Essential Skills Wales

Essential Digital Literacy Skills (EDLS)

Level 3 Controlled Task – Sample Task

Candidate Pack

Data Protection

Version **2.0**
Valid for use until (not applicable)

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 **8 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 this 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 1** 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.
- Make sure you hand in 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, 3 and 5 of this task entirely on your own. You will need to work with at least two other people for Parts 2 and 4 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: Data Protection

Scenario

You work for a company that provides advice to small businesses. You have been asked to produce a digital resource which gives an overview of what small businesses need to do to comply with the Data Protection Act (2018).

You must create a digital resource that:

- explains Data Protection
- demonstrates what small businesses need to do in order to comply with Data Protection
- potential consequences to businesses of not complying with Data Protection
- includes an interactive element that allows questions to be posted and answered
- includes a short quiz to check understanding of Data Protection.

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Part 1
On your own:

1.1 Construct a hierarchical folder structure with at least two levels. Meaningful names must be applied consistently to all files and folders. All work must be filed appropriately within the folder structure.

1.2 You must use advanced search techniques with appropriate filtering methods to gather information.

The information you gather must include:

- what is meant by personal data
- why Data Protection is important
- examples of how businesses should comply with Data Protection
- potential consequences of not complying with Data Protection
- methods of synchronous and asynchronous collaboration that are both effective and efficient to use during this task.

1.3 Identify and compare at least two methods of securing your information.

1.4 Secure your information using one of your chosen methods.

1.5 As you work through this task, store your findings and evidence securely in your folder structure. This must include:

- the search techniques used with appropriate key words and phrases
- how you have checked the information for currency, relevance, authority and purpose.

You can produce evidence for this task in a format of your choice. All evidence must be saved in the folder structure you have created.

Part 2
Working with others:

You will work as part of a team and collaborate digitally to inform decision making.

Your digital resource must:

- explain Data Protection
- demonstrate what small businesses need to do in order to comply with Data Protection
- explain potential consequences to businesses of not complying with Data Protection
- include an interactive element that allows questions to be posted and answered
- include a short quiz to check understanding of Data Protection.

2.1 Use a method of digital communication to contact other team members to discuss ways to collaborate digitally and give reasons for final choice of method.

2.2 Use your final choice of method to share and discuss your findings with your team.

2.3 Collaborate digitally with your team to discuss how best to produce your resource. This must include discussion on:

- possible digital resources
- ways to include an interactive element
- ways to include a short quiz.

All files/evidence must be saved in the folder structure you have created.

Part 3
On your own:

Based on the collaboration in Part 2, design and produce a digital resource that gives an overview of what small businesses need to do to comply with Data Protection.

3.1 Use appropriate software to design and produce a digital resource. This must include:

- at least three creative features of digital tools (e.g. images, charts, sound)
- appropriate information from your research and collaboration
- at least five different techniques (e.g. sound (that has been edited), image and/or videos (edited), animation, action button(s) (hyperlinks), timings, structure, template, improving accessibility)
- an interactive element
- a short quiz.

3.2 Ensure your digital resource is fully completed, effective and suitable for the purpose of the task (e.g. all action buttons (hyperlinks) and sound work, images are clear and appropriately sized and positioned, interactive elements work correctly).

You can provide evidence for this task in a format of your choice.

All files/evidence must be saved in the folder structure you have created.

Part 4
Working with others:

Before you go live with your digital resource, you need to share it and obtain feedback from at least one other member of your team.

4.1 Use a collaborative tool and techniques to:

- share your digital resource and invite feedback
- review a digital resource created by one other member of your team and give feedback. The feedback should refer to appropriateness and accessibility.

Evidence of collaboration using your chosen tools and techniques must be saved within the folder structure you created in Part 1, ensuring that all folder and file names reflect the content.

Part 5
On your own:

5.1 Review the efficiency of your storage organisation. Include:

- the implementation of security
- how well it worked.

5.2 Evaluate the digital tools and techniques used to communicate and collaborate during the task.

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 finished your Controlled Task)

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

You will be given the opportunity to:

- explain how to minimise risks for personal and professional digital projects using a range of protocols
- evaluate how collaborative tools, technologies and techniques can be used effectively and ethically in personal, professional, academic and organisational practice
- critically compare a range of digital collaboration tools and the techniques they support (at least three tools)
- critically evaluate the capacity of the selected technologies, tools and techniques to create and present solutions proficiently
- critically analyse the advantages and disadvantages of the creative digital solution used in the task.

Declarations

The candidate and assessor declarations must be completed.

Candidate name:

_____

Candidate declaration:

I confirm that this is entirely my own work and it was completed in the times 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 _____