an extended period of time <input type="checkbox"/> Monitor progress and adapt your strategy, as necessary, to achieve the quality of outcomes required in work involving the use of ICT for different complex purposes <input type="checkbox"/> Evaluate your overall strategy and present the outcomes from your work using a presentation showing integration of text, images and number	Externally set and marked test comprising four tasks to be undertaken using a computer (eg creating spreadsheet, report, chart, applying formulae) <input type="checkbox"/> Internally assessed, externally moderated evidence portfolio