Essential Skills Wales
Essential Digital Literacy Skills (EDLS)
Level 1 Controlled Task
Candidate Pack

Staycation

Version **2.0**
Sample III

Candidate name:	
Candidate number:	
Date registered for EDLS:	
Unique Learner Number (ULN) *(if applicable)*:	
Centre name *or* number:	

Instructions

- Make sure the boxes at the top of this page are filled in with your name, candidate number, ULN (if applicable) and centre name or number.
- Make sure you complete **all** parts of the task.

You have up to **4 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded below by the assessor:

Date controlled task **started**:							
Date controlled task **completed** *(no more than eight weeks later)*:							
Session 1	**Session 2**	**Session 3**	**Session 4**	**Session 5**	**Session 6**	**Session 7**	**Session 8**
	Date	*Date*	*Date*	*Date*	*Date*	*Date*	*Date*
Duration	*Duration*	*Duration*	*Duration*	*Duration*	*Duration*	*Duration*	*Duration*
Total time spent (including research time):							

If more than eight sessions are required, any further dates/durations should be recorded on a separate sheet.

Produced jointly by the four Essential Skills awarding bodies:
Agored Cymru
City & Guilds
Pearson
WJEC

This task pack contains a scenario and a set of instructions. It also contains guidance for the structured discussion you will need to have with your assessor after completing the task.

- Make sure you read through the scenario and instructions carefully before you start.
- You will be supervised throughout your time working on this task, although during that time you can use most of the equipment that would normally be available to you in a real-life situation (this will include accessing the internet).
- You are allowed additional research time when completing **Part 2** of the controlled task. This will be under controlled conditions.
- Although you will be working in collaboration, all work submitted must be **entirely** your own. You are not allowed to be given any help with the skills that are being assessed through this controlled task.
- Submit all of your work at the end of **each** session. You are not allowed to take any task materials away with you, or have access to these between sessions.
- Make sure you **sign the declaration** at the back of this pack at the end of your final session working on this task.

You must complete Parts 1, 2 and 4 of this task entirely on your own. You will need to work with at least two other people for Part 3 of this task.

Structured Discussion

Once you have completed the task you will take part in a Structured Discussion with your assessor. This may be one-to-one or as part of a small group.

Task instructions: Staycation

Scenario

The popularity of staycations has increased in recent years. Staycations are when you take holidays close to home and enjoy the local attractions.

You have been asked to work in a team to produce some digital promotional material about staycations in your local area.

Part 1
On your own:

1.1 Set up a folder structure with at least one folder and at least one subfolder.

1.2 Create a file that you will use to save evidence and findings.

In this file, you will record details of:

- the device(s) (technology) you will use
- the digital tool(s) you will use
- ways you will secure your digital data
- the findings from your research.

1.3 Save this file in an appropriate folder.

Your work must be saved within the folder structure you created in 1.1, ensuring that the file and folder names reflect the contents.

Part 2
On your own:

Develop your digital resource by carrying out research. You will share the information you find with your team later in the task.

2.1 Research and record information on:

- accommodation in the local area e.g. holiday parks, hotels
- attractions that you are interested in promoting e.g. activities, location, images
- examples of promotional resources for other staycations including the type of information they provide
- copyright free images/video of the local area.

2.2 Provide evidence of your research and show that you have:

- used appropriate keywords and phrases
- saved the information so it is easy to find.

2.3 You must organise the information so that it is ready to share with your team.

Your work must be saved within the folder structure you created in Part 1, ensuring that the file and folder names reflect the contents.

Part 3
Working with others:

Before deciding on the content of your digital resource you need to share your findings with your team.

3.1 Use online communication to contact your team to agree on a method of real-time digital collaboration.

3.2 Use the real-time digital tool to collaborate by:
- sharing your findings and asking for comments
- commenting on at least one other person's findings.

3.3 Provide evidence to show how you collaborated. Give reasons why the methods used in 3.1 and 3.2 were successful or not successful.

Your work must be saved within the folder structure you created in Part 1, ensuring that the file and folder names reflect the contents.

Part 4
On your own:

You must design and create the digital resource that will be used to promote staycations in your local area. You must use suitable software.

4.1 You must:
- use at least one digital device (technology) and at least one digital tool appropriately
- retrieve and use at least two pieces of information from your research.

4.2 Create the digital resource and include:
- appropriate information about staycations in your local area
- at least two creative features of digital tools (e.g. images, tables, sound)
- appropriate use of at least four techniques (e.g. editing images, formatting text, colour schemes, structure and adding hyperlinks).

Make sure your resource is appropriate for the task.

4.3 Protect your digital resource.

Your work must be saved within the folder structure you created in Part 1, ensuring that the file and folder names reflect the contents.

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The Structured Discussion can take place outside of the allocated time for the Controlled Task and after the 8 week working period.

Structured Discussion

(to be completed after you have successfully finished your Controlled Task)

You must prepare for the discussion and submit any notes made.

You will be given the opportunity to discuss:

- how online information can impact on self and others
- methods of staying safe in a digital world (at least 2 methods)
- how to maintain a digital device (at least 2 ways)
- why search result order does not determine reliability and relevance
- digital collaborative tools that can be used for personal and professional practice (at least 1 for each practice)
- reasons for using the creative digital approach, including any impact (at least 2 reasons).

Declarations

The candidate and assessor declarations must be completed.

Candidate name: _____

Candidate declaration:

I confirm that this is my own work and it was completed in the sessions stated on the front cover.

Candidate signature _____ Date _____

For centre staff and awarding body use only

Assessor declaration:

I confirm that this candidate has met the standard required for the controlled task. The controlled task was conducted under the specified conditions and completed within the working period and working time requirements.

Assessor signature _____ Date _____

Internal quality assurer (IQA) declaration:
(if sampled)

I have internally quality assured this work and confirm that the standards have been met.

IQA signature _____ Date _____

External quality assurer (EQA) declaration:
(if sampled)

I have externally quality assured this work and confirm that the standards have been met.

EQA signature _____ Date _____