Entry 3 Skills for Working Life (4807-03)

May 2015 Version 2.0



Unit recording documents for Information technology (Units 406-416)

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Assessor initials

Unit no: 406 Unit title: Introduction to ICT Credit value: 3

Guidance: For this unit, learners are introduced to ICT in general. Learners will use input and output devices, select, use and enter information, format text, insert and position images as well as use and present information for an agreed purpose.

Learning Outcomes: The learner will be able to:

- interact with and use an ICT system
- follow recommended safe operating practices
- use ICT to search for, select and use information
- enter, develop and present information for an agreed purpose using an ICT system

/dat	е			
				E
	T	ı	Prac	tical Evidence
			•	Use correct procedures for start and shutdown of an ICT system
			•	Open applications
			•	Close applications
			•	Use input devices
			•	Use output devices
			•	Use software applications
			•	Recognise interface features
			•	Use interface features
			•	Follow safe practices
			•	Use appropriate search techniques
			•	Select information
			•	Use information for an agreed purpose
			•	Enter information
			•	Format text
			•	Insert and position images

Present information for an agreed purpose

Knowledge Evidence (evidence of answers given to be recorded in portfolio)

List safety points to be remembered when using a computer

	Declaration The learning outcome has been achieved by satisfactory performance of all the components listed above						
Date of all asses	Date of all assessments completed for this unit:						
Name of Asse	essor	Signature of Assessor	Name of Learner	Signature of Learner			

Unit no: 407 Unit title: Introduction to using spreadsheet Credit value: 1 software

Guidance: For this unit there must be a computer available (either desktop, tower, laptop or other Central Processing Unit (CPU)) connected to mains electricity with external mouse or other input device

Learners are introduced to spreadsheet software. Learners will enter, copy, replicate and manipulate data, save and print a file.

Learning Outcome: The learner will be able to:

• Use spreadsheet software

Assessor Initials/Date					
					E
				Р	ractical Evidence
					Load a spreadsheet software package
					Exit from a spreadsheet software package
					Load a spreadsheet file
					Save a spreadsheet file
					Enter data in a spreadsheet
					Format data using justify
					Format data using font
					Format data using font size
					Format data using colour
					Move data
					Copy data
					Replicate data
					Print a spreadsheet file
Knowledge Evidence			Evid	ence	(evidence of answers given to be recorded in portfolio)
					Give a reason why spreadsheets are useful
					Give examples of spreadsheets in use in daily life
					Continued

DECLARATION- The Learning Outcome has been achieved by satisfactory performance of all the components listed above						
Date of all assessments	completed for this unit					
Name of Assessor Signature of Assessor Signature of Learner Learner						

Unit no:	408	Ur	nit title	Introduction to	using the internet	Credit value: 1	
laptop or external	other mouse are e	Centre or ot	ral Pro ther inp	cessing Unit (CPU)) out device	iter available (either de connected to mains el skills to use the interne	ectricity with	
Learning	Outc	ome:	Th	The learner will be able to: • Use the internet			
Assesso Initials/I							
Practica	l Evid	lence				E	
			•	Load an internet br	owser		
			•	Access a given wel	bsite by using favourite	es .	
			•	Access a given website by entering the web address			
			•	Navigate websites using forward			
			•	Navigate websites using back			
			•	Navigate websites	using hyperlinks		
			•	Use a search engir	ne to locate information	ı	
Knowled	dge E	vidend	ce (evi	(evidence of answers given to be recorded in portfolio)			
			•	State the function of a hyperlink			
				Give examples of search engines that you have used.			
Declaration The learning all the components liste				ing outcome has been achieved by satisfactory performance of			
				mpleted for this unit	<u> </u>		
Name of Assessor				Signature of Assessor	Name of Learner	Signature of Learner	

Unit no: 409	Unit title:	Introduction to using word processing software	Credit value: 1
		ers are introduced to word procent a document using word proce	•
Learning Outcor		arner will be able to: Use word processing software	
Assessor Initials/Date			
	Dung ting t	Fridance	E
	<u> </u>	Evidence	a alva e a
		d a word processing software pa	
		from a word processing softwa	re package
	• Cre	ate documents	
	• Ope	en documents for editing	
	• Sav	ve documents	
	• Ent	er text	
	• Edit	t text by inserting	
	• Edit	t text by deleting	
	• Edit	t text by cutting	
	• Edit	t text by copying	
	• Edit	t text by pasting	
	• For	mat text by changing font	
	• For	mat text by changing style	
	• For	mat text by changing size	
	• Prir	nt a document	

Knowledge Evidence (evidence of answers given to be recorded in portfolio)						
	• Give a reason why	word processed docum	ents are useful			
	Give examples of walife	Give examples of word processed documents in use in daily life				
	rning outcome has beer omponents listed above	n achieved by satisfacto	ry performance of			
Date of all assessmen	ts completed for this un	it:				
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner			

Unit no: 410 Unit

title:	using the internet			
laptop or other Central P internet with external mo	there must be a computer available (either desktop, tower, crocessing Unit (CPU)) connected to mains electricity and the buse or other input device. Learners will be enabled to burces of information and search the world wide web using erlinks.			
Learning Outcome:	The learner will be able to:			
	Recognise sources of informationSearch for information			
Assessor Initials/Date				
Practical Evidence	E			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Recognise appropriate sources of information (ICT and other forms)			
	Use appropriate sources of information for a purpose			
	Access web sites using given web addresses			
	Follow hyperlinks to find information			
	Select information			
	Use information			
Knowledge Evidence (evidence of answers given to be recorded in portfolio)			
	State the subject about which you wished to find information and the website you used to find it			
	State the purpose of the information you found			
	earning Outcome has been achieved by satisfactory ce of all the components listed above			
Date of all assessments	completed for this unit:			
Name of Assessor	Signature of Name of Learner Signature of Learner			

Introduction to selecting information Credit value: 1

Unit no: **411** Unit title: Introduction to using ICT systems Credit value: 3

Guidance: For this unit there must be a computer available (either desktop, tower, laptop or other Central Processing Unit (CPU)) connected to mains electricity with external mouse or other input device. Learners will be provided with a starting point from which they will gain skills to identify and use the main hardware components of ICT systems, start-up and shut down operating systems correctly, employ health, safety and security skills in an ICT environment, use removable media, load, use and close software applications and enter and print data.

Learning Outcomes: The learner will be able to:

- Recognise the main components of ICT systems
- Operate an ICT system
- Understand safe and secure working practices
- Use a software application package

Assessor Initials/Date							

				E	:		
Practical Evidence							
				Identify the main hardware components of ICT systems and list them below			
				-			
				-			
				-			
				-			
				Start up an ICT system correctly			
				Shut down an ICT system correctly			
				Use ICT hardware components			
				Operate an ICT system in a safe way			
				Use passwords			
				Keep passwords secure			
				Use removable media correctly			
				Load a software application			
				Close a software application			
				Enter data using an appropriate input device			
				Print from the application			

Knowledge Evidence (evidence of answers given to be recorded in portfolio)					
	State the function of the hardware components identified above				
	Give a reason why it is important to start up an ICT system correctly				
	Give a reason why it is important to shut down an ICT system correctly				
	State why it is sometimes necessary to use a password and keep it secure				
	State why removable media must be used correctly				
	State what can happen if a software application is not closed properly				
	rning outcome has be components listed a	en achieved by satisfacto bove	ry performance		
Date of all assessment	ts completed for this	unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner		

Unit no: 412 Unit tit	de: Introduction to using graphics Credit value: 1 software				
laptop or other Central external mouse or other	it there must be a computer ava Processing Unit (CPU)) connector or input device. Learners will be d and save an image file, resize	cted to mains electricity with enabled to load and exit from a			
Learning Outcome:	The learner will be able to: • Use a graphics software	e package			
Assessor Initials/Date					
		Е			
P	ractical Evidence				
	Load a graphics software page 1.	ackage			
	Exit from a graphics softwa	re package			
	Load an image file				
	Save an image file				
	Resize an image on a page				
	Position an image on a pag	e			
	Add a caption to an image				
	Print an image file				
Ki recorded in portfolio)	nowledge Evidence (evidence of answers given to be				
	Give a reason why graphics software is useful				
	Give a reason for printing images				
	rning outcome has been achieved by satisfactory performance e components listed above				
Date of all assessmen	ts completed for this unit:				
Name of Assessor	Signature of Name Assessor	e of Learner Signature of Learner			

Unit no: **413** Unit title: Introduction to using email and Credit value: 1 text messaging

Guidance: For this unit there must be a computer available (either desktop, tower, laptop or other Central Processing Unit (CPU)) connected to mains electricity with external mouse or other input device. There must also be a mobile phone available. Learners will be provided with an introduction to communication by email and text messaging. Learners will send and receive messages using email software and a mobile phone for text messaging.

The learner will be able to: Learning Outcome:

- Use email software
- Use mobile phone for text messaging

Assessor Initials/Date				

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			E
	Prac	ctical Evidence	
	•	Open an email software package	
	•	Access and read an email	
	•	Delete an email	
	•	Reply to an email	
	•	Forward an email	
	•	Create an email	
	•	Send an email	
	•	Close an email software package	
	•	Access messages menu on a mobile phone	
	•	Select and read a message in the inbox	
	•	Reply to a message	
	•	Write a message	
	•	Send a message to a number stored in the phone book	
	•	Use predictive text for writing messages	
	•	Save messages	
	•	Delete messages	

Knowledge Evidence (evidence of answers given to be recorded in portfolio)					
	Give a reason for u	Give a reason for using email as a form of communication			
	Give a reason for u communication	Give a reason for using text messaging as a means of communication			
	State an advantage	State an advantage of using predictive text messaging			
	State a disadvanta	State a disadvantage of using predictive text messaging			
Declaration The learning outcome has been achieved by satisfactory performance of all the components listed above					
Date of all assessments completed for this unit:					
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner		

Unit no: 414 Credit value: 1 Unit title: Introduction to personal digital photograph processing **Guidance**: For this unit there must be a computer available (either desktop, tower, laptop or other Central Processing Unit (CPU)) connected to mains electricity with external mouse or other input device. There must also be a digital camera available with appropriate connection method. Learners will be provided with an introduction to the processing of digital photographs taken for personal use. Learners will use a software package to load photographs from a camera, resize, position, and print a photograph. Learning Outcome: The learner will be able to: Use a software package to process digital photographs **Assessor** Initials/Date Ε **Practical Evidence** Load a software package suitable for processing digital photographs Connect a digital camera to computer Download photographs to the computer Load a photograph file Save a photograph file Resize a photograph on a page Reposition a photograph on a page Print a photograph

Exit from the software package used

Give a reason for printing photographs

Give a reason for transferring photographs to a computer

Give a reason for resizing and repositioning photographs

Knowledge Evidence (evidence of answers given to be recorded in portfolio)

Continued...

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Declaration The learning outcome has been achieved by satisfactory performance of all the components listed above				
Date of all assessments completed for this unit:				
Narne of Assessor	Signature of Assessor	Narne of Learner	Signature of Learner	

Unit no: 415 Unit title: Introduction to using the internet Credit value: 1 for shopping **Guidance**: For this unit there must be a computer available (either desktop, tower, laptop or other Central Processing Unit (CPU)) connected to mains electricity and the internet with external mouse or other input device. Learners will be enabled to access the necessary skills with which to shop on line The learner will be able to: Learning Outcome: • Use the internet to make an on-line purchase Assessor Initials/Date Ε **Practical Evidence** Load an internet browser Use a search engine to find an appropriate site View items for sale on line Select item to purchase View item and amount to be paid Enter delivery information Pay for item paying attention to security details Print out order Exit from the purchase site Exit from the internet browser Knowledge Evidence (evidence of answers given to be recorded in portfolio) Give a reason for using the internet for shopping Give a reason paying attention to security details Give a reason for printing out the order

	The learning outcome has been achieved by satisfactory performance of all the components listed above			
Date of all assessments completed for this unit:				
Name of Asses	sor Signature of Assessor	Name of Learner	Signature of Learner	

Unit	no:	410	6	Un title		o Desk Top Publishing	Credit value: 1
						ced to desk top publishin aining text and an image	_
Learning Outcome:		e:	The learner will be able to: • Use desk top publishing software to create a document				
Asse Initia							
				P	ractical Evidence		E
						ublishing software packa	ane
						p publishing software pa	
						or creating a document	ionage
					· · ·		
					 Create the document containing text Add an image to the document 		
					Save the document		
Vno	wlos	las I	Evrial	2222	Print the document		
Knowledge Evidence (evidence of answers given to be recorded in portfolio)			,				
					 Give a reason why desk top published documents are useful Give examples of desk top published documents in use in 		
Declaration The learning outcome has been achieved by satisfactory performant all the components listed above			ry performance of				
Date of all assessments completed for this unit:							
Name of Assessor			Signature of Assessor	Name of Learner	Signature of Learner		

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Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- Walled Garden: how to register and certificate candidates on line
- Qualifications and Credit Framework: general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events**: dates and information on the latest Centre events
- **Online assessment**: how to register for e-assessments.

Useful contacts

General qualification	ו. דידי נטוט ברב דינוען: E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills,	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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