Level 2
ITQ Award/Certificate/Diploma for IT Users

Level 2 (7574-02, -90)

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Unit recording forms with centre and candidate details forms

QCA reference

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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

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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.

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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:

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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) _____

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

Assessor name (2): _____

Signature: _____

Position: _____

Contact details: (Tel/email) _____

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

Assessor name (3): _____

Signature: _____

Position: _____

Contact details: (Tel/email) _____

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

(photocopy as required)

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Form ITQ03 Candidate résumé

Name: _____ **Date of Birth:** ☐☐ / ☐☐ / ☐☐

Address: _____

_____

_____

_____

Post Code: _____ **Telephone number:** _____

Education:

(University, college and school name attended, towns and dates) _____

_____

_____

_____

Qualifications gained: _____ **Date:** _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Current work role/responsibilities: _____

_____

_____

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

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

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

_____ _____

_____ _____

_____ _____

_____ _____

Interests _____

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Form ITQ04 Skill scan

Certificate for IT Users (ITQ)

Level: _____

Candidate name: _____

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

Relevant qualifications held

Further training/experience needed

Attach additional sheets as required

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Form ITQ05 Expert / witness status list

Certificate for IT Users (ITQ)

Level: _____

Candidate name: _____

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

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

Witness status categories

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

Assessor name: _____ **Signature:** _____

(photocopy as required)

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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

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

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Assessment plan, review and feedback (continued)

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

The above is an accurate record of the discussion

Candidate signature: _____ **Date:** _____

Assessor signature: _____ **Date:** _____

photocopy as required

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Improving productivity using IT **Unit No.:** 7574-201

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-201.1 Plan, select and use appropriate IT systems and software for different purposes	**7574-201.1.1** Describe the purpose for using IT **7574-201.1.2** Describe the methods, skills and resources required to complete the task successfully **7574-201.1.3** Plan how to carry out tasks using IT to achieve the required purpose and outcome **7574-201.1.4** Describe any factors that may affect the task **7574-201.1.5** Select and use IT systems and software applications to complete planned tasks and produce effective outcomes **7574-201.1.6** Describe how the purpose and outcomes have been met by the chosen IT systems and software applications **7574-201.1.7** Describe any legal or local guidelines or constraints that may apply to the task or activity			
7574-201.2 Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful	**7574-201.2.1** Review ongoing use of IT tools and techniques and change the approach as needed			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-201.2 *Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful*	**7574-201.2.2** Describe whether the IT tools selected were appropriate for the task and purpose **7574-201.2.3** Assess strengths and weaknesses of final work **7574-201.2.4** Describe ways to make further improvements to work **7574-201.2.5** Review outcomes to make sure they match requirements and are fit for purpose			
7574-201.3 Develop and test solutions to improve the ongoing use of IT tools and systems	**7574-201.3.1** Review the benefits and drawbacks of IT tools and systems used, in terms of productivity and efficiency **7574-201.3.2** Describe ways to improve productivity and efficiency **7574-201.3.3** Develop solutions to improve own productivity in using IT **7574-201.3.4** Test solutions to ensure that they work as intended			
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)

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Improving productivity using IT **Unit No.:** 7574-201

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: IT user fundamentals **Unit No.:** 7574-202

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-202.1 Use IT systems to meet a variety of needs [UIS2:1 < not 1.3 – see ISF]	**7574-202.1.1** Use correct procedures to start and shutdown an IT system [UIS2:1.1] **7574-202.1.2** Select and use interface features effectively to interact with IT systems [UIS:1.4] **7574-202.1.3** Select and adjust system settings as appropriate to individual needs [UIS:1.5] **7574-202.1.4** Select and use a communication service to access the Internet [UIS2:1.2] **7574-202.1.5** Use appropriate terminology when describing IT systems			
7574-202.2 Manage information storage and retrieval appropriately [UIS2:3]	**7574-202.2.1** Manage files and folders to enable efficient information retrieval [UIS2:3.1] **7574-202.2.2** Identify when and why to use different types of storage media **7574-202.2.3** Organise and store information, using general and local conventions where appropriate [UIS2:3.2]			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-202.3 Follow and understand the need for safety and security practices [UIS2:4] (SM4)	**7574-202.3.1** Work safely and take steps to minimise physical stress [UIS2:4.1] **7574-202.3.2** Describe the danger of computer viruses, and how to minimise risk [UIS2:4.3] **7574-202.3.3** Keep information secure [UIS2:4.2] **7574-202.3.4** Explain why it is important to stay safe and to respect others when using ICT-based communication [UIS2:4.4] **7574-202.3.5** Follow relevant guidelines and procedures for the safe and secure use of IT			
7574-202.4 Maintain system and troubleshoot IT system problems [UIS2:5] (EP3)	**7574-202.4.1** Describe why routine and non-routine maintenance is important and when to carry it out **7574-202.4.2** Identify sources of help and how to get expert advice **7574-202.4.3** Carry out regular routine maintenance of IT systems safely **7574-202.4.4** Identify IT problems and take appropriate action [UIS2:5.1]			
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)

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: IT user fundamentals **Unit No.:** 7574-202

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Set up an IT system **Unit No.:** 7574-203

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-203.1 Select and connect up a personal computer safely with associated hardware and storage media to meet needs	**7574-203.1.1** Describe what IT system components, storage and peripheral devices are needed **7574-203.1.2** Describe any health and safety issues associated with setting up an IT system **7574-203.1.3** Describe the characteristics of IT systems that affect performance **7574-203.1.4** Select and connect up the components of an IT system safely, including any peripheral devices and storage media			
7574-203.2 Select and connect an IT system to a communication service to meet needs	**7574-203.2.1** Select and connect communication hardware safely to an IT system **7574-203.2.2** Describe the factors that affect data transfer **7574-203.2.3** Select and connect to a communication service from an IT system **7574-203.2.4** Identify the login and password details needed to connect to an Internet Service Provider (ISP)			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-203.3 Install and configure software for use	**7574-203.3.1** Configure the user interface to meet needs **7574-203.3.2** Describe what security precautions need to be addressed **7574-203.3.3** Set up and configure virus protection software **7574-203.3.4** Install and set up application software to meet needs **7574-203.3.5** Backup and restore system and data files			
7574-203.4 Check that the IT system and communication service are working successfully	**7574-203.4.1** Identify what tests can be used to check the IT system and communications **7574-203.4.2** Select and run suitable tests to make sure that the system and communication service are working successfully **7574-203.4.3** Identify the help and troubleshooting facilities available to solve problems **7574-203.4.4** Respond to faults and error messages and use help and troubleshooting facilities to determine and take appropriate action			
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)

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Set up an IT system **Unit No.:** 7574-203

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Optimise IT system performance **Unit No.:** 7574-204

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-204.1 Keep computer hardware and software operating efficiently	**7574-204.1.1** Describe the main features and functions of the computer operating system **7574-204.1.2** Take appropriate steps to protect computer hardware from loss or damage **7574-204.1.3** Configure anti-virus and other security software **7574-204.1.4** Install and configure printers and other peripheral devices **7574-204.1.5** Configure network settings for mobile and remote computing **7574-204.1.6** Configure a computer to present or display information to an audience			
7574-204.2 Manage files and disks to optimise performance	**7574-204.2.1** Use file navigation software to organise files into an appropriate folder structure **7574-204.2.2** Backup and restore files and folders			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-204.2 *Manage files and disks to optimise performance*	**7574-204.2.3** Describe why it is important to undertake file housekeeping of the information stored on computer systems and how it affects performance **7574-204.2.4** Manage file and disk housekeeping so that information is secure and easy to find **7574-204.2.5** Share files and folders with other users **7574-204.2.6** Distinguish between data and system file types			
7574-204.3 Troubleshoot and respond to common IT system problems and errors	**7574-204.3.1** Describe common IT system problems and what causes them **7574-204.3.2** Describe and record IT system problems to enable effective support **7574-204.3.3** Describe when to try to solve a problem independently, and when to get expert advice **7574-204.3.4** Troubleshoot and respond to IT system problems appropriately **7574-204.3.5** Check that errors and problems have been resolved satisfactorily			
7574-204.4 Customise the working environment to optimise performance	**7574-204.4.1** Describe methods that can be used to optimise system performance			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-204.4 *Customise the working environment to optimise performance*	**7574-204.4.2** Select and adjust system settings to optimise performance as appropriate **7574-204.4.3** Configure the automatic start of programmes and other graphical display options			
7574-204.5 Maintain software to meet performance needs	**7574-204.5.1** Describe when and how to upgrade software **7574-204.5.2** Use appropriate techniques to maintain software **7574-204.5.3** Locate and install driver files for different devices			
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)

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Optimise IT system performance **Unit No.:** 7574-204

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: IT security for users **Unit No.:** 7574-205

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-205.1 Select and use appropriate methods to minimise security risk to IT systems and data	**7574-205.1.1** Describe the security issues that may threaten system performance **7574-205.1.2** Apply a range of security precautions to protect IT systems and data **7574-205.1.3** Describe the threats to system and information security and integrity **7574-205.1.4** Keep information secure and manage personal access to information sources securely **7574-205.1.5** Describe ways to protect hardware, software and data and minimise security risk			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-205.1 *Select and use appropriate methods to minimise security risk to IT systems and data*	**7574-205.1.6** Apply guidelines and procedures for the secure use of IT **7574-205.1.7** Describe why it is important to backup data and how to do so securely **7574-205.1.8** Select and use effective backup procedures for systems and data			
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)

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: IT security for users **Unit No.:** 7574-205

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: IT communication fundamentals **Unit No.:** 7574-206

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-206.1 Select and use a variety of sources of information to meet needs [FSI2:1]	**7574-206.1.1** Select and use appropriate sources of IT-based and other forms of information which match requirements [FSI2:1.1] **7574-206.1.2** Describe different features of information **7574-206.1.3** Recognise copyright and other constraints on the use of information [FSI2:1.2]			
7574-206.2 Access, search for, select and use Internet-based information and evaluate its fitness for purpose [FSI2:2]	**7574-206.2.1** Access, navigate and search Internet sources of information purposefully and effectively [FSI2:2.1] (IE2) **7574-206.2.2** Use appropriate search techniques to locate relevant information [FSI2:2.2] **7574-206.2.3** Use discrimination to select information that matches requirements and is fit for purpose [FSI2:2.3] (IE4) **7574-206.2.4** Evaluate information to make sure it matches requirements and is fit for purpose			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-206.3 Select and use IT to communicate and exchange information safely, responsibly and effectively [DPC2:5]	**7574-206.3.1** Create, access, read and respond appropriately to e-mail and other IT-based communication, including attachments, and adapt style to suit audience [DPC2:5.1] **7574-206.3.2** Use IT tools to manage an address book and schedule activities [DPC2:5.2 part] **7574-206.3.3** Manage storage of IT-based communications [DPC2:5.2 part] **7574-206.3.4** Describe how to respond to common IT-based communication problems **7574-206.3.5** Respond appropriately to common IT-based communication problems			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: _____ **Date:** _____

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

***delete as appropriate**

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

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: IT communication fundamentals **Unit No.:** 7574-206

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Using the Internet **Unit No.:** 7574-207

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-207.1 Connect to the Internet	**7574-207.1.1** Identify different types of connection methods that can be used to access the Internet **7574-207.1.2** Identify the benefits and drawbacks of the connection method used **7574-207.1.3** Get online with an Internet connection **7574-207.1.4** Use help facilities to solve Internet connection problems			
7574-207.2 Use browser software to navigate webpages effectively	**7574-207.2.1** Select and use browser tools to navigate webpages **7574-207.2.2** Identify when to change browser settings to aid navigation **7574-207.2.3** Adjust browser settings to optimise performance and meet needs **7574-207.2.4** Identify ways to improve the performance of a browser			
7574-207.3 Use browser tools to search for information from the Internet	**7574-207.3.1** Select and use appropriate search techniques to locate information efficiently			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-207.3 *Use browser tools to search for information from the Internet*	**7574-207.3.2** Describe how well information meets requirements **7574-207.3.3** Manage and use references to make it easier to find information another time **7574-207.3.4** Download, organise and store different types of information from the Internet			
7574-207.4 Use browser software to communicate information online	**7574-207.4.1** Identify opportunities to create, post or publish material to websites **7574-207.4.2** Select and use appropriate tools and techniques to communicate information online **7574-207.4.3** Use browser tools to share information sources with others **7574-207.4.4** Submit information online			
7574-207.5 Understand the need for safety and security practices when working online	**7574-207.5.1** Describe the threats to system performance when working online **7574-207.5.2** Work responsibly and take appropriate safety and security precautions when working online **7574-207.5.3** Describe the threats to information security when working online **7574-207.5.4** Manage personal access to online sources securely			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-207.5 *Understand the need for safety and security practices when working online*	**7574-207.5.5** Describe the threats to user safety when working online **7574-207.5.6** Describe how to minimise internet security risks **7574-207.5.7** Apply laws, guidelines and procedures for safe and secure Internet use **7574-207.5.8** Explain the importance of the relevant laws affecting Internet users			
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**

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Using the Internet **Unit No.:** 7574-207

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Using e-mail **Unit No.:** 7574-208

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-208.1 Use e-mail software tools and techniques to compose and send messages	**7574-208.1.1** Select and use software tools to compose and format e-mail messages, including attachments **7574-208.1.2** Determine the message size and how it can be reduced **7574-208.1.3** Send e-mail messages to individuals and groups **7574-208.1.4** Describe how to stay safe and respect others when using e-mail **7574-208.1.5** Use an address book to organise contact information			
7574-208.2 Manage incoming e-mail effectively	**7574-208.2.1** Follow guidelines and procedures for using e-mail **7574-208.2.2** Read and respond to e-mail messages appropriately **7574-208.2.3** Use email software tools and techniques to automate responses **7574-208.2.4** Describe how to archive e-mail messages, including attachments			

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Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-208.2 *Manage incoming e-mail effectively*	**7574-208.2.5** Organise, store and archive e-mail messages effectively **7574-208.2.6** Respond appropriately to e-mail problems			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: _____ **Date:** _____

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

***delete as appropriate**

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

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Using e-mail **Unit No.:** 7574-208

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Using collaborative technology **Unit No.:** 7574-209

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-209.1 Stay safe and secure when working with collaborative technology	**7574-209.1.1** Take appropriate steps to avoid risks when working with collaborative technology, in line with relevant guidelines **7574-209.1.2** Explain what risks there may be in using collaborative technology and how to keep them to a minimum **7574-209.1.3** Use appropriate methods to promote trust when working collaboratively **7574-209.1.4** Carry out appropriate checks on others' online identities and different types of information **7574-209.1.5** Identify and respond to inappropriate content and behaviour			
7574-209.2 Plan and set up IT tools and devices for collaborative working	**7574-209.2.1** Describe the purposes for using collaborative technologies **7574-209.2.2** Describe what outcomes are needed from collaborative working and whether or not archiving is required **7574-209.2.3** Describe the roles, IT tools and facilities needed for collaborative tasks and communication media			

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Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-209.2 *Plan and set up IT tools and devices for collaborative working*	**7574-209.2.4** Describe the features, benefits and limitations of different collaborative technology tools and devices **7574-209.2.5** Describe the compatibility issues in different combinations of collaborative tools and devices **7574-209.2.6** Select an appropriate combination of IT tools and devices to carry out collaborative tasks **7574-209.2.7** Connect and configure the combination of IT tools and devices needed for a collaborative task			
7574-209.3 Prepare collaborative technologies for use	**7574-209.3.1** Describe what access rights and issues others may have in using collaborative technologies **7574-209.3.2** Assess what permissions are needed for different users and content **7574-209.3.3** Set up and use access rights to enable others to access information **7574-209.3.4** Set up and use permissions to filter information **7574-209.3.5** Adjust settings so that others can access IT tools and devices for collaborative working **7574-209.3.6** Select and use different elements to control environments for collaborative technologies			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-209.3 *Prepare collaborative technologies for use*	**7574-209.3.7** Select and join networks and data feeds to manage data to suit collaborative tasks			
7574-209.4 Contribute to tasks using collaborative technologies	**7574-209.4.1** Describe rules of engagement for using collaborative technologies **7574-209.4.2** Enable others to contribute responsibly to collaborative tasks **7574-209.4.3** Present relevant and valuable information **7574-209.4.4** Moderate the use of collaborative technologies **7574-209.4.5** Archive the outcome of collaborative working **7574-209.4.6** Assess when there is a problem with collaborative technologies and when to get expert help **7574-209.4.7** Respond to problems with collaborative technologies			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Using collaborative technology **Unit No.:** 7574-209

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

The above is an accurate record of the questioning.

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

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Using mobile IT devices **Unit No.:** 7574-210

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-210.1 Set up and customise the mobile device to meet needs	**7574-210.1.1** Describe the purpose of the different features and drawbacks of the mobile device **7574-210.1.2** Describe different methods that can be used to access mobile networks **7574-210.1.3** Prepare, set up and configure a mobile device for use **7574-210.1.4** Select, use and customise interface features and settings to meet needs and improve efficiency **7574-210.1.5** Describe any specific health and safety issues associated with the use of mobile devices **7574-210.1.6** Apply guidelines and procedures for the use of mobile devices			
7574-210.2 Select and use applications and files on the mobile device	**7574-210.2.1** Select and use applications and files on the mobile device for an appropriate purpose **7574-210.2.2** Define file formats appropriate for mobile devices **7574-210.2.3** Use software or tools to prepare or convert files to an appropriate format for mobile devices			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-210.2 *Select and use applications and files on the mobile device*	**7574-210.2.4** Input data accurately into a mobile device **7574-210.2.5** Organise, store and retrieve data efficiently on a mobile device			
7574-210.3 Use tools and techniques to transfer data to and from mobile devices	**7574-210.3.1** Describe different types of secure connection methods that can be used between devices **7574-210.3.2** Describe software requirements and techniques to connect and synchronise devices **7574-210.3.3** Transfer information to and from mobile devices using secure connection procedures **7574-210.3.4** Synchronise mobile device data with source data **7574-210.3.5** Recognise copyright and other constraints on the use and transfer of information **7574-210.3.6** Explain why it is important to stay safe, keep information secure and to respect others when using mobile devices **7574-210.3.7** Keep information secure when using a mobile device			
7574-210.4 Optimise the performance of mobile devices	**7574-210.4.1** Describe the factors that can affect performance of the mobile device and how to make improvements			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-210.4 *Optimise the performance of mobile devices*	**7574-210.4.2** Use appropriate techniques to optimise the performance of the mobile device **7574-210.4.3** Describe problems that may occur with mobile devices and what causes them **7574-210.4.4** Use an appropriate fault-finding procedure to identify and solve problems with the mobile device **7574-210.4.5** Describe when to try to solve a problem and where to get expert advice			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Using mobile IT devices **Unit No.:** 7574-210

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Personal information management software **Unit No.:** 7574-211

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-211.1 Use calendars to schedule appointments and meetings	**7574-211.1.1** Create, edit and delete multiple calendar entries **7574-211.1.2** Arrange recurring appointments **7574-211.1.3** Invite others to meetings and monitor attendance **7574-211.1.4** Respond to meeting requests from others **7574-211.1.5** Create reminders for calendar appointments and events **7574-211.1.6** Locate, organise and display appointments and events as required **7574-211.1.7** Import and export calendar data **7574-211.1.8** Describe how to share calendars with other users			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-211.2 Use a task list to prioritise activities	**7574-211.2.1** Create, edit and delete task information **7574-211.2.2** Organise and display tasks, setting targets for completion **7574-211.2.3** Monitor task progress and set reminders **7574-211.2.4** Report on task status and activity **7574-211.2.5** Use software features to work collaboratively on tasks with other users			
7574-211.3 Use an address book to store, organise and retrieve contact information	**7574-211.3.1** Create, update and delete contact information **7574-211.3.2** Locate, organise and display contact information efficiently **7574-211.3.3** Create additional contact lists to separate work and leisure contacts **7574-211.3.4** Select and export contact details for use in other applications **7574-211.3.5** Create and modify a distribution list **7574-211.3.6** Share contact information with others responsibly **7574-211.3.7** Explain why it is important use personal data responsibly and safely			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-211.3 *Use an address book to store, organise and retrieve contact information*	**7574-211.3.8** Describe why and how to keep contact information up to date			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Personal information management software **Unit No.:** 7574-211

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: IT software fundamentals **Unit No.:** 7574-212

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-212.1 Select and use appropriate software applications to meet needs and solve problems [UIS2:2]	**7574-212.1.1** Describe what types of information are needed **7574-212.1.2** Select and use software applications to develop, produce and present different types of information to meet needs and solve problems [UIS2:1.3 part]			
7574-212.2 Enter, develop, combine and format different types of information to suit its meaning and purpose [DPC:1 < less images 1.4; numbers 1.5; graphs 1.7; records 1.8]	**7574-212.2.1** Enter, organise, refine and format different types of information, applying editing techniques to meet needs [DPC2:1.1] **7574-212.2.2** Use appropriate techniques to combine image and text components [DPC2:2.1] **7574-212.2.3** Combine information of different forms or from different sources [DPC2:2.1] **7574-212.2.4** Select and use appropriate page layout to present information effectively [DPC2:1.2]			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-212.3 Present information in ways that are fit for purpose and audience [DPC2:3]	**7574-212.3.1** Work accurately and proof-read, using software facilities where appropriate [DCP2:3.1] **7574-212.3.2** Identify inconsistencies or quality issues with the presentation of information **7574-212.3.3** Produce information that is fit for purpose and audience using accepted layouts and conventions as appropriate [DPC2:3.2]			
7574-212.4 Evaluate the selection and use of IT tools and facilities to present information [DPC2:4]	**7574-212.4.1** Review and modify work as it progresses to ensure the result is fit for purpose and audience and to inform future judgements [DPC2:4.2] (RL3) **7574-212.4.2** Review the effectiveness of the IT tools selected to meet needs in order to improve future work [DPC2:4.1 and UIS2:2.1 part]			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: IT software fundamentals **Unit No.:** 7574-212

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Audio software **Unit No.:** 7574-213

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-213.1 Use audio hardware and software to capture sequences	**7574-213.1.1** Identify the combination of input device and audio software to use to capture information, to avoid any compatibility issues **7574-213.1.2** Select and use an appropriate combination of input device and audio software to record sequences **7574-213.1.3** Describe the impact file size and file format will have on saving sequences **7574-213.1.4** Identify when to use different types of information coding and compression **7574-213.1.5** Store and retrieve sequences using appropriate file formats and compression, in line with local guidelines and conventions where available			
7574-213.2 Use audio software tools and techniques to combine and edit sequences	**7574-213.2.1** Identify the sequences to add, keep and remove **7574-213.2.2** Select and use appropriate audio software tools to mark-up and edit sequences			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-213.2 *Use audio software tools and techniques to combine and edit sequences*	**7574-213.2.3** Organise and combine information for sequences in line with any copyright constraints, including across different software **7574-213.2.4** Describe how copyright constraints affect use of own and others' information			
7574-213.3 Play and present audio sequences	**7574-213.3.1** Describe the features and constraints of playback software and display devices **7574-213.3.2** Select and use an appropriate combination of audio playback software and display device to suit the file format **7574-213.3.3** Identify the settings which could be adjusted to improve the quality of presentations **7574-213.3.4** Adjust playback and display settings to enhance the quality of the presentation			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Audio software **Unit No.:** 7574-213

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Video software **Unit No.:** 7574-214

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-214.1 Use video hardware and software to capture sequences	**7574-214.1.1** Identify the combination of input device and video software to use to capture information, to avoid any compatibility issues **7574-214.1.2** Select and use an appropriate combination of input device and video software to record sequences **7574-214.1.3** Describe the impact file size and file format will have on saving sequences **7574-214.1.4** Identify when to use different types of information coding and compression **7574-214.1.5** Store and retrieve sequences using appropriate file formats and compression, in line with local guidelines and conventions where available			
7574-214.2 Use video software tools and techniques to combine and edit sequences	**7574-214.2.1** Identify the sequences to add, keep and remove **7574-214.2.2** Select and use appropriate video software tools to mark-up and edit sequences			

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7574-214.2 *Use video software tools and techniques to combine and edit sequences*	**7574-214.2.3** Organise and combine information for sequences in line with any copyright constraints, including across different software **7574-214.2.4** Describe how copyright constraints affect use of own and others' information			
7574-214.3 Play and present video sequences	**7574-214.3.1** Describe the features and constraints of playback software and display devices **7574-214.3.2** Select and use an appropriate combination of video playback software and display device to suit the file format **7574-214.3.3** Identify the settings which could be adjusted to improve the quality of presentations **7574-214.3.4** Adjust playback and display settings to enhance the quality of the presentation			

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Video software **Unit No.:** 7574-214

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Bespoke software **Unit No.:** 7574-215

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-215.1 Input and combine information using bespoke applications	**7574-215.1.1** Input relevant information accurately so that it is ready for processing **7574-215.1.2** Select and use appropriate techniques to link and combine information of different forms or from different sources within the software **7574-215.1.3** Respond appropriately to data entry error messages			
7574-215.2 Use appropriate structures to organise and retrieve information efficiently	**7574-215.2.1** Describe what functions to apply to structure and layout information effectively **7574-215.2.2** Select and use appropriate structures and/or layouts to organise information **7574-215.2.3** Apply local and/or legal guidelines and conventions for the storage and use of data where available			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-215.3 Use the functions of the software effectively to process and present information	**7574-215.3.1** Select and use appropriate tools and techniques to edit, process and format information **7574-215.3.2** Check information meets needs, using IT tools and making corrections as necessary **7574-215.3.3** Select and use appropriate methods to present information			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: _____ **Date:** _____

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

***delete as appropriate**

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Bespoke software **Unit No.:** 7574-215

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Specialist software **Unit No.:** 7574-216

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-216.1 Input and combine information using specialist applications	**7574-216.1.1** Input relevant information accurately so that it is ready for processing **7574-216.1.2** Select and use appropriate techniques to link and combine information of different forms or from different sources within the software **7574-216.1.3** Respond appropriately to data entry error messages			
7574-216.2 Use appropriate structures to organise and retrieve information efficiently	**7574-216.2.1** Describe what functions to apply to structure and layout information effectively **7574-216.2.2** Select and use appropriate structures and/or layouts to organise information **7574-216.2.3** Apply local and/or legal guidelines and conventions for the storage and use of data where available			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-216.3 Use the functions of the software effectively to process and present information	**7574-216.3.1** Select and use appropriate tools and techniques to edit, process and format information **7574-216.3.2** Check information meets needs, using IT tools and making corrections as necessary **7574-216.3.3** Select and use appropriate methods to present information			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: _____ **Date:** _____

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

***delete as appropriate**

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

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Specialist software **Unit No.:** 7574-216

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

The above is an accurate record of the questioning.

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Computer accounting software **Unit No.:** 7574-217

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-217.1 Access, enter and edit accounting information	**7574-217.1.1** Describe the sources and characteristics of accounting data **7574-217.1.2** Set up and create new accounting data records accurately to meet requirements **7574-217.1.3** Locate and display accounting data records to meet requirements **7574-217.1.4** Check data records meet needs using IT tools, making corrections as necessary **7574-217.1.5** Respond appropriately to data entry error messages **7574-217.1.6** Describe the risks to data security and procedures used for data protection **7574-217.1.7** Apply local and/or legal guidelines for the storage and use of data			
7574-217.2 Select and use tools and techniques to process business transactions	**7574-217.2.1** Select and use appropriate tools and techniques to enter and process transactions			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-217.2 *Select and use tools and techniques to process business transactions*	**7574-217.2.2** Review transaction process and identify any errors **7574-217.2.3** Respond appropriately to any transaction errors and problems **7574-217.2.4** Select and use appropriate tools and techniques to process period end routines			
7574-217.3 Produce accounting documents and summary reports to meet requirements	**7574-217.3.1** Describe what information is required and how to present it **7574-217.3.2** Prepare and generate accounting documents **7574-217.3.3** Prepare and generate management reports as required **7574-217.3.4** Import and export data and link to other systems and software			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Computer accounting software **Unit No.:** 7574-217

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Data management software **Unit No.:** 7574-218

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.

7574-218.1 Enter, edit and maintain data records in a data management system	**7574-218.1.1** Describe the risks to data security and procedures used for data protection **7574-218.1.2** Enter data accurately into groups of records to meet requirements **7574-218.1.3** Locate and amend data associated with groups of records **7574-218.1.4** Check data records meet needs, using IT tools and making corrections as necessary **7574-218.1.5** Respond appropriately to data entry and other error messages **7574-218.1.6** Apply local and/or legal guidelines for the storage and use of data where available			
7574-218.2 Retrieve and display data records to meet requirements	**7574-218.2.1** Identify what queries and reports need to be run to output the required information **7574-218.2.2** Select and use queries to search for and retrieve information to meet given requirements			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-218.2 *Retrieve and display data records to meet requirements*	**7574-218.2.3** Create and view reports to output information from the system to meet given requirements			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Data management software **Unit No.:** 7574-218

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Database software **Unit No.:** 7574-219

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-219.1 Create and modify non-relational database tables	**7574-219.1.1** Identify the components of a database design **7574-219.1.2** Describe the field characteristics for the data required **7574-219.1.3** Create and modify database tables using a range of field types **7574-219.1.4** Describe ways to maintain data integrity **7574-219.1.5** Respond appropriately to problems with database tables **7574-219.1.6** Use database tools and techniques to ensure data integrity is maintained			
7574-219.2 Enter, edit and organise structured information in a database	**7574-219.2.1** Create forms to enter, edit and organise data in a database **7574-219.2.2** Select and use appropriate tools and techniques to format data entry forms **7574-219.2.3** Check data entry meets needs, using IT tools and making corrections as necessary **7574-219.2.4** Respond appropriately to data entry errors			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-219.3 Use database software tools to run queries and produce reports	**7574-219.3.1** Create and run database queries using multiple criteria to display or amend selected data **7574-219.3.2** Plan and produce database reports from a single table non-relational database **7574-219.3.3** Select and use appropriate tools and techniques to format database reports **7574-219.3.4** Check reports meet 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:** _____

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

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Database software **Unit No.:** 7574-219

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Design software **Unit No.:** 7574-220

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-220.1 Obtain, insert and combine information for designs	**7574-220.1.1** Describe what designs are needed **7574-220.1.2** Obtain, input and prepare designs to meet needs **7574-220.1.3** Describe what copyright and other constraints apply to the use of images **7574-220.1.4** Use appropriate techniques to organise and combine information of different types or from different sources **7574-220.1.5** Describe the context in which the designs will be used **7574-220.1.6** Describe what file format to use for saving designs and images to suit different presentation methods **7574-220.1.7** Store and retrieve files effectively, in line with local guidelines and conventions where available			
7574-220.2 Use design or imaging software tools to create, manipulate and edit designs	**7574-220.2.1** Identify what technical factors affecting designs need to be taken into account and how to do so			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-220.2 *Use design or imaging software tools to create, manipulate and edit designs*	**7574-220.2.2** Select and use suitable techniques to create designs **7574-220.2.3** Use guide lines and dimensioning tools appropriately to enhance precision **7574-220.2.4** Select and use appropriate tools and techniques to manipulate and edit for designs **7574-220.2.5** Check designs meet needs, using IT tools and making corrections as necessary **7574-220.2.6** Identify and respond to quality problems with designs to make sure that they meet needs			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Design software **Unit No.:** 7574-220

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

The above is an accurate record of the questioning.

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

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Imaging software **Unit No.:** 7574-221

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-221.1 Obtain, insert and combine information for images	**7574-221.1.1** Describe what images are needed **7574-221.1.2** Obtain, input and prepare images to meet needs **7574-221.1.3** Describe what copyright and other constraints apply to the use of images **7574-221.1.4** Use appropriate techniques to organise and combine information of different types or from different sources **7574-221.1.5** Describe the context in which the images will be used **7574-221.1.6** Describe what file format to use for saving designs and images to suit different presentation methods **7574-221.1.7** Store and retrieve files effectively, in line with local guidelines and conventions where available			
7574-221.2 Use design or imaging software tools to create, manipulate and edit images	**7574-221.2.1** Identify what technical factors affecting images need to be taken into account and how to do so			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-221.2 *Use design or imaging software tools to create, manipulate and edit images*	**7574-221.2.2** Select and use suitable techniques to create images **7574-221.2.3** Use guide lines and dimensioning tools appropriately to enhance precision **7574-221.2.4** Select and use appropriate tools and techniques to manipulate and edit for images **7574-221.2.5** Check images meet needs, using IT tools and making corrections as necessary **7574-221.2.6** Identify and respond to quality problems with images to make sure that they meet needs			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Imaging software **Unit No.:** 7574-221

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Desktop publishing software **Unit No.:** 7574-222

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-222.1 Select and use appropriate designs and page layouts for publications	**7574-222.1.1** Describe what types of information are needed **7574-222.1.2** Describe how to change page design and layout to increase effectiveness of a publication **7574-222.1.3** Select, change and use an appropriate page design and layout for publications in line with local guidelines, where relevant **7574-222.1.4** Select and use appropriate media for the publication			
7574-222.2 Input and combine text and other information within publications	**7574-222.2.1** Find and input information into publications so that it is ready for editing and formatting **7574-222.2.2** Organise and combine information for publications in line with any copyright constraints, including importing information produced using other software **7574-222.2.3** Describe how copyright constraints affect use of others' and own information **7574-222.2.4** Describe which file format to use for saving designs and images			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-222.2 *Input and combine text and other information within publications*	**7574-222.2.5** Store and retrieve publication files effectively, in line with local guidelines and conventions where available			
7574-222.3 Use desktop publishing software techniques to edit and format publications	**7574-222.3.1** Identify what editing and formatting to use for the publication **7574-222.3.2** Select and use appropriate techniques to edit publications and format text **7574-222.3.3** Manipulate images and graphic elements accurately **7574-222.3.4** Control text flow within single and multiple columns and pages **7574-222.3.5** Check publications meet needs, using IT tools and making corrections as necessary **7574-222.3.6** Identify and respond to quality problems with publications to make sure they meet needs			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Desktop publishing software **Unit No.:** 7574-222

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: 2D drawing and planning software **Unit No.:** 7574-223

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-223.1 Input, organise and combine information for drawings or plans	**7574-223.1.1** Identify what types of shapes and other elements will be needed **7574-223.1.2** Review templates and describe how they need to be changed to meet needs **7574-223.1.3** Select, input and use the appropriate shapes to meet needs, including importing shapes from other sources **7574-223.1.4** Select, adapt and use appropriate templates or blank documents **7574-223.1.5** Identify what copyright constraints apply to the use of shapes or other elements **7574-223.1.6** Combine information for drawings or plans including importing information produced using other software **7574-223.1.7** Store and retrieve drawing files effectively, in line with local guidelines and conventions where available			
7574-223.2 Use tools and techniques to edit, manipulate, format and present drawings or plans	**7574-223.2.1** Identify what drafting guides to use so that the shapes and other elements are appropriately prepared			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-223.2 *Use tools and techniques to edit, manipulate, format and present drawings or plans*	**7574-223.2.2** Select and use appropriate software tools to manipulate and edit shapes and other elements with precision **7574-223.2.3** Select and use appropriate software tools to format shapes and other elements, including applying styles and colour schemes **7574-223.2.4** Check drawings or plans meet needs, using IT tools and making corrections as necessary **7574-223.2.5** Identify and respond to any quality problems with drawings or plans to make sure they meet needs **7574-223.2.6** Select and use appropriate presentation methods and accepted page layouts			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: _____ **Date:** _____

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

***delete as appropriate**

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

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: 2D drawing and planning software **Unit No.:** 7574-223

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Multimedia software **Unit No.:** 7574-224

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-224.1 Plan the content and organisation of multimedia products to meet needs	**7574-224.1.1** Describe the type of multimedia outcome needed and the specification that it must meet **7574-224.1.2** Select and use appropriate techniques to plan and communicate the content, design and layout of multimedia products **7574-224.1.3** Identify how the different elements of the content will be sourced and how they will relate in the design layout **7574-224.1.4** Plan the use of interactive features and transitions to meet needs **7574-224.1.5** Describe how copyright and other constraints affect use of own and others' information			
7574-224.2 Obtain, input and combine content to build multimedia outcomes	**7574-224.2.1** Select and use an appropriate combination of input device, software and input techniques to obtain and input relevant content for multimedia outcomes **7574-224.2.2** Combine information of different types or from different sources for multimedia outcomes			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-224.2 *Obtain, input and combine content to build multimedia outcomes*	**7574-224.2.3** Describe the file format and storage media to use **7574-224.2.4** Store and retrieve multimedia files effectively, in line with local guidelines and conventions where available			
7574-224.3 Use multimedia software tools to edit and format multimedia content to meet requirements	**7574-224.3.1** Select and use appropriate techniques to edit and format multimedia outcomes **7574-224.3.2** Manipulate images and graphic elements accurately **7574-224.3.3** Check multimedia outcomes meet needs, using IT tools and making corrections as necessary **7574-224.3.4** Adjust outcomes in response to any identified quality problems			
7574-224.4 Play and present multimedia outcomes	**7574-224.4.1** Describe what combination of display device and software to use for displaying different multimedia file formats **7574-224.4.2** Select and use appropriate software for displaying multimedia outcomes **7574-224.4.3** Select and use appropriate navigation techniques and playback controls to suit the files			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-224.4 *Play and present multimedia outcomes*	**7574-224.4.4** Adjust the display settings of the software and display device to present outcomes effectively			
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**

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Multimedia software **Unit No.:** 7574-224

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Presentation software **Unit No.:** 7574-225

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-225.1 Input and combine text and other information within presentation slides	**7574-225.1.1** Identify what types of information are required for the presentation **7574-225.1.2** Enter text and other information using layouts appropriate to type of information **7574-225.1.3** Insert charts and tables into presentation slides **7574-225.1.4** Insert images, video or sound to enhance the presentation **7574-225.1.5** Identify any constraints which may affect the presentation **7574-225.1.6** Organise and combine information of different forms or from different sources for presentations **7574-225.1.7** Store and retrieve presentation files effectively, in line with local guidelines and conventions where available			
7574-225.2 Use presentation software tools to structure, edit and format slide sequences	**7574-225.2.1** Identify what slide structure and themes to use **7574-225.2.2** Select, change and use appropriate templates for slides			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-225.2 *Use presentation software tools to structure, edit and format slide sequences*	**7574-225.2.3** Select and use appropriate techniques to edit slides and presentations to meet needs **7574-225.2.4** Select and use appropriate techniques to format slides and presentations **7574-225.2.5** Identify what presentation effects to use to enhance the presentation **7574-225.2.6** Select and use animation and transition effects appropriately to enhance slide sequences			
7574-225.3 Prepare slideshow for presentation	**7574-225.3.1** Describe how to present slides to meet needs and communicate effectively **7574-225.3.2** Prepare slideshow for presentation **7574-225.3.3** Check presentation meets needs, using IT tools and making corrections as necessary **7574-225.3.4** Identify and respond to any quality problems with presentations to ensure that presentations meet needs			
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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Presentation software **Unit No.:** 7574-225

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

The above is an accurate record of the questioning.

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Project management software **Unit No.:** 7574-226

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-226.1 Create and define a project	**7574-226.1.1** Identify the critical information about the project that must be included **7574-226.1.2** Create, store and retrieve project management files effectively in line with local guidelines for storage and use of data where applicable **7574-226.1.3** Define the project file properties and project options			
7574-226.2 Enter and edit information about project tasks and resources	**7574-226.2.1** Identify the critical tasks and milestones to be completed **7574-226.2.2** Enter and edit information about project tasks **7574-226.2.3** Identify any deadlines and constraints which apply to the project **7574-226.2.4** Identify issues of resource availability and utilisation **7574-226.2.5** Create and apply a task calendar for scheduling tasks **7574-226.2.6** Enter and edit information about resources for use in the project			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-226.2 *Enter and edit information about project tasks and resources*	**7574-226.2.7** Adjust templates for project information **7574-226.2.8** Set up and edit dependencies between tasks			
7574-226.3 Update information about project progress	**7574-226.3.1** Describe the methods to update and report information about project progress **7574-226.3.2** Use editing and formatting techniques to update project elements **7574-226.3.3** Update task status in line with progress **7574-226.3.4** Update information about resources as required **7574-226.3.5** Compare actual progress with project baseline and reschedule uncompleted tasks **7574-226.3.6** Identify any risks and issues that may have an impact on the project			
7574-226.4 Select and use appropriate tools and techniques to display and report on project status	**7574-226.4.1** Select and create project reports to meet needs **7574-226.4.2** Use filtering and formatting techniques to display project information to meet needs **7574-226-4.3** Share project information with other applications			
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:** _____

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Project management software **Unit No.:** 7574-226

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Spreadsheet software **Unit No.:** 7574-227

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-227.1 Use a spreadsheet to enter, edit and organise numerical and other data	**7574-227.1.1** Identify what numerical and other information is needed in the spreadsheet and how it should be structured **7574-227.1.2** Enter and edit numerical and other data accurately **7574-227.1.3** Combine and link data across worksheets **7574-227.1.4** Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available			
7574-227.2 Select and use appropriate formulas and data analysis tools to meet requirements	**7574-227.2.1** Identify which tools and techniques to use to analyse and manipulate data to meet requirements **7574-227.2.2** Select and use a range of appropriate functions and formulas to meet calculation requirements **7574-227.2.3** Use a range of tools and techniques to analyse and manipulate data to meet requirements			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-227.3 Select and use tools and techniques to present and format spreadsheet information	**7574-227.3.1** Plan how to present and format spreadsheet information effectively to meet needs **7574-227.3.2** Select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets **7574-227.3.3** Select and format an appropriate chart or graph type to display selected information **7574-227.3.4** Select and use appropriate page layout to present and print spreadsheet information **7574-227.3.5** Check information meets needs, using spreadsheet tools and making corrections as necessary **7574-227.3.6** Describe how to find errors in spreadsheet formulas **7574-227.3.7** Respond appropriately to any problems with spreadsheets			
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)

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Spreadsheet software **Unit No.:** 7574-227

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Website software **Unit No.:** 7574-228

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-228.1 Create structures and styles for websites	**7574-228.1.1** Describe what website content and layout will be needed for each page **7574-228.1.2** Plan and create web page templates to layout **7574-228.1.3** Select and use website features and structures to help the user navigate round web pages within the site **7574-228.1.4** Create, select and use styles to keep the appearance of web pages consistent and make them easy to understand **7574-228.1.5** Describe how copyright and other constraints may affect the website **7574-228.1.6** Describe what access issues may need to be taken into account **7574-228.1.7** Describe what file types to use for saving content **7574-228.1.8** Store and retrieve files effectively, in line with local guidelines and conventions where available			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-228.2 Use website software tools to prepare content for websites	**7574-228.2.1** Prepare content for web pages so that it is ready for editing and formatting **7574-228.2.2** Organise and combine information needed for web pages including across different software **7574-228.2.3** Select and use appropriate editing and formatting techniques to aid both clarity and navigation **7574-228.2.4** Select and use appropriate development techniques to link information across pages **7574-228.2.5** Change the file formats appropriately for content **7574-228.2.6** Check web pages meet needs, using IT tools and making corrections as necessary			
7574-228.3 Publish websites	**7574-228.3.1** Select and use appropriate testing methods to check that all elements of websites are working as planned **7574-228.3.2** Identify any quality problems with websites and how to respond to them **7574-228.3.3** Select and use an appropriate programme to upload and publish the website			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-228.3 *Publish websites*	**7574-228.3.4** Respond appropriately to problems with multiple page websites			
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.:** 7574-228

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Word processing software **Unit No.:** 7574-229

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-229.1 Enter and combine text and other information accurately within word processing documents	**7574-229.1.1** Identify what types of information are needed in documents **7574-229.1.2** Use appropriate techniques to enter text and other information accurately and efficiently **7574-229.1.3** Select and use appropriate templates for different purposes **7574-229.1.4** Identify when and how to combine and merge information from other software or other documents **7574-229.1.5** Select and use a range of editing tools to amend document content **7574-229.1.6** Combine or merge information within a document from a range of sources **7574-229.1.7** Store and retrieve document and template files effectively, in line with local guidelines and conventions where available			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-229.2 Create and modify layout and structures for word processing documents	**7574-229.2.1** Identify the document requirements for structure and style **7574-229.2.2** Identify what templates and styles are available and when to use them **7574-229.2.3** Create and modify columns, tables and forms to organise information **7574-229.2.4** Select and apply styles to text			
7574-229.3 Use word processing software tools to format and present documents effectively to meet requirements	**7574-229.3.1** Identify how the document should be formatted to aid meaning **7574-229.3.2** Select and use appropriate techniques to format characters and paragraphs **7574-229.3.3** Select and use appropriate page and section layouts to present and print documents **7574-229.3.4** Describe any quality problems with documents **7574-229.3.5** Check documents meet needs, using IT tools and making corrections as necessary			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-229.3 *Use word processing software tools to format and present documents effectively to meet requirements*	**7574-229.3.6** Respond appropriately to quality problems with documents so that outcomes meet needs			
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)

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Word processing software **Unit No.:** 7574-229

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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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 Verfieir.

Outcome	Assessment criteria	Date(s) Achieved	Assessor signature
7574-8xx.1 State the unit taken from another qualification to be included and its credit rating where available	**7574-8xx.1** Copy of certificate from Sector Specific qualification		

Level of unit **Level 1** ☐ **Level 2** ☐ **Level 3** ☐ **Level 4** ☐

Credit claim **(Unit 801) 1** ☐ **(Unit 802) 2** ☐ **(Unit 803) 3** ☐ **(Unit 804) 4** ☐

Qualification Number: _____

Qualification Title: _____

Unit Number: _____ **Credit Value** _____

Unit Title: _____

Date Achieved: _____

Agreed by City & Guilds for inclusion

Contact Details: _____ **Date:** _____

Positions: _____ **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)

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Form ITQ08 Questioning record

Candidate name: _____

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

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

The above is an accurate record of the questioning.

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

*delete as appropriate

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

(photocopy as required)

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Form ITQ09 Professional discussion record

Candidate name: _____

Assessor/Expert witness name: _____

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

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

Start time:		**Finish time:**	

The above is an accurate record of the discussion.

Candidate signature: _____ **Date:** _____

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

***delete as appropriate**

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

(photocopy as required)

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Form ITQ10 Evidence location and summary sheet

Certificate for IT Users (ITQ)

City & Guilds number: | | | | | | | **Level** | |

Candidate name: _____ **City & Guilds enrolment number:** | | | | | | | | |

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

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

(photocopy as required)

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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)

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Form ITQ12 Summary of achievement

Certificate for IT Users (ITQ)

Level: _____

Candidate name: _____ **City & Guilds candidate enrolment number:** | | | | | | | |

Centre Name: _____ **Centre number:** | | | | | | | |

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

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)

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