Pass Descriptors for Functional Skills ICT

Level 1 Functional Skills ICT

A threshold candidate (i.e. a candidate demonstrating the minimum competence required to pass the qualification) would **generally** be expected to demonstrate the following:

Using ICT

A 'pass' candidate will **generally** demonstrate that they can:

- Select and use software applications to meet needs and solve straightforward problems
- Work with files, folders and other media to access, organise, store, label and retrieve information.

Finding and selecting information

- Recognise and take account of currency, relevance, bias and copyright when selecting and using information.
- Use of search engines to (answer) queries.

Developing, presenting and communicating information

- Apply editing, formatting and layout techniques to meet needs
- Use appropriate software to meet requirements of straightforward data-handling tasks
- Use communications software to meet requirements of a straightforward task.

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Level 2 Functional Skills ICT

A threshold candidate (i.e. a candidate demonstrating the minimum competence required to pass the qualification) would **generally** be expected to demonstrate the following:

Using ICT

A 'pass' candidate will **generally** demonstrate that they can:

- Select and use software applications to meet needs and solve complex problems
- Manage files, folders and other media storage to enable efficient information retrieval.
- Use of search engines to (answer) queries.

Finding and selecting information

- Search engines, queries and AND/ NOT/OR, >,<,>=,<=, contains, begins with, use of wild cards.
- Recognise and take account of copyright and other constraints on the use of information

Developing, presenting and communicating information

- Apply a range of editing, formatting and layout techniques to meet needs
- Display numerical data in appropriate graphical format;
- Use appropriate field names and data types to organise information
- Organise electronic messages, attachments and contacts
- Work accurately and check accuracy, using software facilities where appropriate.