Level 1
ITQ Award/Certificate/Diploma for IT Users
Level 1 (7574-01, -90)

Unit recording forms with centre and candidate details forms

QCA references

Level 1 (Award) : 500/6805/2
Level 1 (Certificate) : 500/6759/X
Level 1 (Diploma) : 500/6903/2
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Recording forms for 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 ITQ candidates and assessors at the centre. These are divided between two document types, those for the specific Level and Units being undertaken and the Generic Recording Forms document that has forms that can be used at all levels;

- TS-01-7574 – Level 1 Centre information, Candidate information and Unit Recording forms
- TS-02-7574 – Level 2 Centre information, Candidate information and Unit Recording forms
- TS-03-7574 – Level 3 Centre information, Candidate information and Unit Recording forms
- TS-99-7574 – Generic Recording Forms

Where a centre wishes to use other electronic methods of keeping evidence they will need to discuss this with their external verifier.

This document contains the generic forms with blank versions of the Unit recording forms where these may be more suitable to the assessment and training being carried out.

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
Certificate for IT Users (ITQ)

City & Guilds number: [___ ___] Level [___ ___]

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

Certificate for IT Users (ITQ)  Level: _________

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) ___________________________

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

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

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

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

As 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:  __________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

Interests

________________________________________________________________________
Form ITQ04 Skill scan
Certificate for IT Users (ITQ)

Candidate name: ____________________________________________

<table>
<thead>
<tr>
<th>Unit ref</th>
<th>Do you currently do this? Provide examples (if possible)</th>
<th>Have you evidence of doing this in the past? Provide examples (if possible)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Relevant qualifications held

Further training/experience needed

Attach additional sheets as required
Form ITQ05 Expert / witness status list
Certificate for IT Users (ITQ)

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.

<table>
<thead>
<tr>
<th>Name and contact address of witness</th>
<th>Witness status</th>
<th>Professional relationship to candidate</th>
<th>Unit or elements witnessed</th>
<th>Witness signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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

Certificate for IT Users (ITQ)

Level: ________

Candidate name: __________________________________________

Assessor name: __________________________________________

Unit number(s):  Unit Title(s)

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

This record can be used for single and multiple unit planning

<table>
<thead>
<tr>
<th>Date</th>
<th>Assessment planning, review, feedback and judgement record</th>
<th>Candidate and assessor signatures</th>
<th>Evidence reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
### Assessment plan, review and feedback (continued)

<table>
<thead>
<tr>
<th>Date</th>
<th>Assessment planning, review, feedback and judgement record</th>
<th>Candidate and assessor signatures</th>
<th>Evidence reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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:*

<table>
<thead>
<tr>
<th>ITQ Unit:</th>
<th>Improving productivity using IT</th>
<th>Unit No.:</th>
<th>754-101.1</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>7574-101.1</td>
<td>Plan the use of appropriate IT systems and software to meet requirements</td>
<td>7574-101.1.1 Identify the purpose for using IT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7574-101.1.2 Identify the methods, skills and resources required to complete the task successfully</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7574-101.1.3 Plan how to carry out the task using IT to achieve the required purpose and outcome</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7574-101.1.4 Identify reasons for choosing particular IT systems and software applications for the task</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7574-101.1.5 Select IT systems and software applications as appropriate to purpose</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7574-101.1.6 Identify any legal or local guidelines or constraints that may affect the task or activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-101.2</td>
<td>Use IT systems and software efficiently to complete planned tasks</td>
<td>7574-101.2.1 Identify automated routines to improve productivity</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7574-101.2.2 Use automated routines that aid efficient processing or presentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Performance evidence record (continued)

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>7574-101.2</td>
<td>Use IT systems and software efficiently to complete planned tasks</td>
<td>7574-101.2.3 Complete planned tasks using IT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-101.3</td>
<td>Review the selection and use of IT tools to make sure that tasks are successful</td>
<td>7574-101.3.1 Review outcomes to make sure they meet the requirements of the task and are fit for purpose</td>
<td>7574-101.3.2 Decide whether the IT tools selected were appropriate for the task and purpose</td>
<td>7574-101.3.3 Identify the strengths and weaknesses of the completed task</td>
</tr>
</tbody>
</table>

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:** improving productivity using IT

**Unit No.:** /5/4-101

<table>
<thead>
<tr>
<th>Links to: Assessment Criteria</th>
<th>Assessor’s questioning record</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Questions</td>
<td>Answers</td>
</tr>
</tbody>
</table>

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:** IT user fundamentals  
**Unit No.:** 7574-102

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.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
</table>
| 7574-102.1  
Use IT systems to meet needs [UIS1:1 < not 1.3  
– see ISF] | 7574-102.1.1  
Use correct procedures to start and shutdown an IT system [UIS1:1.1]  
7574-102.1.2  
Use interface features effectively to interact with IT systems [UIS1:1.4]  
7574-102.1.3  
Adjust system settings as appropriate to individual needs [UIS1:1.5]  
7574-102.1.4  
Use a communication service to access the Internet [UIS1:1.2]  
7574-102.1.5  
Use appropriate terminology when describing IT systems |  |  |  | |
| 7574-102.2  
Organise, store and retrieve information [UIS1:3] | 7574-102.2.1  
Work with files and folders so that it is easy to find and retrieve information [UIS1:3.1]  
7574-102.2.2  
Identify what storage media to use  
7574-102.2.3  
Organise and store information, using general and local conventions where appropriate [UIS1:3.2] |  |  | |
## Performance evidence record (continued)

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
</table>
| 7574-102.3 Follow the need for safety and security practices [UIS1:4] (SM4) | **7574-102.3.1** Work safely and take steps to minimise physical stress [UIS1:4.1]  
**7574-102.3.2** Recognise the danger of computer viruses, and identify ways to minimise risk [UIS1:4.3]  
**7574-102.3.3** Keep information secure [UIS1:4.2]  
**7574-102.3.4** Outline why it is important to stay safe and to respect others when using ICT-based communication [UIS1:4.4]  
**7574-102.3.5** Follow relevant guidelines and procedures for the safe and secure use of IT | | | |
| 7574-102.4 Carry out routine maintenance of IT systems and respond to routine IT system problems (EP3) | **7574-102.4.1** Identify why routine maintenance of hardware is important and when to carry it out  
**7574-102.4.2** Identify where to get expert advice  
**7574-102.4.3** Carry out regular routine maintenance of IT systems safely | | | |
**Performance evidence record (continued)**

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>7574-102.4</td>
<td>7574-102.4.4 Take appropriate action to handle routine IT problems</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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 user fundamentals

Unit No.: 7574-102

<table>
<thead>
<tr>
<th>Links to: Assessment Criteria</th>
<th>Assessor's questioning record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions</td>
<td>Answers</td>
</tr>
</tbody>
</table>

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:** Set up an IT system

**Unit No.:** 7574-103

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.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7574-103.1</strong>&lt;br&gt;Connect up a personal computer, printer and peripheral devices safely</td>
<td>7574-103.1.1 Identify what IT system components, storage and peripheral devices are needed and how to connect them&lt;br&gt;7574-103.1.2 Identify any health and safety issues associated with setting up an IT system&lt;br&gt;7574-103.1.3 Connect up the components of an IT system safely, including a printer and other peripheral devices&lt;br&gt;7574-103.1.4 Connect removable storage media to a PC safely</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7574-103.2</strong>&lt;br&gt;Connect to an IT communication service</td>
<td>7574-103.2.1 Connect communication hardware safely to a PC&lt;br&gt;7574-103.2.2 Identify the details needed to connect to an Internet Service Provider (ISP)&lt;br&gt;7574-103.2.3 Connect to a communication service from a PC</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>7574-103.3</strong>&lt;br&gt;Set up software for use</td>
<td>7574-103.3.1 Configure the user interface to meet needs</td>
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### Performance evidence record (continued)

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7574-103.3</strong>&lt;br&gt;Set up software for use</td>
<td>7574-103.3.2 Identify what security precautions need to be addressed when connecting to the internet</td>
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<tr>
<td></td>
<td>7574-103.3.3 Set up and configure virus protection software</td>
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<td></td>
<td>7574-103.3.4 Set up files and software to meet needs</td>
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<td></td>
</tr>
<tr>
<td><strong>7574-103.4</strong>&lt;br&gt;Check that the IT system and communication service are working successfully</td>
<td>7574-103.4.1 Identify simple tests that can be used to check the system</td>
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<tr>
<td></td>
<td>7574-103.4.2 Identify simple communication tests that can be used to check the internet connection</td>
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<tr>
<td></td>
<td>7574-103.4.3 Run tests to check that the system and communication service are working successfully</td>
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<tr>
<td></td>
<td>7574-103.4.4 Identify how to report faults and seek expert help</td>
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</tr>
<tr>
<td></td>
<td>7574-103.4.5 Respond to error messages and report faults as appropriate</td>
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</tbody>
</table>

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: Set up an IT system
Unit No.: 7574-103

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>Questions</td>
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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:** Optimise IT system performance  
**Unit No.:** 7574-104

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.

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</thead>
</table>
| 7574-104.1  
Maintain hardware and software in working order | 7574-104.1.1 Identify the operating system and capacity of the computer system  
7574-104.1.2 Take appropriate steps to protect computer hardware against loss or damage  
7574-104.1.3 Run anti-virus and other security software regularly  
7574-104.1.4 Set up printers and other peripheral devices | | | |
| 7574-104.2  
Manage files to maintain system performance | 7574-104.2.1 Use file navigation software to organise files into an appropriate folder structure  
7574-104.2.2 Backup and restore files and folders  
7574-104.2.3 Identify why it is important to undertake routine file housekeeping of the information stored on computer systems  
7574-104.2.4 Carry out routine file housekeeping so that information is easy to find | | | |
### Performance evidence record (continued)

<table>
<thead>
<tr>
<th>Outcome</th>
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</thead>
<tbody>
<tr>
<td><strong>7574-104.3</strong>&lt;br&gt;Respond to common IT system problems and errors</td>
<td><strong>7574-104.3.1</strong> Identify IT common system problems and responses&lt;br&gt;<strong>7574-104.3.2</strong> Respond appropriately to common IT system problems&lt;br&gt;<strong>7574-104.3.3</strong> Identify where to get expert advice&lt;br&gt;<strong>7574-104.3.4</strong> Seek expert advice when appropriate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7574-104.4</strong>&lt;br&gt;Customise the working environment to meet needs</td>
<td><strong>7574-104.4.1</strong> Adjust system settings as appropriate to individual needs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Candidate signature:**

__________________________

**Assessor/Expert witness signature:**

__________________________

*delete as appropriate*

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

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**Date:**

__________________________

**Date:**

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**Date:**

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*(photocopy as required)*
# Form ITQ08 Questioning record

**Candidate name:**

---

**ITQ Unit:** Optimise IT system performance  
**Unit No.:** 7574-104

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__________________________________________  

*delete as appropriate*

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

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Date: ____________________________  

Date: ____________________________

(photocopy as required)
**Form ITQ07 Performance evidence record**

**Candidate name:**

**ITQ Unit:** IT security for users  
**Unit No.:** 7574-105

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

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</thead>
<tbody>
<tr>
<td>7574-105.1</td>
<td>Use appropriate methods to minimise security risks to IT systems and data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-105.1.1</td>
<td>Identify security issues that may threaten system performance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-105.1.2</td>
<td>Take appropriate security precautions to protect IT systems and data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-105.1.3</td>
<td>Identify threats to information security associated with the widespread use of technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-105.1.4</td>
<td>Take appropriate precautions to keep information secure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-105.1.5</td>
<td>Follow relevant guidelines and procedures for the secure use of IT</td>
<td></td>
<td></td>
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<tr>
<td>7574-105.1.6</td>
<td>Describe why it is important to backup data securely</td>
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</table>
Performance evidence record (continued)

<table>
<thead>
<tr>
<th>7574-105.1</th>
<th>7574-105.1.7</th>
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</thead>
<tbody>
<tr>
<td>Use appropriate methods to minimise security risks to IT systems and data</td>
<td>Ensure personal data is backed up to appropriate media</td>
</tr>
</tbody>
</table>

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(photocopy as required)
Form ITQ08 Questioning record

Candidate name: ____________________________________________

ITQ Unit: IT security for users Unit No.: 7574-105

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*delete as appropriate

Internal Verifier signature (if sampled): _________________________ Date: ________________

(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name: ____________________________

**ITQ Unit:** IT communication fundamentals

**Unit No.:** 7574-106

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

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<tr>
<td><strong>7574-106.1</strong>&lt;br&gt;Use a variety of sources of information to meet needs [FSI1:1]</td>
<td><strong>7574-106.1.1</strong>&lt;br&gt;Use appropriate sources of IT-based and other forms of information to meet needs [FSI1:1:1]&lt;br&gt;<strong>7574-106.1.2</strong>&lt;br&gt;Identify different features of information&lt;br&gt;<strong>7574-106.1.3</strong>&lt;br&gt;Recognise copyright constraints on the use of information [FSI1:1.2]</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>7574-106.2</strong>&lt;br&gt;Access, search for, select and use Internet-based information and assess its fitness for purpose [FSI1:2]</td>
<td><strong>7574-106.2.1</strong>&lt;br&gt;Access, navigate and search Internet sources of information purposefully and effectively [FSI1:2.1] [IE2]&lt;br&gt;<strong>7574-106.2.2</strong>&lt;br&gt;Use appropriate search techniques to locate and select relevant information [FSI1:2.2]&lt;br&gt;<strong>7574-106.2.3</strong>&lt;br&gt;Outline how the information meets requirements and is fit for purpose [FSI1:2.3] [IE4]</td>
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<tr>
<td>7574-106.3</td>
<td>Select and use IT to communicate and exchange information [DPC1.5]</td>
<td>7574-106.3.1 Create, access, read and respond appropriately to e-mail and other IT-based communication [DPC1.5.1] 7574-106.3.2 Use IT tools to maintain an address book and schedule activities [DPC1.5.2] [UIS1:2.1]</td>
<td></td>
<td></td>
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Candidate signature: __________________________________________ Date: __________

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(photocopy as required)
Form ITQ08 Questioning record

Candidate name: __________________________________________

ITQ Unit: IT communication fundamentals

Unit No.: 7574-106

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(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name:  

**ITQ Unit:** Using the Internet  

**Unit No.:** 7574-107

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  

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</table>
| **7574-107.1**  
Connect to the internet |  
7574-107.1.1 Identify different types of connection methods that can be used to access the Internet  
7574-107.1.2 Access the internet or intranet | | | |
| **7574-107.2**  
Use browser software to navigate web pages |  
7574-107.2.1 Use browser tools to navigate webpages  
7574-107.2.2 Identify when to change browser settings to aid navigation  
7574-107.2.3 Adjust browser settings to meet needs  
7574-107.2.4 Use browser help facilities | | | |
| **7574-107.3**  
Use browser tools to search for information from the internet |  
7574-107.3.1 Select and use appropriate search techniques to locate information  
7574-107.3.2 Outline how information meets requirements  
7574-107.3.3 Use references to make it easier to find information another time  
7574-107.3.4 Download and save different types of information from the Internet | | | |
### Performance evidence record (continued)

<table>
<thead>
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<th>Outcome</th>
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</thead>
<tbody>
<tr>
<td>7574-107.4</td>
<td><strong>7574-107.4.1</strong> Select and use tools and techniques to communicate information online</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use browser software to communicate information online</td>
<td><strong>7574-107.4.2</strong> Use browser tools to share information sources with others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>7574-107.4.3</strong> Submit information online using forms or interactive sites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>7574-107.4.4</strong> Identify opportunities to post or publish material to websites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-107.5</td>
<td><strong>7574-107.5.1</strong> Identify the threats to user safety when working online</td>
<td></td>
<td></td>
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<tr>
<td>Follow and understand the need for safety and security practices when working online</td>
<td><strong>7574-107.5.2</strong> Outline how to minimise internet security risks</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>7574-107.5.3</strong> Work responsibly and take appropriate safety and security precautions when working online</td>
<td></td>
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<tr>
<td></td>
<td><strong>7574-107.5.4</strong> Keep personal information secure</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>7574-107.5.5</strong> Follow relevant laws, guidelines and procedures for the use of the Internet</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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**Candidate signature:** ________________________________  **Date:** __________

**Assessor/Expert witness signature:** ________________________________  **Date:** __________

*delete as appropriate

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*(photocopy as required)*
Form ITQ08 Questioning record

Candidate name:  

ITQ Unit: Using the Internet  Unit No.: 7574-107

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Date:  

Date:  

(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name: ____________________________

**ITQ Unit:** Using e-mail  
**Unit No.:** 7574-108

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

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<tbody>
<tr>
<td>7574-108.1</td>
<td>Use e-mail software tools and techniques to compose and send messages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-108.1.1 Use e-mail software tools and techniques to compose and send messages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-108.1.2 Attach files to e-mail messages</td>
<td></td>
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<tr>
<td></td>
<td>7574-108.1.3 Send e-mail messages</td>
<td></td>
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<tr>
<td></td>
<td>7574-108.1.4 Identify how to stay safe and respect others when using e-mail</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>7574-108.1.5 Use an address book to store and retrieve contact information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-108.2</td>
<td>Manage incoming email effectively</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-108.2.1 Follow guidelines and procedures for using e-mail</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>7574-108.2.2 Identify when and how to respond to e-mail messages</td>
<td></td>
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<tr>
<td></td>
<td>7574-108.2.3 Read and respond to e-mail messages appropriately</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-108.2.4 Identify what messages to delete and when to do so</td>
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### Performance evidence record (continued)

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<tbody>
<tr>
<td>7574-108.2 Manage incoming email effectively</td>
<td>7574-108.2.5 Organise and store e-mail messages</td>
<td>7574-108.2.6 Respond appropriately to common e-mail problems</td>
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**Candidate signature:**

__________________________

**Date:**

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**Assessor/Expert witness signature:**

__________________________

**Date:**

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

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**Date:**

(photocopy as required)
# Form ITQ08 Questioning record

**Candidate name:**

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**ITQ Unit:** Using e-mail  
**Unit No.:** 7574-108

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

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(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name: ____________________________

**ITQ Unit:** Using collaborative technology  
**Unit No.:** 7574-109

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

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</table>
| 7574-109.1  
Stay safe and secure when using collaborative technology | 7574-109.1.1  
Follow guidelines for working with collaborative technology  
7574-109.1.2  
Identify risks in using collaborative technology and why it is important to avoid them  
7574-109.1.3  
Carry out straightforward checks on others’ online identities and different types of information  
7574-109.1.4  
Identify when and how to report online safety and security issues  
7574-109.1.5  
Identify what methods are used to promote trust | | | |
| 7574-109.2  
Set up and access IT tools and devices for collaborative working | 7574-109.2.1  
Set up IT tools and devices that will enable you to contribute to collaborative work  
7574-109.2.2  
Identify the purpose for using collaborative technologies and expected outcomes | | | |
<table>
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</table>
| 7574-109.2  
*Set up and access IT tools and devices for collaborative working* | 7574-109.2.3 Identify which collaborative technology tools and devices to use for different communication media  
7574-109.2.4 Identify what terms and conditions apply to using collaborative technologies | | | |
| 7574-109.3  
*Prepare collaborative technologies for use* | 7574-109.3.1 Use given details to access collaborative technologies needed for a collaborative task  
7574-109.3.2 Adjust basic settings on collaborative technologies  
7574-109.3.3 Change the environment of collaborative technologies  
7574-109.3.4 Set up and use a data reader to feed information  
7574-109.3.5 Identify what and why permissions are set to allow others to access information | | | |
| 7574-109.4  
*Contribute to tasks using collaborative technologies* | 7574-109.4.1 Contribute responsibly and actively to collaborative working  
7574-109.4.2 Contribute to producing and archiving the agreed outcome of collaborative working  
7574-109.4.3 Identify when there is a problem with collaborative technologies and where to get help | | | |
### Outcome: 7574-109.4
Contribute to tasks using collaborative technologies

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<tbody>
<tr>
<td>7574-109.4.4</td>
<td>Respond to simple problems with collaborative technologies</td>
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**Candidate signature:** ___________________________  **Date:** ____________

**Assessor/Expert witness signature:** ___________________________  **Date:** ____________

*delete as appropriate

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**Internal Verifier signature (if sampled):** ___________________________  **Date:** ____________

(photocopy as required)
## Form ITQ08 Questioning record

**Candidate name:**

**ITQ Unit:**  Using collaborative technology

**Unit No.:**  7574-109

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**Date:**  

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**Internal Verifier signature (if sampled):**  
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(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name:

**ITQ Unit:** Using mobile IT devices

**Unit No.:** 7574-110

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

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

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<tbody>
<tr>
<td><strong>7574-110.1</strong>&lt;br&gt;Set up the mobile device to meet needs</td>
<td>7574-110.1.1&lt;br&gt;Set up a mobile device for use</td>
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<td></td>
<td>7574-110.1.2&lt;br&gt;Use mobile device interface features effectively</td>
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<tr>
<td></td>
<td>7574-110.1.3&lt;br&gt;Identify when and how to adjust device settings</td>
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<tr>
<td></td>
<td>7574-110.1.4&lt;br&gt;Adjust device settings to meet needs</td>
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<td></td>
<td>7574-110.1.5&lt;br&gt;Identify any specific health and safety issues associated with the use of mobile devices</td>
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<td>7574-110.1.6&lt;br&gt;Follow guidelines and procedures for the use of mobile devices</td>
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<tr>
<td><strong>7574-110.2</strong>&lt;br&gt;Use applications and files on the mobile device</td>
<td>7574-110.2.1&lt;br&gt;Identify the different applications on the mobile device and what they can be used for</td>
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<td>7574-110.2.2&lt;br&gt;Select and use applications and files on the mobile device for an appropriate purpose</td>
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<td>7574-110.2.3&lt;br&gt;Input data accurately into a mobile device</td>
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<td>7574-110.2.4&lt;br&gt;Organise, store and retrieve data on a mobile device</td>
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<tr>
<td>7574-110.3 Transfer data to and from the mobile device</td>
<td>7574-110.3.1 Identify different types of secure connection methods that can be used between devices 7574-110.3.2 Transfer information to and from a mobile device 7574-110.3.3 Recognise copyright and other constraints on the use and transfer of information 7574-110.3.4 Identify why it is important to stay safe, keep information secure and to respect others when using a mobile device 7574-110.3.5 Keep information secure when using a mobile device</td>
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<tr>
<td>7574-110.4 Maintain the performance of the mobile device</td>
<td>7574-110.4.1 Identify factors that can affect performance of the mobile device 7574-110.4.2 Use appropriate techniques to maintain the performance of the mobile device 7574-110.4.3 Identify common problems that occur with mobile devices and what causes them 7574-110.4.4 Identify when to try to solve a problem and where to get expert advice</td>
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<tr>
<td>7574-110.4</td>
<td>7574-110.4.5</td>
<td>Use available resources to respond quickly and appropriately to common device problems</td>
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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.:** 7574-110

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**Assessor/Expert witness signature:**

__________________________  __________________

*delete as appropriate

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

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(Date)

(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name: 

**ITQ Unit:** Personal information management software  
**Unit No.:** 7574-111

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

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<tr>
<td><strong>7574-111.1</strong></td>
<td><strong>Use a calendar to schedule appointments</strong></td>
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<tr>
<td><strong>7574-111.1.1</strong></td>
<td>Create, edit and delete calendar entries</td>
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<tr>
<td><strong>7574-111.1.2</strong></td>
<td>Arrange recurring appointments</td>
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<td><strong>7574-111.1.3</strong></td>
<td>Invite others to meetings and monitor attendance</td>
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<tr>
<td><strong>7574-111.1.4</strong></td>
<td>Respond to meeting requests from others</td>
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<tr>
<td><strong>7574-111.1.5</strong></td>
<td>Create reminders for calendar appointments</td>
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<tr>
<td><strong>7574-111.1.6</strong></td>
<td>Organise and display appointments as required</td>
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<tr>
<td><strong>7574-111.2</strong></td>
<td><strong>Use a task list to prioritise activities</strong></td>
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<tr>
<td><strong>7574-111.2.1</strong></td>
<td>Create, edit and delete task information</td>
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<tr>
<td><strong>7574-111.2.2</strong></td>
<td>Organise and display tasks, setting targets for completion</td>
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<tr>
<td><strong>7574-111.2.3</strong></td>
<td>Monitor task progress and set reminders</td>
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<td><strong>7574-111.2.4</strong></td>
<td>Report on task status and activity</td>
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<tr>
<td>7574-111.3</td>
<td>Use an address book to store, organise and retrieve contact information</td>
<td>7574-111.3.1 Create, edit and delete contact information</td>
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<td></td>
<td></td>
<td>7574-111.3.2 Organise and display contact information</td>
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<td></td>
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<td>7574-111.3.3 Set up a distribution list</td>
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<td></td>
<td></td>
<td>7574-111.3.4 Describe why it is important to use personal data responsibly and safely</td>
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<td></td>
<td>7574-111.3.5 Outline why and how to keep contact information up to date</td>
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**Candidate signature:**

_________________________________________

**Assessor/Expert witness signature:**

_________________________________________

*delete as appropriate

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

_________________________________________

**Date:**

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**Date:**

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**Date:**

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(photocopy as required)
Form ITQ08 Questioning record

Candidate name: 

ITQ Unit: Personal information management software  
Unit No.: 7574-111

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Assessor/Expert
witness signature: 

*delete as appropriate

Internal Verifier
signature (if sampled):  

Date: 

Date:

(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name: ________________________________

**ITQ Unit:** IT software fundamentals  
**Unit No.:** 7574-112

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

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<tr>
<td><strong>7574-112.1</strong></td>
<td><strong>Select and use software applications to meet needs and solve problems [UIS1:2]</strong></td>
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<tr>
<td></td>
<td>7574-112.1.1 Identify different software applications and give examples of their use</td>
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<tr>
<td></td>
<td>7574-112.1.2 Select and use appropriate software applications to develop, produce and present different types of information to meet needs and solve problems [UIS1:1.3 part]</td>
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<td></td>
<td>7574-112.1.3 Identify what types of information are needed</td>
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<tr>
<td><strong>7574-112.2</strong></td>
<td><strong>Enter, develop and format different types of information to suit its meaning and purpose [DPC1:1 &lt; less images 1.4; numbers 1.5; graphs 1.7; records 1.8]</strong></td>
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<td></td>
<td>7574-112.2.1 Enter, organise and format different types of information to meet needs [DPC1:1.1]</td>
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<td></td>
<td>7574-112.2.2 Apply editing techniques to refine information as required</td>
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<td>7574-112.2.3 Combine information of different forms or from different sources to meet needs [DPC1:2.1]</td>
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<td></td>
<td>7574-112.2.4 Select and use appropriate page layout to present information effectively [DPC1:1.2]</td>
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<tr>
<td>7574-112.3</td>
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<tr>
<td>Present information in ways that are fit for purpose and audience [DPC1:3]</td>
<td>7574-112.3.1 Work accurately and proof-read, using software facilities where appropriate for the task [DPC1:3.1]</td>
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<td></td>
<td>7574-112.3.2 Produce information that is fit for purpose and audience using commonly accepted layouts as appropriate [DPC1:3.2]</td>
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<tr>
<td>7574-112.4</td>
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<tr>
<td>Make effective use of IT tools and facilities to present information [DPC1:4]</td>
<td>7574-112.4.1 Review and modify work as it progresses to ensure the result is fit for purpose and audience [DPC1:4.2] (RL3)</td>
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<td></td>
<td></td>
<td>7574-112.4.2 Review the effectiveness of the IT tools selected to meet presentation needs [DPC1:4.1]</td>
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__________________________________________  **Date:** ___________

**Assessor/Expert witness signature:**

__________________________________________  **Date:** ___________

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(photocopy as required)
Form ITQ08 Questioning record

Candidate name: ____________________________________________

ITQ Unit: IT software fundamentals  Unit No.: 7574-112

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Form ITQ07 Performance evidence record

Candidate name: ____________________________

**ITQ Unit:** Audio software  
**Unit No.:** 7574-113

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

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</table>
| 7574-113.1  
Use audio hardware and software to capture sequences | 7574-113.1.1 Identify the input device and associated software to use  
7574-113.1.2 Use input devices and built-in audio software to record information to meet needs  
7574-113.1.3 Identify the file format used by the input device  
7574-113.1.4 Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available | | | |
| 7574-113.2  
Use audio software tools to combine and edit sequences | 7574-113.2.1 Identify the audio editing software to use for the file format  
7574-113.2.2 Cut and paste short sequences to meet needs  
7574-113.2.3 Combine information of different forms or from different sources, in line with any copyright constraints  
7574-113.2.4 Identify copyright constraints on using others' information | | | |
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<tr>
<td>7574-113.3 Play and present audio sequences</td>
<td>7574-113.3.1 Identify appropriate playback software to use for the file format to be displayed</td>
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<tr>
<td></td>
<td>7574-113.3.2 Select and use appropriate audio software to playback and display audio files</td>
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<tr>
<td></td>
<td>7574-113.3.3 Identify the display device to use for the sequence</td>
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<td>7574-113.3.4 Playback audio sequences using an appropriate display device</td>
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<td>7574-113.3.5 Adjust playback and display settings so that files are presented to meet needs</td>
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Form ITQ08 Questioning record

Candidate name: 

ITQ Unit: Audio software

Unit No.: 7574-113

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Form ITQ07 Performance evidence record

Candidate name:

| ITQ Unit: Video software | Unit No.: 7574-114 |

Use this form to record details of activities (tick as appropriate):
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<tr>
<td>7574-114.1 Use video hardware and software to capture sequences</td>
<td>7574-114.1.1 Identify the input device and associated software to use</td>
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<tr>
<td></td>
<td>7574-114.1.2 Use input devices and built-in video software to record information to meet needs</td>
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<td>7574-114.1.3 Identify the file format used by the input device</td>
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<td>7574-114.2 Use video software tools to combine and edit sequences</td>
<td>7574-114.2.1 Identify the video editing software to use for the file format</td>
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<td>7574-114.2.2 Cut and paste short sequences to meet needs</td>
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<td>7574-114.2.3 Combine information of different forms or from different sources, in line with any copyright constraints</td>
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<td>7574-114.2.4 Identify copyright constraints on using others’ information</td>
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<td>7574-114.3 Play and present video sequences</td>
<td>7574-114.3.1 Identify appropriate playback software to use for the file format to be displayed</td>
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<td>7574-114.3.2 Select and use appropriate video software to playback and display video files</td>
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<td></td>
<td>7574-114.3.3 Identify the display device to use for the sequence</td>
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<td>7574-114.3.4 Playback video sequences using an appropriate display device</td>
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**Assessor/Expert witness signature:** ____________________________ **Date:** ________

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*(photocopy as required)*
Form ITQ08 Questioning record

Candidate name: ____________________________________________

ITQ Unit: Video software  Unit No.: 7574-114

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(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name: ________________________________

**ITQ Unit:** Bespoke software  
**Unit No.:** 7574-115

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

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<th>Assessor signature</th>
</tr>
</thead>
</table>
| **7574-115.1** Input, organise and combine information using bespoke software | **7574-115.1.1** Input relevant information accurately into existing templates and/or files so that it is ready for processing  
**7574-115.1.2** Organise and combine information of different forms or from different sources  
**7574-115.1.3** Follow local and/or legal guidelines for the storage and use of data where available  
**7574-115.1.4** Respond appropriately to data entry error message |                     |                   |                   |
| **7574-115.2** Use tools and techniques to edit, process, format and present information | **7574-115.2.1** Use appropriate tools and techniques to edit, process or format information  
**7574-115.2.2** Check information meets needs, using IT tools and making corrections as necessary |                     |                   |                   |
### Performance evidence record (continued)

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<td>7574-115.2 Use tools and techniques to edit, process, format and present information</td>
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<td>7574-115.2.3 Use appropriate presentation methods and accepted layouts</td>
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---

**Candidate signature:**

______________________________

**Date:** ____________

**Assessor/Expert witness signature:**

______________________________

**Date:** ____________

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

______________________________

**Date:** ____________

*(photocopy as required)*
Form ITQ08 Questioning record

Candidate name: ________________________________

ITQ Unit: Bespoke software  Unit No.: 7574-115

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<td>Questions</td>
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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 software

**Unit No.:** 7574-116

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

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<td>7574-116.1</td>
<td>Input, organise and combine information using specialist software</td>
<td>7574-116.1.1 Input relevant information accurately into existing templates and/or files so that it is ready for processing</td>
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<td></td>
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<td>7574-116.1.2 Organise and combine information of different forms or from different sources</td>
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<td>7574-116.1.3 Follow local and/or legal guidelines for the storage and use of data where available</td>
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<td></td>
<td>7574-116.1.4 Respond appropriately to data entry error message</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-116.2</td>
<td>Use tools and techniques to edit, process, format and present information</td>
<td>7574-116.2.1 Use appropriate tools and techniques to edit, process or format information</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7574-116.2.2 Check information meets needs, using IT tools and making corrections as necessary</td>
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## Performance evidence record (continued)

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<td>7574-116.2 Use tools and techniques to edit, process, format and present information</td>
<td>7574-116.2.3 Use appropriate presentation methods and accepted layouts</td>
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**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 software  Unit No.: 7574-116

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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 accounting software  
**Unit No.:** 7574-117

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- [ ] seen by witness
- [ ] seen by expert witness  
- [ ] self reflective account

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<td>7574-117.1</td>
<td>7574-117.1.1 Identify the sources and characteristics of accounting data</td>
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<td>7574-117.1</td>
<td>7574-117.1.2 Enter accounting data accurately into records to meet requirements</td>
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<td></td>
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<tr>
<td>7574-117.1</td>
<td>7574-117.1.3 Locate and display accounting data records to meet requirements</td>
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<tr>
<td>7574-117.1</td>
<td>7574-117.1.4 Check data records meet needs using IT tools, making corrections as necessary</td>
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<td>7574-117.1</td>
<td>7574-117.1.5 Identify the risks to data security and procedures used for data protection</td>
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<td>7574-117.1</td>
<td>7574-117.1.6 Follow local and/or legal guidelines for the storage and use of data</td>
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<td>7574-117.2</td>
<td>7574-117.2.1 Use appropriate tools and techniques to process transactions</td>
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<td>7574-117.2</td>
<td>7574-117.2.2 Review the transaction process and identify any errors</td>
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<td>7574-117.2</td>
<td>7574-117.2.3 Respond appropriately to any transaction errors and problems</td>
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<td>7574-117.3 Produce accounting documents and summary reports to meet requirements</td>
<td>7574-117.3.1 Identify what information is required and how to present it</td>
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<td>7574-117.3.2 Generate accounting documents as required</td>
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<td>7574-117.3.3 Generate management reports as required</td>
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**Candidate signature:**

__________________________ Date: __________________

**Assessor/Expert witness signature:**

__________________________ Date: __________________

*delete as appropriate

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(photocopy as required)
Form ITQ08 Questioning record

Candidate name:  

ITQ Unit:  Computer accounting software  
Unit No.:  7574-117

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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:** Data management software  
**Unit No.:** 7574-118

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

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<td>Enter, edit and</td>
<td>7574-118.1.1 Identify the security procedures used to</td>
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<tr>
<td>maintain data</td>
<td>protect data</td>
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<td>records in a</td>
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<tr>
<td>data management</td>
<td>7574-118.1.2 Enter data accurately into records to meet</td>
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<td></td>
<td></td>
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<tr>
<td>system</td>
<td>requirements</td>
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<td></td>
<td>7574-118.1.3 Locate and amend individual data records</td>
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<td>7574-118.1.4 Check data records meet needs, using IT</td>
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<td>tools and making corrections as necessary</td>
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<td></td>
<td>7574-118.1.5 Respond appropriately to data entry</td>
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<td>error messages</td>
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<td></td>
<td>7574-118.1.6 Follow local and/or legal guidelines for</td>
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<td></td>
<td>the storage and use of data where available</td>
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<td>7574-118.2</td>
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<tr>
<td>Retrieve and display data records to meet requirements</td>
<td>7574-118.2.1 Search for and retrieve information using</td>
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<td></td>
<td>pre-defined methods</td>
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<td>to meet given</td>
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<td></td>
<td></td>
<td>requirements</td>
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<td></td>
<td>7574-118.2.2 Identify which report to run to output</td>
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<td></td>
<td>the required</td>
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<td>information</td>
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<tr>
<td>7574-118.2</td>
<td>Retrieve and display data records to meet requirements</td>
<td>7574-118.2.3 Select and view specified reports to output information to meet given requirements</td>
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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: Data management software  Unit No.: 7574-118

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t
witness signature: ___________________________ ___________________________
*delete as appropriate

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Date: ___________________________ ___________________________

(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name:

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- Self reflective account

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<td>7574-119.1 Enter, edit and organise structured information in a database</td>
<td>7574-119.1.1 Identify the main components of a database 7574-119.1.2 Create a database table for a purpose using specified fields 7574-119.1.3 Enter structured data into records to meet requirements 7574-119.1.4 Locate and amend data records 7574-119.1.5 Respond appropriately to data entry error messages 7574-119.1.6 Check data meets needs, using IT tools and making corrections as necessary</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>7574-119.2 Use database software tools to extract information and produce reports</td>
<td>7574-119.2.1 Identify queries which meet information requirements 7574-119.2.2 Run simple database queries 7574-119.2.3 Identify reports which meet information requirements</td>
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<tr>
<td>7574-119.2</td>
<td>Use database software tools to extract information and produce reports</td>
<td>7574-119.2.4 Generate and print pre-defined database reports</td>
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Assessor/Expert witness signature: ____________________________ Date: ____________

*delete as appropriate

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Form ITQ08 Questioning record

Candidate name: ____________________________

ITQ Unit: Database software

Unit No.: 7574-119

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(photocopy as required)

ITQ (7574) Level 1 Recording Forms
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Form ITQ07 Performance evidence record

Candidate name: ____________________________

**ITQ Unit:** Design software

**Unit No.:** 7574-120

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

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<td>7574-120.1</td>
<td>Obtain, insert and combine information for designs</td>
<td>7574-120.1.1 Identify what designs are needed</td>
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<td></td>
<td>7574-120.1.2 Obtain, input and prepare designs to meet needs</td>
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<td></td>
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<td>7574-120.1.3 Identify what generic copyright and other constraints apply to the use of images</td>
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<td>7574-120.1.4 Combine information of different types or from different sources for designs</td>
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<td>7574-120.1.5 Identify the context in which the designs will be used</td>
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<td>7574-120.1.6 Identify which file format to use for saving and exchanging designs</td>
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<td>7574-120.1.7 Store and retrieve files effectively, in line with local guidelines and conventions where available</td>
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<td>Performance evidence</td>
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<td>7574-120.2</td>
<td>Use design and imaging software tools to create, manipulate and edit designs</td>
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<td>7574-120.2.1</td>
<td>Use suitable tools and techniques to create designs</td>
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<td>7574-120.2.2</td>
<td>Use appropriate tools and techniques to manipulate and edit designs</td>
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<td>7574-120.2.3</td>
<td>Check designs meets needs, using IT tools and making corrections as necessary</td>
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Assessor/Expert witness signature: ___________________________ Date: ______________

*delete as appropriate

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(photocopy as required)
# Form ITQ08 Questioning record

**Candidate name:**  

**ITQ Unit:** Design software  

**Unit No.:** 7574-120  

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**Assessor/Expert witness signature:**  

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**Date:**  

*(photocopy as required)*
Form ITQ07 Performance evidence record

Candidate name: ____________________________

**ITQ Unit:** Imaging software  
**Unit No.:** 7574-121

Use this form to record details of activities (tick as appropriate):
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- [ ] seen by expert witness  
- [ ] self reflective account

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| **7574-121.1**  
Obtain, insert and combine information for images |  
**7574-121.1.1** Identify what images are needed  
**7574-121.1.2** Obtain, input and prepare images to meet needs  
**7574-121.1.3** Identify what generic copyright and other constraints apply to the use of images  
**7574-121.1.4** Combine information of different types or from different sources for images  
**7574-121.1.5** Identify the context in which the images will be used  
**7574-121.1.6** Identify which file format to use for saving and exchanging images  
**7574-121.1.7** Store and retrieve files effectively, in line with local guidelines and conventions where available |  |  |  |

ITQ (7574) Level 1 Recording Forms  
©2009 The City and Guilds of London Institute
<table>
<thead>
<tr>
<th>Outcome</th>
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<th>Date(s) Achieved</th>
<th>Assessor signature</th>
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<tr>
<td>7574-121.2</td>
<td>Use design and imaging software tools to create, manipulate and edit images</td>
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<tr>
<td></td>
<td>7574-121.2.1 Use suitable tools and techniques to create images</td>
<td></td>
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<tr>
<td></td>
<td>7574-121.2.2 Use appropriate tools and techniques to manipulate and edit images</td>
<td></td>
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<tr>
<td></td>
<td>7574-121.2.3 Check images meets needs, using IT tools and making corrections as necessary</td>
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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: Imaging software

Unit No.: 7574-121

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<td>Questions</td>
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*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.:** 7574-122

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

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</thead>
</table>
| **7574-122.1**  
Select and use appropriate designs and page layouts for publications |  
**7574-122.1.1**  
Identify what types of information are needed  
**7574-122.1.2**  
Identify what page design and layout will be required  
**7574-122.1.3**  
Select and use an appropriate page design and layout for publications in line with local guidelines, where relevant  
**7574-122.1.4**  
Select and use appropriate media for the publication |  |  |  |
| **7574-122.2**  
Input and combine text and other information within publications |  
**7574-122.2.1**  
Input information into publications so that it is ready for editing and formatting  
**7574-122.2.2**  
Identify copyright constraints on using others’ information  
**7574-122.2.3**  
Organise and combine information of different types or from different sources in line with any copyright constraints |  |  |  |
<table>
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<tbody>
<tr>
<td>7574-122.2</td>
<td><strong>Input and combine text and other information within publications</strong></td>
<td>7574-122.2.4 Store and retrieve publication files effectively, in line with local guidelines and conventions where available</td>
<td></td>
<td></td>
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<tr>
<td>7574-122.3</td>
<td><strong>Use desktop publishing software techniques to edit and format publications</strong></td>
<td>7274-122.3.1 Identify what editing and formatting to use for the publication</td>
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<tr>
<td></td>
<td>7274-122.3.2 Select and use appropriate techniques to edit publications and format text</td>
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<tr>
<td></td>
<td>7274-122.3.3 Manipulate images and graphic elements accurately</td>
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<tr>
<td></td>
<td>7274-122.3.4 Control text flow within single and multiple columns and pages</td>
<td></td>
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<tr>
<td></td>
<td>7274-122.3.5 Check publications meet needs, using IT tools and making corrections as necessary</td>
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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.:** 7574-122

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**Date:** ____________________________  

*delete as appropriate*

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**Date:** ____________________________

(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name:

**ITQ Unit:** 2D drawing and planning software

**Unit No.:** 7574-123

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

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<tbody>
<tr>
<td>7574-123.1</td>
<td>Input, organise and combine information for drawings or plans</td>
<td>7574-123.1.1 Identify what types of 2D shapes and other elements will be needed</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>7574-123.1.2 Identify which template or blank document to use</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>7574-123.1.3 Select the appropriate shapes, from those available, to meet needs</td>
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<td></td>
<td></td>
<td>7574-123.1.4 Input the relevant shapes and other elements into existing templates or blank documents so that they are ready for editing and formatting</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>7574-123.1.5 Identify what copyright constraints apply to the use of shapes or other elements</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>7574-123.1.6 Combine information of different types or from different sources for drawings and plans</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>7574-123.1.7 Store and retrieve drawing files effectively, in line with local guidelines and conventions where available</td>
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<tr>
<td>Outcome</td>
<td>Assessment criteria</td>
<td>Performance evidence</td>
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<tr>
<td>7574-123.2</td>
<td>Use tools and techniques to edit, manipulate, format and present drawings or plans</td>
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<tr>
<td>7574-123.2.1</td>
<td>Identify what drafting guides to use so that the shapes and other elements are</td>
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<td></td>
<td>appropriately prepared</td>
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<tr>
<td>7574-123.2.2</td>
<td>Use appropriate software tools to manipulate and edit shapes and other elements</td>
<td></td>
<td></td>
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<tr>
<td>7574-123.2.3</td>
<td>Select and use appropriate software tools to format shapes and other elements</td>
<td></td>
<td></td>
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<tr>
<td>7574-123.2.4</td>
<td>Check drawings and plans meet needs, using IT tools and making corrections as necessary</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7574-123.2.5</td>
<td>Use appropriate presentation methods and accepted page layouts</td>
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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: 2D drawing and planning software  Unit No.: 7574-123

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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:** Multimedia software  
**Unit No.:** 7574-124  

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.

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<tbody>
<tr>
<td>7574-124.1 Plan the content and organisation of multimedia products to meet needs</td>
<td>7574-124.1.1 Use simple techniques to plan the content and organisation of multimedia products&lt;br&gt;7574-124.1.2 Identify the type of multimedia outcome to meet requirements&lt;br&gt;7574-124.1.3 Identify what is required in the specification&lt;br&gt;7574-124.1.4 Identify copyright or other constraints for using others' information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-124.2 Obtain, input and combine content to build multimedia outcomes</td>
<td>7574-124.2.1 Select and use an appropriate input device to enter content for multimedia outcomes&lt;br&gt;7574-124.2.2 Combine information of different types or from different sources for multimedia outcomes&lt;br&gt;7574-124.2.3 Identify the file format and storage media to use&lt;br&gt;7574-124.2.4 Select and use appropriate software to write multimedia files</td>
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<td></td>
<td></td>
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<tr>
<td>Outcome</td>
<td>Assessment criteria</td>
<td>Performance evidence</td>
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</tr>
<tr>
<td>7574-124.2 Obtain, input and combine content to build multimedia outcomes</td>
<td>7574-124.2.5 Store and retrieve multimedia files effectively, in line with local guidelines and conventions where available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-124.3 Use multimedia software tools to edit and format multimedia content to meet requirements</td>
<td>7574-124.3.1 Select and use appropriate techniques to edit and format multimedia outcomes</td>
<td>7574-124.3.2 Manipulate images and graphic elements accurately</td>
<td>7574-124.3.3 Check multimedia outcomes meet needs, using IT tools and making corrections as necessary</td>
<td></td>
</tr>
<tr>
<td>7574-124.4 Play and present multimedia outcomes</td>
<td>7574-124.4.1 Identify what display device to use for multimedia outcomes</td>
<td>7574-124.4.2 Use appropriate techniques to navigate and display multimedia outcomes</td>
<td>7574-124.4.3 Control the playback of multimedia files</td>
<td>7574-124.4.4 Adjust display settings to meet needs</td>
</tr>
</tbody>
</table>

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:** Multimedia software  
**Unit No.:** 7574-124

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The above is an accurate record of the questioning.

**Assessor/Expert**  
**witness signature:**  
[signature]

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

Date: __________________

*delete as appropriate

**Date:** __________________

(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name: ____________________________

**ITQ Unit:** Presentation software  
**Unit No.:** 7574-125

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.

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</table>
| 7574-125.1  
Input and combine text and other information within presentation slides | 7574-125.1.1 Identify what types of information are required for the presentation  
7574-125.1.2 Select and use different slide layouts as appropriate for different types of information  
7574-125.1.3 Enter information into presentation slides so that it is ready for editing and formatting  
7574-125.1.4 Identify any constraints which may affect the presentation  
7574-125.1.5 Combine information of different forms or from different sources for presentations  
7574-125.1.6 Store and retrieve presentation files effectively, in line with local guidelines and conventions where available | | | |
| 7574-125.2  
Use presentation software tools to structure, edit and format slides | 7574-125.2.1 Identify what slide structure to use  
7574-125.2.2 Select and use an appropriate template to structure slides | | | |
### Performance evidence record (continued)

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</table>
| **7574-125.2**  
*Use presentation software tools to structure, edit and format slides* |  
7574-125.2.3  
Select and use appropriate techniques to edit slides  
7574-125.2.4  
Select and use appropriate techniques to format slides | | | |
| **7574-125.3**  
*Prepare slides for presentation to meet needs* |  
7574-125.3.1  
Identify how to present slides to meet needs and communicate effectively  
7574-125.3.2  
Prepare slides for presentation  
7574-125.3.3  
Check presentation meets needs, using IT tools and making corrections as necessary | | | |

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

Links to: Assessment Criteria

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*delete as appropriate

Internal Verifier signature (if sampled): ________________________________ Date: ________________

(photocopy as required)
Form ITQ07 Performance evidence record

Candidate name: ________________________________

**ITQ Unit:** Project management software  
**Unit No.:** 7574-126

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

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<th>Activity</th>
<th>Observation Method</th>
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<td>■ observed by your assessor</td>
<td>■ seen by witness</td>
</tr>
<tr>
<td>■ seen by expert witness</td>
<td>■ self reflective account</td>
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<tr>
<td>7574-126.1 Create and define a project</td>
<td><strong>7574-126.1.1</strong> Identify the main components of the project management software</td>
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<td></td>
<td><strong>7574-126.1.2</strong> Identify the information about the project that must be included</td>
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<td></td>
<td><strong>7574-126.1.3</strong> Create a new project file using templates where appropriate</td>
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<tr>
<td></td>
<td><strong>7574-126.1.4</strong> Store and retrieve project management files effectively in line with local guidelines for storage and use of data where applicable</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7574-126.2 Enter and edit information about project tasks and resources</td>
<td><strong>7574-126.2.1</strong> Identify types of tasks, milestones, deadlines and constraints</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>7574-126.2.2</strong> Enter and edit information about project tasks</td>
<td></td>
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<tr>
<td></td>
<td><strong>7574-126.2.3</strong> Identify time and resources required for the project</td>
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<td></td>
<td><strong>7574-126.2.4</strong> Apply a task calendar for scheduling tasks</td>
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<tbody>
<tr>
<td><strong>7574-126.2</strong>&lt;br&gt;Enter and edit information about project tasks and resources</td>
<td><strong>7574-126.2.5</strong> Enter and edit information about resources for use in the project&lt;br&gt;<strong>7574-126.2.6</strong> Mark any dependencies between tasks&lt;br&gt;<strong>7574-126.2.7</strong> Assign resources to tasks</td>
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</tr>
<tr>
<td><strong>7574-126.3</strong> Update information about project progress</td>
<td><strong>7574-126.3.1</strong> Use editing and formatting techniques to update project elements&lt;br&gt;<strong>7574-126.3.2</strong> Update task status in line with progress&lt;br&gt;<strong>7574-126.3.3</strong> Update information about resources as required</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>7574-126.4</strong> Select and use appropriate tools and techniques to display and report on project status</td>
<td><strong>7574-126.4.1</strong> Use filtering and formatting techniques to display project information to meet needs&lt;br&gt;<strong>7574-126.4.2</strong> Select and generate project reports using pre-defined formats to meet needs</td>
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**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: Project management software

Unit No.: 7574-126

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*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.:** 7574-127

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

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<tr>
<td>7574-127.1 Use a spreadsheet to enter, edit and organise numerical and other data</td>
<td>7574-127.1.1 Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-127.1.2 Enter and edit numerical and other data accurately</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-127.1.3 Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-127.2 Use appropriate formulas and tools to summarise and display spreadsheet information</td>
<td>7574-127.2.1 Identify how to summarise and display the required information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-127.2.2 Use functions and formulas to meet calculation requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-127.2.3 Use spreadsheet tools and techniques to summarise and display information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome</td>
<td>Assessment criteria</td>
<td>Performance evidence</td>
<td>Date(s) Achieved</td>
<td>Assessor signature</td>
</tr>
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</tr>
<tr>
<td>7574-127.3</td>
<td>Select and use appropriate tools and techniques to present spreadsheet information effectively</td>
<td></td>
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<tr>
<td></td>
<td>7574-127.3.1 Select and use appropriate tools and techniques to format spreadsheet cells, rows and columns</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>7574-127.3.2 Identify which chart or graph type to use to display information</td>
<td></td>
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<tr>
<td></td>
<td>7574-127.3.3 Select and use appropriate tools and techniques to generate, develop and format charts and graphs</td>
<td></td>
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<tr>
<td></td>
<td>7574-127.3.4 Select and use appropriate page layout to present and print spreadsheet information</td>
<td></td>
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<tr>
<td></td>
<td>7574-127.3.5 Check information meets needs, using spreadsheet tools and making corrections as necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.: 7574-127

<table>
<thead>
<tr>
<th>Links to: Assessment Criteria</th>
<th>Assessor’s questioning record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Questions</td>
</tr>
</tbody>
</table>

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:** Website software

**Unit No.:** 7574-128

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.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>7574-128.1 Plan and create web pages</td>
<td><strong>7574-128.1.1</strong> Identify what content and layout will be needed in the web page</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td><strong>7574-128.1.2</strong> Identify the purpose of the webpage and intended audience</td>
<td></td>
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<tr>
<td></td>
<td><strong>7574-128.1.3</strong> Select and use a website design template to create a single web page</td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>7574-128.1.4</strong> Enter or insert content for web pages so that it is ready for editing and formatting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>7574-128.1.5</strong> Organise and combine information needed for web pages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>7574-128.1.6</strong> Identify copyright and other constraints on using others' information</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>7574-128.1.7</strong> Identify what file types to use for saving content</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>7574-128.1.8</strong> Store and retrieve web files effectively, in line with local guidelines and conventions where available</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Outcome</td>
<td>Assessment criteria</td>
<td>Performance evidence</td>
<td>Date(s) Achieved</td>
<td>Assessor signature</td>
</tr>
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<td>--------------------</td>
</tr>
<tr>
<td>7574-128.2 Use website software tools to structure and format web pages</td>
<td>7574-128.2.1 Identify what editing and formatting to use to aid both clarity and navigation</td>
<td></td>
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<tr>
<td></td>
<td>7574-128.2.2 Select and use website features to help the user navigate simple websites</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>7574-128.2.3 Use appropriate editing and formatting techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-128.2.4 Check web pages meet needs, using IT tools and making corrections as necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-128.3 Publish web pages to the Internet or an intranet</td>
<td>7574-128.3.1 Upload content to a website</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7574-128.3.2 Respond appropriately to common problems when testing a web page</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:  Website software  Unit No.: 7574-128

<table>
<thead>
<tr>
<th>Links to: Assessment Criteria</th>
<th>Assessor’s questioning record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Questions</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:** Word processing software  
**Unit No.:** 7574-129

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.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
</table>
| 7574-129.1 Enter, edit and combine text and other information accurately within word processing documents | 7574-129.1.1 Identify what types of information are needed in documents  
7574-129.1.2 Identify what templates are available and when to use them  
7574-129.1.3 Use keyboard or other input method to enter or insert text and other information  
7574-129.1.4 Combine information of different types or from different sources into a document  
7574-129.1.5 Enter information into existing tables, forms and templates  
7574-129.1.6 Use editing tools to amend document content  
7574-129.1.7 Store and retrieve document files effectively, in line with local guidelines and conventions where available |  |  |  |
| 7574-129.2 Structure information within word processing documents | 7574-129.2.1 Create and modify tables to organise tabular or numeric information  
7574-129.2.2 Select and apply heading styles to text |  |  |  |
## Performance evidence record (continued)

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Performance evidence</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>7574-129.3</td>
<td>Use word processing software tools to format and present documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-129.3.1</td>
<td>Identify what formatting to use to enhance presentation of the document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-129.3.2</td>
<td>Select and use appropriate techniques to format characters and paragraphs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-129.3.3</td>
<td>Select and use appropriate page layout to present and print documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7574-129.3.4</td>
<td>Check documents meet needs, using IT tools and making corrections as necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)*

---

98  ITQ (7574) Level 1 Recording Forms ©2009 The City and Guilds of London Institute
Form ITQ08 Questioning record

Candidate name: ____________________________________________

ITQ Unit: Word processing software

Links to: Assessment Criteria

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
</table>

Assessor/Expert witness signature: ____________________________

*delete as appropriate

Date: ____________________________

Internal Verifier signature (if sampled): _______________________

Date: ____________________________

(photocopy as required)

The above is an accurate record of the questioning.
Form ITQ07 Performance evidence record

Candidate name: ____________________________________________________________

ITQ Unit: Sector specific unit Unit No.: 7574-8xx

This options allows a candidate working on a non-IT User related N/SVQ or Framework credited course that is underpinned by a City & Guilds qualification to use a unit from that toward their ITQ. The use of this unit should be agreed with the External Verifier.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment criteria</th>
<th>Date(s) Achieved</th>
<th>Assessor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>7574-8xx.1</td>
<td>Copy of certificate from Sector Specific qualification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Level of unit Entry Level 3 Level 1 Level 2 Level 3 Level 4
Credit claim (Unit 801) 1 (Unit 802) 2 (Unit 803) 3

Qualification Number: __________________________________________
Qualification Title: __________________________________________
Unit Number: __________________________________________
Unit Title: __________________________________________

Date Achieved: ______________________________

Agreed by City & Guilds for inclusion
Contact Details: __________________________________________
Position: __________________________________________
Telephone: ______________________________

I confirm that the evidence produced and listed above 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: Sector specific unit  Unit No.: 7574-8xx

<table>
<thead>
<tr>
<th>Links to: Assessment Criteria</th>
<th>Assessor's questioning record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Questions</td>
</tr>
</tbody>
</table>

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: ____________________________________________

<table>
<thead>
<tr>
<th>Areas to be covered within the discussion</th>
<th>Unit / element reference</th>
<th>Unit/s knowledge reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

Outline record of discussion content
(continues overleaf, use additional sheets as required)

Counter ref
(if recording used)
### Professional discussion record (continued)

<table>
<thead>
<tr>
<th>Outline record of discussion content (use additional sheets as required)</th>
<th>Counter ref (if recording used)</th>
</tr>
</thead>
</table>

| 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
Certificate for IT Users (ITQ)

City & Guilds number: [ ] [ ] Level [ ]
Candidate name: ____________________________
City & Guilds enrolment number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

<table>
<thead>
<tr>
<th>Unit No(s.)</th>
<th>Item of evidence</th>
<th>Loc.</th>
<th>Ref</th>
<th>Link to Outcome (9)</th>
<th>Link to Assessment criteria (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>1 2 3</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16</td>
</tr>
</tbody>
</table>

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

Candidate name: ________________________________

City & Guilds candidate enrolment number: [ ] [ ] [ ] [ ] [ ]

Centre Name: ______________________________________

Centre number: [ ] [ ] [ ] [ ] [ ]

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

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)