

Start IT (iTQ)

Entry Level 3 Award/Certificate for IT Users

Entry Level 3 (4249-01, -51)

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Centre information, Candidate information and Unit recording forms

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City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

enquiry@cityandguilds.com

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Recording forms for Start IT (iTQ) candidate portfolios

City & Guilds has developed these recording forms, for new and existing centres to use as appropriate. Although it is expected that new centres will use these forms, centres may devise or customise alternative forms, which must be approved by the external verifier before they are used by Start IT (iTQ) candidates and assessors at the centre.

Forms 5, 6, 7, 8, 10, 11 and 12, or approved alternatives, are a requirement. The other forms have been designed to help the assessment and recording process.

Candidate and centre details (Form iTQ01)

Form used to record candidate and centre details. This should be the first page of the candidate portfolio.

Contact details and signatures (Form iTQ02)

Form used to record details and signatures of assessor(s) and internal verifier(s).

Candidate résumé (Form iTQ03)

Form used if the candidate does not have an appropriate Curriculum Vitae (CV) for inclusion in the portfolio.

Skill scan (Form iTQ04)

Form used to record the candidate's existing skills and knowledge.

Expert/witness status list (Form iTQ05)

Form used to record the details of all those who have witnessed candidate evidence.

Assessment plan, review and feedback form (Form iTQ06)

Form used to record unit assessment plans, reviews and feedback to the candidate. The form allows for a dated, ongoing record to be developed.

Performance evidence record (Form iTQ07)

Form used to record details of activities observed, witnessed or for which a reflective account has been produced.

Questioning record (Form iTQ08)

Form used to record the focus of, and responses to, assessor devised questions. (Where question banks or online testing is used, the location of this evidence should be recorded on Form iTQ10.).

Professional discussion record (Form iTQ09)

Form used to record the scope and outcome of professional discussion if it is used

Evidence location and summary sheet (Form iTQ10)

Form used to identify what requirements each piece of evidence covers and where it is located, including questioning records which are held elsewhere (for example, because they were conducted online).

Assessment and verification declaration (Form iTQ11)

Form used as attestation that the evidence contained in the portfolio is authentic and is the work of the candidate undertaken in accordance with the requirements of the iTQ.

Summary of achievement (Form iTQ12)

Form used to record the candidate's on-going completion of units and progress to final achievement of the complete iTQ.

Please photocopy or print the forms as required.

MS Word amendable versions of these forms are also available on the City & Guilds website.

Form iTQ01 Candidate and centre details

City & Guilds number:

4	2	4	9
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0	1
---	---

 Level

E3

Candidate name: _____
 Candidate contact details: _____

City & Guilds candidate enrolment number:

--	--	--	--	--	--	--	--

Date enrolled with centre:

--	--

 /

--	--

 /

--	--

Date registered with City & Guilds

--	--

 /

--	--

 /

--	--

Centre number

--	--	--	--	--	--	--	--

--

Centre Name: _____ Workplace name (if appropriate): _____

Centre address: _____ Workplace address (if appropriate): _____

Centre telephone number: _____
 Email: _____

Centre contact/quality assurance co-ordinator (QAC) name: _____

Centre contact/quality assurance co-ordinator (QAC) contact details: _____

Centre contact/quality assurance co-ordinator (QAC) email address: _____

Form iTQ02 Contact details and signatures

Candidate name: _____ Signature: _____

Internal verifier name: _____
Signature: _____
Position: _____
Contact details: (Tel/email) _____

Workplace manager name: _____
Signature: _____
Position: _____
Contact details: (Tel/email) _____

Assessor name (1): _____
Signature: _____
Position: _____
Contact details: (Tel/email) _____

work-based / peripatetic / independent* (*delete as necessary)

Assessor name (2): _____
Signature: _____
Position: _____
Contact details: (Tel/email) _____

work-based / peripatetic / independent* (*delete as necessary)

Assessor name (3): _____
Signature: _____
Position: _____
Contact details: (Tel/email) _____

work-based / peripatetic / independent* (*delete as necessary)

(photocopy as required)

Form iTQ03 Candidate résumé

Name: _____

Date of Birth: / /

Address: _____

Post Code: _____ Telephone number: _____

Education:
(University, college and school name attended, towns and dates)

Qualifications gained:	Date:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Current work role/responsibilities:

Employment history and/or voluntary work:	Date:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Courses attended in the last 5 years:	Date:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Interests

Form iTQ04 Skill scan

Candidate name: _____

Unit ref	Do you currently do this? Provide examples (if possible)	Have you evidence of doing this in the past? Provide examples (if possible)

Relevant qualifications held

--

Further training/experience needed

--

Attach additional sheets as required

Form iTQ05 Expert / witness status list

Candidate name: _____

Please ensure that all witnesses who have signed the candidate's evidence or written a report are included on this witness status list. All necessary details must be included and signed by the witness as being correct.

Name and contact address of witness	Witness status	Professional relationship to candidate	Unit or elements witnessed	Witness signature	Date

Witness status categories

- | | |
|--|--|
| 1. Occupational expert meeting specific qualification requirement for role of Expert Witness | 2. Occupational expert not familiar with the standards |
| 3. Non expert familiar with the standards | 4. Non expert not familiar with the standards |

Assessor name: _____

Signature: _____

(photocopy as required)

Form iTQ06 Assessment plan, review and feedback

Candidate name: _____

Assessor name: _____

Unit number(s): _____

Unit Title(s) _____

This record can be used for single and multiple unit planning

Date	Assessment planning, review, feedback and judgement record	Candidate and assessor signatures	Evidence reference

Assessment plan, review and feedback (continued)

Date	Assessment planning, review, feedback and judgement record	Candidate and assessor signatures	Evidence reference

The above is an accurate record of the discussion

Candidate signature: _____

Date: _____

Assessor signature: _____

Date: _____

photocopy as required

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: IT Fundamentals

Unit No.: 4249-001

Use this form to record details of activities (tick as appropriate):

- observed by your assessor
 seen by witness
 seen by expert witness
 self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-001.1 Interact with and use IT system to meet needs	4249-001.1.1 Use correct procedures to start and shutdown an IT system 4249-001.1.2 Use IT systems and interface features effectively to meet needs 4249-001.1.3 Use appropriate terminology when describing IT systems			
4249-001.2 Organise, store and retrieve appropriately	4249-001.2.1 Work with files and folders so that it is easy to find and retrieve information 4249-001.2.2 Identify types of storage media that can be used to store information			
4249-001.3 Understand the need for safety and security practices	4249-001.3.1 Follow guidelines and procedures for the safe and secure use of IT 4249-001.3.2 Understand the need to keep information secure 4249-001.3.3 Keep information secure and manage access to information sources securely 4249-001.3.4 Identify why it is important to control access to hardware, software and data			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-001.4 Maintain system and respond to common IT system problems	4249-001.4.1 Respond to IT problems and take appropriate action 4249-001.4.2 Identify where to get expert advice and help to solve problems			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____

Date: _____

Assessor/Expert witness signature: _____

Date: _____

*delete as appropriate

Internal Verifier signature (if sampled): _____

Date: _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: IT Fundamentals

Unit No.: 4249-001

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

**Assessor/Expert
witness signature:**

Date:

*delete as appropriate

**Internal Verifier
signature** (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Database software

Unit No.: 4249-002

Use this form to record details of activities (tick as appropriate):

- observed by your assessor seen by witness
 seen by expert witness self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-002.1 Enter, edit and organise structured information in a database	4249-002.1.1 List the main components of a database			
	4249-002.1.2 Create a database table for a purpose using specified fields			
	4249-002.1.3 Enter structured data into records to meet requirements			
	4249-002.1.4 Locate and amend data records			
	4249-002.1.5 Respond appropriately to data entry error messages			
	4249-002.1.6 Check data meets needs, making corrections as appropriate			
4249-002.2 Use database software tools to produce reports	4249-002.2.1 State the type information that may be required in a report			
	4249-002.2.2 Generate and print pre-defined database reports			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ Date: _____

Assessor/Expert witness signature: _____ Date: _____

*delete as appropriate

Internal Verifier signature (if sampled): _____ Date: _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Database software

Unit No.: 4249-002

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

**Assessor/Expert
witness signature:**

Date:

*delete as appropriate

**Internal Verifier
signature** (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Desktop publishing software

Unit No.: 4249-003

Use this form to record details of activities (tick as appropriate):

- observed by your assessor
 seen by witness
 seen by expert witness
 self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-003.1 Use appropriate designs and page layouts for publications	4249-003.1.1 Identify what types of information can be used in a publication 4249-003.1.2 Identify page layouts that could be used for the publication 4249-003.1.3 Use an appropriate page design and layout for a publication in line with local guidelines, where relevant 4249-003.1.4 Use appropriate media for the publication			
4249-003.2 Input text and other information into a publication	4249-003.2.1 Input information into a publication ready for editing and formatting 4249-003.2.2 Identify copyright constraints on using other's information 4249-003.2.3 Combine information from different sources in line with any copyright constraints 4249-003.2.4 Store and retrieve document files effectively, in line with local guidelines and conventions			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
<p>4249-003.3 Use desktop publishing software techniques to edit and format a publication</p>	<p>4249-003.3.1 Identify what editing and formatting was used for the publication</p> <p>4249-003.3.2 Use appropriate techniques to edit publications</p> <p>4249-003.3.3 Use appropriate techniques to format text</p> <p>4249-003.3.4 Manipulate images and graphic elements accurately</p> <p>4249-003.3.5 Check publications meet needs, making corrections as appropriate</p>			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature:

Date:

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Desktop publishing software

Unit No.: 4249-003

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____
*delete as appropriate

Date: _____

Internal Verifier signature (if sampled): _____

Date: _____

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Audio and video software

Unit No.: 4249-004

Use this form to record details of activities (tick as appropriate):

- observed by your assessor
 seen by witness
 seen by expert witness
 self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-004.1 Use audio and/or video hardware and software to capture sequences	4249-004.1.1 Identify what input device and associated software to use 4249-004.1.2 Use input devices and built-in audio and/or video software to record information			
4249-004.2 Use audio and /or video software tools to combine and edit sequences	4249-004.2.1 Identify what audio and/or video software editing software to use 4249-004.2.2 Cut and paste short sequences to meet needs 4249-004.2.3 Respond to common problems with audio and/or video sequences 4249-004.2.4 Identify copyright constraints on using others' information			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-004.3 Play and present audio and/or video sequences	4249-004.3.1 Select audio and/or video software to playback and display audio and/or video sequences 4249-004.3.2 Use appropriate device to playback and display audio and/or video sequences			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled): _____ **Date:** _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Audio and video software

Unit No.: 4249-004

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Design and imaging software

Unit No.: 4249-005

Use this form to record details of activities (tick as appropriate):

- observed by your assessor seen by witness
 seen by expert witness self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-005.1 Obtain and insert information for designs or images	4249-005.1.1 Identify what designs or images are needed 4249-005.1.2 Obtain, input and prepare images to meet needs 4249-005.1.3 Identify what copyright constraints apply to selected images 4249-005.1.4 Use an appropriate file format to save design or image files			
4249-005.2 Use design and imaging software tools to manipulate and edit drawings or images	4249-005.2.1 Identify which manipulation and editing tools and techniques to use 4249-005.2.2 Use suitable tools and techniques to create drawings and images 4249-005.2.3 Use appropriate tools and techniques to manipulate and edit designs or images			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled): _____ **Date:** _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Design and imaging software

Unit No.: 4249-005

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Using email

Unit No.: 4249-006

Use this form to record details of activities (tick as appropriate):

- observed by your assessor seen by witness
 seen by expert witness self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-006.1 Use e-mail software tools to send and compose messages	4249-006.1.1 Use software tools to compose e-mail messages 4249-006.1.2 Attach a file to an e-mail message 4249-006.1.3 Send and receive e-mail messages using appropriate tools 4249-006.1.4 Identify how to stay safe and respect others when using e-mail			
4249-006.2.1 Manage incoming email	4249-006.2.1 Follow guidelines and procedures for using e-mail 4249-006.2.2 Identify when to respond to e-mail messages 4249-006.2.3 Read and respond to e-mail messages 4249-006.2.4 Store email messages appropriately for future use			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-006.3 Respond to common problems when using e-mail	4249-006.3.1 Respond to common e-mail problems 4249-006.3.2 Identify where to get expert advice solve a problem			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature:

Date:

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Using email

Unit No.: 4249-006

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____
*delete as appropriate

Date: _____

Internal Verifier signature (if sampled): _____

Date: _____

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Using the Internet

Unit No.: 4249-007

Use this form to record details of activities (tick as appropriate):

- observed by your assessor seen by witness
 seen by expert witness self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-007.1 Connect to the Internet	4249-007.1.1 Get online with an Internet connection 4249-007.1.2 Identify at least two types of connection methods that can be used to access the Internet			
4249-007.2 Use browser software to navigate webpages	4249-007.2.1 Use browser tools to navigate web pages 4249-007.2.2 Use browser help facilities to solve problems 4249-007.2.3 Identify why you might need to change settings to aid navigation			
4249-007.3 Use browser tools to search for information from the Internet and the world-wide web or an intranet	4249-007.3.1 Use appropriate search techniques to locate information 4249-007.3.2 Use references to make it easier to find information another time 4249-007.3.3 Identify a means of saving a page for quick access in the future			
4249-007.4 Use browser software to communicate information online	4249-007.4.1 Use tools to access and complete on-line forms 4249-007.4.2 Identify an opportunity interact with a website			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-007.5 Follow and understand the need for safety and security practices when working online	4249-007.5.1 Work responsibly when working online 4249-007.5.2 Identify common threats to information security 4249-007.5.3 Keep information secure 4249-007.5.4 Manage personal access to online sources securely 4249-007.5.5 Identify common threats to user safety 4249-007.5.6 Follow relevant laws, guidelines and procedures for the use of the Internet			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled): _____ **Date:** _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Using the Internet

Unit No.: 4249-007

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Using mobile IT devices

Unit No.: 4249-008

Use this form to record details of activities (tick as appropriate):

- observed by your assessor seen by witness
 seen by expert witness self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-008.1 Set up mobile devices to meet needs	4249-008.1.1 Use correct procedures to start and shutdown a mobile device 4249-008.1.2 Use standard interface features and settings 4249-008.1.3 Identify any specific health and safety issues associated with the use of mobile devices			
4249-008.2 Input and store data on a mobile device	4249-008.2.1 Input data into a mobile device 4249-008.2.2 Store and retrieve data on a mobile device 4249-008.2.3 State why it is important to stay safe, keep information secure and to respect others when using mobile devices			
4249-008.3 Transfer data between mobile devices	4249-008.3.1 Use a connection between devices 4249-008.3.2 Transfer information between mobile devices 4249-008.3.3 Recognise copyright constraints on the use of information 4249-008.3.4 Identify requirements for devices to connect			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
<p>4249-008.4 Maintain the performance of mobile devices</p>	<p>4249-008.4.1 Identify common problems that occur with mobile devices and where to get expert advice to solve them</p> <p>4249-008.4.2 Respond appropriately to common device problems</p> <p>4249-008.4.3 Identify factors that can affect the performance of the mobile device</p>			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature:

Date:

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Using mobile IT devices

Unit No.: 4249-008

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____
*delete as appropriate

Date: _____

Internal Verifier signature (if sampled): _____

Date: _____

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Presentation software

Unit No.: 4249-009

Use this form to record details of activities (tick as appropriate):

- observed by your assessor
 seen by witness
 seen by expert witness
 self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-009.1 Input and combine text and other information within presentation slides	4249-009.1.1 Identify what types of information can be used in a presentation 4249-009.1.2 Enter information into presentation slides so that it is ready for editing and formatting 4249-009.1.3 Combine information from different sources for presentations in line with any copyright constraints 4249-009.1.4 Identify copyright constraints on using other's information 4249-009.1.5 Store and retrieve presentation files effectively, in line with local guidelines			
4249-009.2 Use presentation software tools to structure, edit and format slides	4249-009.2.1 Select a template and theme for slides 4249-009.2.2 Use appropriate techniques to edit slides 4249-009.2.3 Apply format techniques to slides			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-009.3 Prepare slides for presentation	4249-009.3.1 Identify how the slides should be presented 4249-009.3.2 Prepare and present slides for presentation 4249-009.3.3 Check presentation using IT tools making corrections as appropriate			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____

Date: _____

Assessor/Expert witness signature: _____

Date: _____

*delete as appropriate

Internal Verifier signature (if sampled): _____

Date: _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Presentation software

Unit No.: 4249-009

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

**Assessor/Expert
witness signature:**

Date:

*delete as appropriate

**Internal Verifier
signature** (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Spreadsheet software

Unit No.: 4249-010

Use this form to record details of activities (tick as appropriate):

- observed by your assessor
 seen by witness
 seen by expert witness
 self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-010.1 Enter and edit numerical and other information using spreadsheets	4249-010.1.1 Enter and edit numerical and other information accurately 4249-010.1.2 Store and retrieve spreadsheet files effectively, in line with local guidelines			
4249-010.2 Use appropriate formulas and tools to summarise and display spreadsheet information	4249-010.2.1 Identify how to summarise and display the required information 4249-010.2.2 Use formulas and tools as needed to summarise data and process information			
4249-010.3 Use appropriate tools and techniques to present spreadsheet information effectively	4249-010.3.1 Use appropriate tools and techniques to format spreadsheet cells, rows and columns 4249-010.3.2 Identify the chart or graph type used to display information 4249-010.3.3 Use appropriate tools to generate a chart or graph			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
<p>4249-010.3 <i>Use appropriate tools and techniques to present spreadsheet information effectively</i></p>	<p>4249-010.3.4 Select a page layout to present and print spreadsheet information</p> <p>4249-010.3.5 Check spreadsheet information using IT tools making corrections as appropriate</p>			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature:

Date:

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Spreadsheet software

Unit No.: 4249-010

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____
*delete as appropriate

Date: _____

Internal Verifier signature (if sampled): _____

Date: _____

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Word processing software

Unit No.: 4249-011

Use this form to record details of activities (tick as appropriate):

- observed by your assessor seen by witness
 seen by expert witness self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-011.1 Input text and edit word processing documents	4249-011.1.1 Use keyboard or other input method to enter or insert text 4249-011.1.2 Give examples of the types of document that you could create using a word processor 4249-011.1.3 Store and retrieve document files, in line with local guidelines 4249-011.1.4 Identify why you would use a word processor to create documents 4249-011.1.5 Use editing tools 4249-011.1.6 Identify editing used to aid meaning			
4249-011.2 Structure information within word processing documents	4249-011.2.1 Use appropriate templates to create a new document 4249-011.2.2 Identify the templates used 4249-011.2.3 Use appropriate page layout to present and print documents 4249-011.2.4 Name common items that can used to affect page layout			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-011.3 Use word processing software tools to format and present documents	4249-011.3.1 Use appropriate techniques to format characters 4249-011.3.2 Identify formatting used to aid meaning 4249-011.3.3 Use appropriate techniques to format paragraphs 4249-011.3.4 Identify tools that can aid in checking documents for accuracy and consistency 4249-011.3.5 Check documents meet needs, using IT tools and making corrections as appropriate			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature:

Date:

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Word processing software

Unit No.: 4249-011

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Personal management information software

Unit No.: 4249-012

Use this form to record details of activities (tick as appropriate):

- observed by your assessor seen by witness
 seen by expert witness self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-012.1 Use a calendar to schedule appointments	4249-012.1.1 Create, edit and delete calendar entries 4249-012.1.2 Organise and display appointments as required			
4249-012.2 Use a task list to prioritise activities	4249-012.2.1 Create, edit and delete task information 4249-012.2.2 Organise and display tasks, setting targets for completion			
4249-012.3 Use an address book to store, organise and retrieve contact information	4249-012.3.1 Create, edit and delete contact information 4249-012.3.2 Organise and display contact information			

Performance evidence record (continued)

<p>4249-012.3 <i>Use an address book to store, organise and retrieve contact information</i></p>	<p>4249-012.3.3 Describe why it is important to use personal data responsibly and safely</p> <p>4249-012.3.4 Outline why and how to keep contact information up to date</p>			
<p>I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.</p>				

Candidate signature: _____

Date: _____

Assessor/Expert witness signature: _____

Date: _____

*delete as appropriate

Internal Verifier signature (if sampled): _____

Date: _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Personal information management software

Unit No.: 4249-012

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Specialist or bespoke software

Unit No.: 4249-013

Use this form to record details of activities (tick as appropriate):

- observed by your assessor seen by witness
 seen by expert witness self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-013.1 Input and organise information using specialist or bespoke applications	4249-013.1.1 Use a keyboard or other input method to enter the relevant information into existing templates and/or files so that it is ready for processing			
	4249-013.1.2 Store and retrieve data in line with local guidelines and conventions where available			
4249-013.2 Use tools and techniques to edit, process, format and present information	4249-013.2.1 Use appropriate tools and techniques to process, edit and format information			
	4249-013.2.2 Check information meets needs making corrections as appropriate			
	4249-013.2.3 Use appropriate presentation methods and accepted layouts			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ Date: _____

Assessor/Expert witness signature: _____ Date: _____

*delete as appropriate

Internal Verifier signature (if sampled): _____ Date: _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Specialist or bespoke software

Unit No.: 4249-013

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____
*delete as appropriate

Date: _____

Internal Verifier signature (if sampled): _____

Date: _____

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Data management software

Unit No.: 4249-014

Use this form to record details of activities (tick as appropriate):

- observed by your assessor
 seen by witness
 seen by expert witness
 self reflective account

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-014.1 Enter, edit and maintain data records in a data management system	4249-014.1.1 Identify the security procedures used to protect data 4249-014.1.2 Enter data accurately into records 4249-014.1.3 Locate and amend individual data records 4249-014.1.4 Check data records for accuracy making corrections as necessary 4249-014.1.5 Respond appropriately to data entry error messages 4249-014.1.6 Follow local or legal guidelines for the storage and use of data where available			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-014.2 Retrieve and display data records to meet requirements	4249-014.2.1 Search for and retrieve information to meet given requirements 4249-014.2.2 Identify what report to run to output the required information 4249-014.2.3 Select and view specified reports to output information			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature:

Date:

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Computer Basics (based on Microsoft Digital Literacy Curriculum)

Unit No.: 4249-091

Use this form to record details of activities (tick as appropriate):

- | | | | |
|--------------------------|--|--------------------------|-------------------------|
| <input type="checkbox"/> | observed by your assessor | <input type="checkbox"/> | seen by witness |
| <input type="checkbox"/> | seen by expert witness | <input type="checkbox"/> | self reflective account |
| <input type="checkbox"/> | Successfully completed multi-choice test | <input type="checkbox"/> | |

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-091.1 Introduction to computers	4249-091.1.1 Describe the importance of computers in today's world 4249-091.1.2 Identify the main parts of a computer 4249-091.1.3 Identify the steps for starting and shutting down a computer 4249-091.1.4 Identify the different groups of keys on a keyboard 4249-091.1.5 Perform different tasks by using a mouse			
4249-091.2 Common computer terminology	4249-091.2.1 Identify the primary hardware components of a computer 4249-091.2.2 Explain an operating system 4249-091.2.3 Explain programs and data 4249-091.2.4 Describe a network and the types of networks 4249-091.2.5 Explain the terms <i>Internet</i> , <i>World Wide Web</i> , and <i>intranet</i>			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
<p>4249-091.3 Computer performance and features</p>	<p>4249-091.3.1 Compare the features of different types of computers</p> <p>4249-091.3.2 Explain the role of memory</p> <p>4249-091.3.3 Explain the basics of computer performance</p> <p>4249-091.3.4 Describe the types of productivity programs and their uses</p> <p>4249-091.3.5 Describe the types of communication programs and their uses</p> <p>4249-091.3.6 Describe the uses of educational and entertainment programs</p>			
<p>4249-091.4 Computer operating systems</p>	<p>4249-091.4.1 Explain the common functions of an operating system</p> <p>4249-091.4.2 Identify the main components of the interface</p> <p>4249-091.4.3 Explain the options available at start up</p> <p>4249-091.4.4 Work with the interface within programs</p> <p>4249-091.4.5 Manage files and folders</p> <p>4249-091.4.6 Perform basic file operations</p>			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-091.5 Career opportunities	4249-091.5.1 Describe how computers have become a central part of everyday life 4249-091.5.2 Identify the career opportunities available for a computer-literate person			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: _____

Date: _____

Assessor/Expert witness signature: _____

Date: _____

*delete as appropriate

Internal Verifier signature (if sampled): _____

Date: _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Computer Basics (based on Microsoft Digital Literacy Curriculum)

Unit No.: 4249-091

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: The Internet and World Wide Web (based on Microsoft Digital Literacy Curriculum)

Unit No.: 4249-092

Use this form to record details of activities (tick as appropriate):

- | | | | |
|--------------------------|--|--------------------------|-------------------------|
| <input type="checkbox"/> | observed by your assessor | <input type="checkbox"/> | seen by witness |
| <input type="checkbox"/> | seen by expert witness | <input type="checkbox"/> | self reflective account |
| <input type="checkbox"/> | Successfully completed multi-choice test | <input type="checkbox"/> | |

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-092.1 The Internet	<p>4249-092.1.1 Describe the uses of the Internet</p> <p>4249-092.1.2 Identify the requirements for an Internet connection</p> <p>4249-092.1.3 Identify the features of two types of Internet connections</p> <p>4249-092.1.4 Relate the term bandwidth to types of Internet connections</p>			
4249-092.2 The World Wide Web	<p>4249-092.2.1 Describe the components of the Web</p> <p>4249-092.2.2 Explain how Web addresses work</p> <p>4249-092.2.3 Explore Web sites by using a browser</p> <p>4249-092.2.4 Search for reliable information on the Web</p> <p>4249-092.2.5 Explain how to perform transactions over the Web</p>			

Performance evidence record (continued)

<p>4249-092.3 Using e-mail</p>	<p>4249-092.3.1 Explain how e-mail works</p> <p>4249-092.3.2 Write and send e-mail messages</p> <p>4249-092.3.3 Manage e-mail messages</p> <p>4249-092.3.4 Identify correct e-mail etiquette</p>			
<p>4249-092.4 Other Methods of Communicating on the Internet</p>	<p>4249-092.4.1 Identify the features of online communities</p> <p>4249-092.4.2 Explain how instant messaging works</p> <p>4249-092.4.3 Explain how to create and publish Web pages</p>			
<p>I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.</p>				

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled): _____ **Date:** _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: The Internet and World Wide Web (based on Microsoft Digital Literacy Curriculum)

Unit No.: 4249-092

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Productivity Programmes (based on Microsoft Digital Literacy Curriculum) **Unit No.:** 4249-093

Use this form to record details of activities (tick as appropriate):

- | | | | |
|--------------------------|--|--------------------------|-------------------------|
| <input type="checkbox"/> | observed by your assessor | <input type="checkbox"/> | seen by witness |
| <input type="checkbox"/> | seen by expert witness | <input type="checkbox"/> | self reflective account |
| <input type="checkbox"/> | Successfully completed multi-choice test | <input type="checkbox"/> | |

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-093.1 Introduction to productivity programmes	4249-093.1.1 Describe the functionality of various productivity programmes			
4249-093.2 Common features and commands	<p>4249-093.2.1 Identify the main components of the graphical user interface (GUI) of a productivity program</p> <p>4249-093.2.2 Use the pointer to navigate in a program</p> <p>4249-093.2.3 Identify the purpose of tabs, groups, and commands or the commands on the menu bar relevant to the operating system used</p> <p>4249-093.2.4 Use the buttons on the toolbars to perform various tasks</p> <p>4249-093.2.5 Type text and characters in a program by using the keyboard</p> <p>4249-093.2.6 Explain the use of keyboard shortcuts and key combinations</p>			

Performance evidence record (continued)

<p>4249-093.3 Introduction to word processors</p>	<p>4249-093.3.1 Perform basic tasks in a word processor</p> <p>4249-093.3.2 Edit and format text</p> <p>4249-093.3.3 Work with tables and pictures</p> <p>4249-093.3.4 Proofread a document</p> <p>4249-093.3.5 Identify the benefits of desktop publishing</p>			
<p>4249-093.4 Introduction to spreadsheet programmes</p>	<p>4249-093.4.1 Identify the components of a spreadsheet</p> <p>4249-093.4.2 Enter data into a spreadsheet</p> <p>4249-093.4.3 Perform basic mathematical tasks in a spreadsheet</p> <p>4249-093.4.4 Insert charts in a spreadsheet</p> <p>4249-093.4.5 Identify the options available for printing and print a spreadsheet</p>			
<p>4249-093.5 Introduction to presentation programmes</p>	<p>4249-093.5.1 Identify the elements of a presentation program</p> <p>4249-093.5.2 Create a presentation</p> <p>4249-093.5.3 Add graphics and multimedia to a presentation</p> <p>4249-093.5.4 Identify and use the options available to print presentations in different formats in a presentation programme</p>			

Performance evidence record (continued)

<p>4249-093.6 Introduction to database programmes</p>	<p>4249-093.6.1 Explain basic concepts of a database</p> <p>4249-093.6.2 Create a database</p> <p>4249-093.6.3 Work with records in a database</p> <p>4249-093.6.4 Explain what database queries are and how they work</p> <p>4249-093.6.5 Explain what reports are and their uses, and work with reports</p>			
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I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature:

Date:

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

_____ *(photocopy as required)*

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Productivity Programmes (based on Microsoft Digital Literacy Curriculum) Unit No.: 4249-093

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Computer Security and Privacy (based on Microsoft Digital Literacy Curriculum)

Unit No.: 4249-094

Use this form to record details of activities (tick as appropriate):

- | | | | |
|--------------------------|--|--------------------------|-------------------------|
| <input type="checkbox"/> | observed by your assessor | <input type="checkbox"/> | seen by witness |
| <input type="checkbox"/> | seen by expert witness | <input type="checkbox"/> | self reflective account |
| <input type="checkbox"/> | Successfully completed multi-choice test | <input type="checkbox"/> | |

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-094.1 Introduction to computer security and privacy	4249-094.1.1 Explain computer security and privacy 4249-094.1.2 Identify natural threats to your computer 4249-094.1.3 Identify measures to protect your computer against natural threats 4249-094.1.4 Identify threats to your computer from human actions 4249-094.1.5 Identify measures to protect your computer against threats from human actions			
4249-094.2 Protecting your computer and your data	4249-094.2.1 Identify guidelines for protecting your computer, including the operating system, software and data 4249-094.2.2 Identify best practices for securing online and network transactions 4249-094.2.3 Identify measures for securing e-mail and instant messaging transactions			

Performance evidence record (continued)

<p>4249-094.3 Protecting yourself and your family from security threats</p>	<p>4249-094.3.1 Identify measures that you can use to protect your privacy</p> <p>4249-094.3.2 Explain how online predators operate</p> <p>4249-094.3.3 Identify guidelines to protect your family from online predators</p>			
<p>4249-094.4 Keeping your computer secure and updated</p>	<p>4249-094.4.1 Explain the security settings on your computer and their purpose</p> <p>4249-094.4.2 Identify the options for keeping your computer up-to-date</p>			
<p>4249-094.5 Computer ethics</p>	<p>4249-094.5.1 Explain intellectual property and copyright as they apply to computing</p> <p>4249-094.5.2 Identify acts of copyright violation and the measures to prevent those acts</p> <p>4249-094.5.3 Identify the legal concerns associated with information exchange</p>			
<p>I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.</p>				

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled): _____ **Date:** _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Productivity Programmes (based on Microsoft Digital Literacy Curriculum) Unit No.: 4249-093

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ07 Performance evidence record

Candidate name: _____

iTQ Unit: Digital Lifestyle (based on Microsoft Digital Literacy Curriculum) **Unit No.:** 4249-095

Use this form to record details of activities (tick as appropriate):

- | | | | |
|--------------------------|--|--------------------------|-------------------------|
| <input type="checkbox"/> | observed by your assessor | <input type="checkbox"/> | seen by witness |
| <input type="checkbox"/> | seen by expert witness | <input type="checkbox"/> | self reflective account |
| <input type="checkbox"/> | Successfully completed multi-choice test | <input type="checkbox"/> | |

NB: Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
4249-095.1 The digital experience	4249-095.1.1 Describe the benefits of digital technology 4249-095.1.2 Explain how digital technology expands the features of digital devices			
4249-095.2 Introduction to digital audio	4249-095.2.1 Identify the characteristics of digital audio 4249-095.2.2 Explain the concepts of recording, copying, and converting digital audio 4249-095.2.3 Identify the features of speech technologies			
4249-095.3 Introduction to digital video	4249-095.3.1 Identify the characteristics of digital video 4249-095.3.2 Explain what digital video editing is and the output formats for digital video 4249-095.3.3 Identify the features of Web video technologies			

Performance evidence record (continued)

<p>4249-095.4 Introduction to digital photography</p>	<p>4249-095.4.1 Explain the benefits, features, and workings of a digital camera</p> <p>4249-095.4.2 Explain how to edit and manage digital images</p> <p>4249-095.4.3 Identify the features of different types of printers that are available for printing photos</p>			
<p>4249-095.5 Digital technology and career opportunities</p>	<p>4249-095.5.1 Explain how digital technology helps people work from any location</p> <p>4249-095.5.2 Identify the career opportunities available for information workers</p> <p>4249-095.5.3 Identify the career opportunities available for IT professionals</p> <p>4249-095.5.4 Identify the career opportunities available for developers</p>			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled): _____ **Date:** _____

(photocopy as required)

Form iTQ08 Questioning record

Candidate name: _____

iTQ Unit: Digital Lifestyle (based on Microsoft Digital Literacy Curriculum) Unit No.: 4249-095

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	Answers

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled):

Date:

(photocopy as required)

Form iTQ09 Professional discussion record



Candidate name: _____

Assessor/Expert witness name: _____

Areas to be covered within the discussion	Unit / element reference	Unit/s knowledge reference
Outline record of discussion content (continues overleaf, use additional sheets as required)		Counter ref (if recording used)

Professional discussion record (continued)

Outline record of discussion content (use additional sheets as required)		Counter ref (if recording used)	
Start time:		Finish time:	

The above is an accurate record of the discussion.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled): _____ **Date:** _____

(photocopy as required)

Form iTQ10 Evidence location and summary sheet

City & Guilds number:

4	2	4	9
---	---	---	---

--	--

Level

Entry level 3

Candidate name: _____

City & Guilds enrolment number:

--	--	--	--	--	--	--	--	--	--

Unit No(s).	Item of evidence	Loc.	Ref	Link to Outcome (✓)					Link to Assessment criteria (✓)											
				1	2	3	4	5	1	2	3	4	5	6	7	8	9	10		

Location key: p = portfolio, o = office (add further categories as appropriate)

(photocopy as required)

Form iTQ11 Assessment and verification declaration

Certificate for IT Users (iTQ)

City & Guilds number: Level

Candidate declaration:

Candidate name: _____

City & Guilds enrolment number:

I confirm that the evidence listed for the units undertaken is authentic and a true representation of my own work.

Candidate signature: _____ Date: _____

Assessor declaration:

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. (Where there is more than one assessor, the co-ordinating assessor for the unit should sign this declaration.)

Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name: _____

Assessor signature: _____ Date: _____

Counter signature (if relevant): _____ Date: _____

Internal verifier Declaration:

This section to be left blank if sampling of this candidate's work did not take place.

I have internally verified the assessment work on this unit in the following ways (please tick):

- sampling candidate and assessment evidence observation of assessment practice
 discussion with candidate other – please state: _____

I confirm that the candidate's sampled work meets the standards specified and may be presented for external verification and/or certification.

Internal verifier name: _____

Internal verifier signature: _____ Date: _____

Counter signature (if relevant): _____ Date: _____

(photocopy as required)

Form iTQ12 Summary of achievement

Certificate for IT Users (iTQ)

Level: _____

Candidate name: _____

City & Guilds candidate enrolment number:

--	--	--	--	--	--	--	--

Centre Name: _____

Centre number:

--	--	--	--	--	--	--	--

Unit	Title	Date internally verified	Most used types of evidence <i>(use key below)</i>	Assessor signature <i>(if there is a second line assessor – both must sign)</i>	Candidate signature	IV signature <i>(if there is a second line IV - both must sign)</i>	EV signature <i>(if sampled)</i>

Competence has been demonstrated in all of the units/award recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal verifier signature: _____ Date: _____

Key for most used evidence type:
 1. observation 2. expert witness testimony 3. witness testimony 4. work products 5. questioning 6. professional discussion 7. simulation 8. accreditation of prior experience/learning 9. assignments, projects/case studies
(photocopy as required)

**Start IT (iTQ) 4249
Entry Level 3
Award/Certificate for IT Users
Recording Forms**

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

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