City & Guilds Level 3
ITQ Award/Certificate/Diploma
for IT Users

Level 3 (7574-03, -90)

Unit recording forms with centre and candidate details forms

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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

Forms © City & Guilds Limited

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.

Forms © City & Guilds Limited

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: _____

Forms © City & Guilds Limited

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)

 © City & Guilds Limited

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 _____

Forms © City & Guilds Limited

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

City & Guilds ITQ (7574) Level 3 Recording Forms © City & Guilds Limited

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)

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

Assessment plan, review and feedback (continued)

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

The above is an accurate record of the discussion

Candidate signature: _____ **Date:** _____

Assessor signature: _____ **Date:** _____

photocopy as required

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Improving productivity using IT **Unit No.:** 7574-301

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
7574-301.1 Plan, select and use appropriate IT systems and software for different purposes	**7574-301.1.1** Explain the purpose for using IT **7574-301.1.2** Analyse the methods, skills and resources required to complete the task successfully **7574-301.1.3** Analyse any factors that may affect the task **7574-301.1.4** Critically compare alternative methods to produce the intended outcome **7574-301.1.5** Develop plans for using IT for different tasks and purposes, including contingencies **7574-301.1.6** Select IT systems and software applications as appropriate to purposes and use them to produce effective outcomes **7574-301.1.7** Explain why different software applications could be chosen to suit different tasks, purposes and outcomes **7574-301.1.8** Explain any legal or local guidelines or constraints which apply to the task or activity			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-301.2 Evaluate the selection and use of IT tools to make sure that activities are successful	**7574-301.2.1** Critically compare the strengths and weaknesses of own and other people's final work **7574-301.2.2** Review ongoing use of IT tools and techniques and change the approach as needed **7574-301.2.3** Evaluate and test solutions to make sure they match requirements and are fit for purpose **7574-301.2.4** Be prepared to give feedback on other people's selection and use of IT tools **7574-301.2.5** Explain different ways to make further improvements to work			
7574-301.3 Devise solutions to improve the use of IT tools and systems for self and others	**7574-301.3.1** Evaluate the productivity and efficiency of IT systems and procedures used by self and others **7574-301.3.2** Research and advise on ways to improve productivity and efficiency **7574-301.3.3** Develop solutions that make a demonstrable improvement to the use of IT tools and systems			

Performance evidence record (continued)

7574-301.3 *Devise solutions to improve the use of IT tools and systems for self and others*	**7574-301.3.4** Test solutions to ensure that they work as intended **7574-301.3.5** Recommend improvements to IT systems and procedures that increase productivity			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: _____ **Date:** _____

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

***delete as appropriate**

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

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Improving productivity using IT **Unit No.:** 7574-301

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)

City & Guilds ITQ (7574) Level 3 Recording Forms © City & Guilds Limited

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Set up an IT system **Unit No.:** 7574-303

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
7574-303.1 Select and connect up a personal computer safely with associated hardware and storage media to meet needs	**7574-303.1.1** Explain the reasons for choosing different system components and how to avoid any compatibility issues between hardware and software **7574-303.1.2** Explain any health and safety issues associated with setting up an IT system **7574-303.1.3** Explain the characteristics of IT systems that affect performance **7574-303.1.4** Select and connect up the components of an IT system safely, including any peripheral devices and storage media			
7574-303.2 Select and connect IT system to a communication service successfully to meet needs	**7574-303.2.1** Explain the reasons for choosing a communication service **7574-303.2.2** Explain what effect variations in data transmission speed may have **7574-303.2.3** Select and connect communication hardware safely to an IT system			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-303.2 *Select and connect IT system to a communication service successfully to meet needs*	**7574-303.2.4** Select and connect to a communication service from an IT system **7574-303.2.5** Explain the factors which influence choice of Internet Service Providers			
7574-303.3 Install and configure operating system and application software for use	**7574-303.3.1** Configure the user interface to meet needs **7574-303.3.2** Explain what security precautions need to be addressed for the system to be used securely online by several users **7574-303.3.3** Install, set up and configure virus protection and other security systems and software **7574-303.3.4** Explain the benefits and risks of using disk partitions or other backup locations **7574-303.3.5** Establish a backup routine for data and system **7574-303.3.6** Install, set up and configure application software to meet needs			
7574-303.4 Check that the IT system and communication service are working successfully	**7574-303.4.1** Explain what system tests and communication tests are needed and why **7574-303.4.2** Select and run suitable tests to make sure that the system and communication service are working successfully			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-303.4 *Check that the IT system and communication service are working successfully*	**7574-303.4.3** Explain the range of help and troubleshooting facilities available to solve problems **7574-303.4.4** Establish procedures for recovery in the event of system faults or failure **7574-303.4.5** 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.:** 7574-303

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)

City & Guilds ITQ (7574) Level 3 Recording Forms © City & Guilds Limited

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Optimise IT system performance **Unit No.:** 7574-304

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
7574-304.1 Keep computer hardware and software operating efficiently	**7574-304.1.1** Explain the factors that should be taken into account when choosing an operating system **7574-304.1.2** Take appropriate steps to protect computer hardware from loss or damage **7574-304.1.3** Explain why routine fault-finding procedures are important **7574-304.1.4** Use an appropriate fault-finding procedure to routinely monitor hardware performance **7574-304.1.5** Configure anti-virus and other security software **7574-304.1.6** Install and configure printers and other peripheral devices **7574-304.1.7** Configure synchronisation and maintain security on remote access sessions **7574-304.1.8** Configure a computer to present or display information to an audience			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-304.2 Manage files to maintain and improve performance	**7574-304.2.1** Explain why it is important to undertake file housekeeping of the information stored on computer systems and how it affects performance **7574-304.2.2** Use file navigation software to organise files into an appropriate folder structure **7574-304.2.3** Archive, backup and restore files and folders **7574-304.2.4** Manage file and disk housekeeping so that information is secure and easy to find **7574-304.5.5** Configure access to remote file systems **7574-304.2.6** Distinguish between data and system file types			
7574-304.3 Troubleshoot and respond to IT system problems quickly and effectively	**7574-304.3.1** Assess IT system problems, explain what causes them and how to respond to them and avoid similar problems in the future **7574-304.3.2** Carry out contingency planning to recover from system failure and data loss **7574-304.3.3** Monitor and record IT system problems to enable effective response **7574-304.3.4** Monitor system settings and adjust when necessary **7574-304.3.5** Explain when and where to get expert advice			

	7574-304.3.6 Help others to select and use appropriate resources to respond to IT system problems			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-304.3 Troubleshoot and respond to IT system problems quickly and effectively	**7574-304.3.7** Check that errors and problems have been resolved satisfactorily			
7574-304.4 Plan and monitor the routine and non-routine maintenance of hardware and software	**7574-304.4.1** Clarify the resources that will be needed to carry out maintenance **7574-304.4.2** Develop a plan for the maintenance of IT hardware and software **7574-304.4.3** Monitor the implementation of maintenance plans, updating them where necessary			
7574-304.5 Review and modify hardware and software to maintain performance	**7574-304.5.1** Use appropriate techniques to maintain software for optimum performance **7574-304.5.2** Clarify when and how to upgrade software **7574-304.5.3** Review and modify hardware settings to maintain performance			
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: Optimise IT system performance **Unit No.:** 7574-304

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)

City & Guilds ITQ (7574) Level 3 Recording Forms © City & Guilds Limited

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: IT security for users **Unit No.:** 7574-305

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
7574-305.1 Select, use and develop appropriate procedures to monitor and minimise security risk to IT systems and data	**7574-305.1.1** Evaluate the security issues that may threaten system performance **7574-305.1.2** Select, use and evaluate a range of security precautions to protect IT systems and monitor security **7574-305.1.3** Evaluate the threats to system and information security and integrity **7574-305.1.4** Manage access to information sources securely to maintain confidentiality, integrity and availability of information **7574-305.1.5** Explain why and how to minimise security risks to hardware, software and data for different users **7574-305.1.6** Apply, maintain and develop guidelines and procedures for the secure use of IT			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-305.1 *Select, use and develop appropriate procedures to monitor and minimise security risk to IT systems and data*	**7574-305.1.7** Select and use effective backup and archiving 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)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: IT security for users **Unit No.:** 7574-305

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)

City & Guilds ITQ (7574) Level 3 Recording Forms © City & Guilds Limited

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Using the Internet **Unit No.:** 7574-307

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
7574-307.1 Select and set up an appropriate connection to access the Internet	**7574-307.1.1** Identify different types of connection methods that can be used to access the Internet **7574-307.1.2** Explain the benefits and drawbacks of different connection methods **7574-307.1.3** Analyse the issues affecting different groups of users **7574-307.1.4** Select and set up an Internet connection using an appropriate combination of hardware and software **7574-307.1.5** Recommend a connection method for Internet access to meet identified needs **7574-307.1.6** Diagnose and solve Internet connection problems			
7574-307.2 Set up and use browser software to navigate webpages	**7574-307.2.1** Select and use browser tools to navigate webpages effectively **7574-307.2.2** Explain when to change browser settings to aid navigation **7574-307.2.3** Adjust and monitor browser settings to maintain and improve performance			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-307.2 Set up and use browser software to navigate webpages	**7574-307.2.4** Explain when and how to improve browser performance **7574-307.2.5** Customise browser software to make it easier to use			
7574-307.3 Use browser tools to search effectively and efficiently for information from the Internet	**7574-307.3.1** Select and use appropriate search techniques to locate information efficiently **7574-307.3.2** Evaluate how well information meets requirements **7574-307.3.3** Manage and use references to make it easier to find information another time **7574-307.3.4** Download, organise and store different types of information from the Internet			
7574-307.4 Use browser software to communicate information online	**7574-307.4.1** Identify and analyse opportunities to create, post or publish material to websites **7574-307.4.2** Select and use appropriate tools and techniques to communicate information online **7574-307.4.3** Share and submit information online using appropriate language and moderate content from others			

7574-307.5 Develop and apply appropriate safety and security practices and procedures when working online	**7574-307.5.1** Explain the threats to system performance when working online **7574-307.5.2** Work responsibly and take appropriate safety and security precautions when working online **7574-307.5.3** Explain the threats to information security and integrity when working online **7574-307.5.4** Keep information secure and manage user access to online sources securely **7574-307.5.5** Explain the threats to user safety when working online **7574-307.5.6** Explain how to minimise internet security risks **7574-307.5.7** Develop and promote laws, guidelines and procedures for safe and secure use of the Internet			

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

Candidate signature: _____ **Date:** _____

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

***delete as appropriate**

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

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Using the Internet **Unit No.:** 7574-307

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)

City & Guilds ITQ (7574) Level 3 Recording Forms © City & Guilds Limited

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Using e-mail **Unit No.:** 7574-308

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
7574-308.1 Use e-mail software tools and techniques to compose and send messages	**7574-308.1.1** Select and use software tools to compose and format e-mail messages, including attachments **7574-308.1.2** Explain methods to improve message transmission **7574-308.1.3** Send e-mail messages to individuals and groups **7574-308.1.4** Explain why and how to stay safe and respect others when using e-mail **7574-308.1.5** Use an address book to manage contact information			
7574-308.2 Manage use of e-mail software effectively	**7574-308.2.1** Develop and communicate guidelines and procedures for using e-mail effectively **7574-308.2.2** Read and respond appropriately to e-mail messages and attachments **7574-308.2.3** Use email software tools and techniques to automate responses **7574-308.2.4** Explain why, how and when to archive messages			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-308.2 *Manage use of e-mail software effectively*	**7574-308.2.5** Organise, store and archive e-mail messages effectively **7574-308.2.6** Customise e-mail software to make it easier to use **7574-308.2.7** Explain how to minimise e-mail problems **7574-308.2.8** Respond appropriately to email 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**

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Using e-mail **Unit No.:** 7574-308

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: Using collaborative technology **Unit No.:** 7574-309

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
7574-309.1 Stay safe and secure when with collaborative technology	**7574-309.1.1** Explain what and why guidelines need to be established for working with collaborative technology **7574-309.1.2** Develop and implement guidelines for good practice in working with collaborative technology **7574-309.1.3** Explain how to establish an identity or present information that will promote trust **7574-309.1.4** Develop and implement guidelines for checking the authenticity of identities and different types of information **7574-309.1.5** Analyse and plan for the risks in the use of collaborative technologies for different tasks **7574-309.1.6** Analyse and manage risks in the use of collaborative technologies			
7574-309.2 Plan and set up IT tools and devices for collaborative working	**7574-309.2.1** Explain the features, benefits and limitations of different collaborative IT tools and devices for work purposes and tasks			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-309.2 *Plan and set up IT tools and devices for collaborative working*	**7574-309.2.2** Determine the IT tools and processes needed for archiving the outcomes of collaborative working **7574-309.2.3** Summarise ways to integrate different collaborative technology tools and devices for a range of purposes, tasks and communication media **7574-309.2.4** Explain potential access and compatibility issues with integrating different collaborative technology tools and devices **7574-309.2.5** Select, connect and configure combinations that exploit the capabilities and potential of collaborative tools and devices **7574-309.2.6** Resolve access and compatibility problems so that different collaborative tools and devices work successfully			
7574-309.3 Prepare collaborative technologies for use	**7574-309.3.1** Evaluate data management principles, issues and methods **7574-309.3.2** Manage levels of access and permissions for different purposes **7574-309.3.3** Select and integrate different elements across applications to create environments for collaborative technologies **7574-309.3.4** Set and adjust settings to facilitate use of collaborative technologies by others **7574-309.3.5** Manage data flow to benefit collaborative working			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-309.4 Manage tasks using collaborative technologies	**7574-309.4.1** Determine levels of responsibility for the use of collaborative technologies **7574-309.4.2** Facilitate others' responsible contributions to and engagement with collaborative technologies **7574-309.4.3** Manage the moderation of collaborative technologies **7574-309.4.4** Oversee the archiving of the outcomes of collaborative working **7574-309.4.5** Explain what problems can occur with collaborative technologies **7574-309.4.6** Respond to problems with collaborative technologies and be prepared to help others to do so			
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: Using collaborative technology **Unit No.:** 7574-309

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

The above is an accurate record of the questioning.

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Audio software **Unit No.:** 7574-313

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-313.1 Use hardware and software to capture audio sequences	**7574-313.1.1** Determine the content needed for sequences, and when to originate it **7574-313.1.2** Explain any compatibility issues between combinations of input device and audio software **7574-313.1.3** Select and use an appropriate combination of input device and audio software to optimise the recording of information **7574-313.1.4** Select and use an appropriate combination of hardware and software to originate and develop new content for sequences **7574-313.1.5** Analyse and explain the impact file size and file format will have, including when to use information coding and compression **7574-313.1.6** Store and retrieve sequences using appropriate file formats and compression, in line with local guidelines and conventions where available			
7574-313.2 Use audio software tools and techniques to edit sequences	**7574-313.2.1** Select and use appropriate audio software tools and techniques to mark-up and edit sequences to achieve required effects			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-313.2 *Use audio software tools and techniques to edit sequences*	**7574-313.2.2** Provide guidance on how copyright constraints affect use of own and others' information **7574-313.2.3** Organise, combine and link information for sequences in line with any copyright constraints, including across different software			
7574-313.3 Play and present audio sequences	**7574-313.3.1** Explain the features and constraints of playback software and display devices as approprate for different purposes **7574-313.3.2** Select and use an appropriate combination of audio playback software and display device to suit the file format **7574-313.3.3** Present sequences effectively by exploiting the features and settings of the playback software and display device to maximise quality and meet needs **7574-313.3.4** Evaluate the quality of sequences and explain how to respond to quality issues and 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

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Audio software **Unit No.:** 7574-313

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Video software **Unit No.:** 7574-314

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
7574-314.1 Use hardware and software to capture video sequences	**7574-314.1.1** Determine the content needed for sequences, and when to originate it **7574-314.1.2** Explain any compatibility issues between combinations of input device and video software **7574-314.1.3** Select and use an appropriate combination of input device and video software to optimise the recording of information **7574-314.1.4** Select and use an appropriate combination of hardware and software to originate and develop new content for sequences **7574-314.1.5** Analyse and explain the impact file size and file format will have, including when to use information coding and compression **7574-314.1.6** Store and retrieve sequences using appropriate file formats and compression, in line with local guidelines and conventions where available			
7574-314.2 Use video software tools and techniques to edit sequences	**7574-314.2.1** Select and use appropriate video software tools and techniques to mark-up and edit sequences to achieve required effects			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-314.2 *Use video software tools and techniques to edit sequences*	**7574-314.2.2** Provide guidance on how copyright constraints affect use of own and others' information **7574-314.2.3** Organise, combine and link information for sequences in line with any copyright constraints, including across different software			
7574-314.3 Play and present video sequences	**7574-314.3.1** Explain the features and constraints of playback software and display devices as approprate for different purposes **7574-314.3.2** Select and use an appropriate combination of video playback software and display device to suit the file format **7574-314.3.3** Present sequences effectively by exploiting the features and settings of the playback software and display device to maximise quality and meet needs **7574-314.3.4** Evaluate the quality of sequences and explain how to respond to quality issues and problems			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: _____ **Date:** _____

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

*delete as appropriate

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

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Video software **Unit No.:** 7574-314

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: Bespoke software **Unit No.:** 7574-315

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
7574-315.1 Input and combine information using bespoke software	**7574-315.1.1** Input relevant information accurately so that it is ready for processing **7574-315.1.2** Select and use appropriate techniques to link and combine information within the application and across different software applications			
7574-315.2 Create and modify appropriate structures to organise and retrieve information efficiently	**7574-315.2.1** Evaluate the use of software functions to structure, layout and style information **7574-315.2.2** Create, change and use appropriate structures and/or layouts to organise information efficiently **7574-315.2.3** Manage data files effectively, in line with local and/or legal guidelines and conventions for the storage and use of data where available			
7574-315.3 Exploit the functions of the software effectively to process and present information	**7574-315.3.1** Select and use appropriate tools and techniques to edit, analyse and format information **7574-315.3.2** Check information meets needs, using IT tools and making corrections as necessary			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-315.3 *Exploit the functions of the software effectively to process and present information*	**7574-315.3.3** Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and meet needs **7574-315.3.4** Select and use presentation methods to aid clarity and meaning			
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: Bespoke software **Unit No.:** 7574-315

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: Specialist software **Unit No.:** 7574-316

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
7574-316.1 Input and combine information using specialist	**7574-316.1.1** Input relevant information accurately so that it is ready for processing **7574-316.1.2** Select and use appropriate techniques to link and combine information within the application and across different software applications			
7574-316.2 Create and modify appropriate structures to organise and retrieve information efficiently	**7574-316.2.1** Evaluate the use of software functions to structure, layout and style information **7574-316.2.2** Create, change and use appropriate structures and/or layouts to organise information efficiently **7574-316.2.3** Manage data files effectively, in line with local and/or legal guidelines and conventions for the storage and use of data where available			
7574-316.3 Exploit the functions of the software effectively to process and present information	**7574-316.3.1** Select and use appropriate tools and techniques to edit, analyse and format information **7574-316.3.2** Check information meets 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
7574-316.3 *Exploit the functions of the software effectively to process and present information*	**7574-316.3.3** Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and meet needs **7574-316.3.4** Select and use presentation methods to aid clarity and meaning			
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: Specialist software **Unit No.:** 7574-316

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.:** 7574-317

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
7574-317.1 Access, enter and edit accounting information	**7574-317.1.1** Set up procedures for entry of accounting data accurately into records to meet requirements **7574-317.1.2** Explain how to code new entries **7574-317.1.3** Locate and display accounting data records to meet requirements **7574-317.1.4** Check data records meet needs using IT tools, making corrections as necessary **7574-317.1.5** Explain the risks to data security and procedures used for data protection **7574-317.1.6** Handle data files effectively, in line with local or legal guidelines and conventions for the storage and use of data where available **7574-317.1.7** Interpret and respond appropriately to a range of data and application error messages			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-317.2 Process business transactions from source documents	**7574-317.2.1** Select and use appropriate tools and techniques to process transactions **7574-317.2.2** Use software tools to monitor accounts **7574-317.2.3** Respond appropriately to any transaction errors and problems **7574-317.2.4** Process period and year end routines			
7574-317.3 Develop and interpret management information reports	**7574-317.3.1** Explain what information is required and how to present it **7574-317.3.2** Generate and interpret management reports as required **7574-317.3.3** Customise and format accounting documents and reports according to requirements **7574-317.3.4** Import and export data and link to other systems			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-317.4 Set up a computerised accounting system ready for use	**7574-317.4.1** Install and update accounting software as required **7574-317.4.2** Configure accounting software for use **7574-317.4.3** Set up package parameters **7574-317.4.4** Set up initial account balances			
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.:** 7574-317

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.:** 7574-318

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

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☐ 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
7574-318.1 Enter, edit and maintain data records in a data management system	**7574-318.1.1** Discuss when and how to change or create a new data entry form **7574-318.1.2** Enter data accurately into records to meet requirements **7574-318.1.3** Configure characteristics of groups of records **7574-318.1.4** Discuss and explain how to locate and amend data records **7574-318.1.5** Check data records meet needs, using IT tools and making corrections as necessary **7574-318.1.6** Interpret and respond appropriately to a range of data and application error messages **7574-318.1.7** Evaluate and explain the risks to data security and procedures used for data protection **7574-318.1.8** Manage data files effectively, in line with local and/or legal guidelines 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
7574-318.2 Retrieve and display data records to meet requirements	**7574-318.2.1** Determine and explain what queries and reports need to be run to output the required information **7574-318.2.2** Create and use queries to search for and retrieve information from the system **7574-318.2.3** Create, define and set up reports to output information to meet requirements **7574-318.2.4** Use the file handling techniques of the software to import and export data **7574-318.2.5** Use available techniques to combine and link 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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Data management software **Unit No.:** 7574-318

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Database software **Unit No.:** 7574-319

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☐ seen by expert witness ☐ self reflective account

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Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-319.1 Plan, create and modify relational database tables to meet requirements	**7574-319.1.1** Explain how a relational database design enables data to be organised and queried **7574-319.1.2** Plan and create multiple tables for data entry with appropriate fields and properties **7574-319.1.3** Set up and modify relationships between database tables **7574-319.1.4** Explain why and how to maintain data integrity **7574-319.1.5** Respond appropriately to problems with database tables **7574-319.1.6** Use database tools and techniques to ensure data integrity is maintained			
7574-319.2 Enter, edit and organise structured information in a database	**7574-319.2.1** Design and create forms to access, enter, edit and organise data in a database **7574-319.2.2** Select and use appropriate tools and techniques to format data entry forms **7574-319.2.3** Check data entry meets 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
7574-319.2 *Enter, edit and organise structured information in a database*	**7574-319.2.4** Respond appropriately to data entry errors			
7574-319.3 Use database software tools to create, edit and run data queries and produce reports	**7574-319.3.1** Explain how to select, generate and output information from queries according to requirements **7574-319.3.2** Create and run database queries to display, amend or calculate selected data **7574-319.3.3** Plan and produce database reports from a multiple-table relational database **7574-319.3.4** Select and use appropriate tools and techniques to format database reports **7574-319.3.5** 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:** _____

***delete as appropriate**

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Database software **Unit No.:** 7574-319

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

The above is an accurate record of the questioning.

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Design software **Unit No.:** 7574-320

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

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☐ seen by expert witness ☐ self reflective account

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Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-320.1 Obtain, insert and combine information for designs	**7574-320.1.1** Explain what designs are needed **7574-320.1.2** Explain how the context affects the way designs and images should be prepared **7574-320.1.3** Provide guidance on what and how any copyright or other constraints may apply to the use of own and others' designs **7574-320.1.4** Obtain, insert and prepare designs **7574-320.1.5** Explain how file format affects image quality, format and size and how to choose appropriate formats for saving designs **7574-320.1.6** Use appropriate techniques to organise and combine information of different types or from different sources **7574-320.1.7** Store and retrieve files effectively, in line with guidelines and conventions where available			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-320.2 Use design and imaging software tools to create, manipulate and edit designs	**7574-320.2.1** Explain what technical factors affecting designs and images need to be taken into account and how to do so **7574-320.2.2** Select and use suitable tools and techniques efficiently to create designs **7574-320.2.3** Use guide lines and dimensioning tools appropriately to enhance precision **7574-320.2.4** Select and use appropriate tools and techniques to manipulate and edit designs **7574-320.2.5** Check designs meet needs, using IT tools and making corrections as necessary **7574-320.2.6** Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and 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**

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Design software **Unit No.:** 7574-320

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

The above is an accurate record of the questioning.

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*delete as appropriate

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Imaging software **Unit No.:** 7574-321

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
7574-321.1 Obtain, insert and combine information for images	**7574-321.1.1** Explain what images are needed **7574-321.1.2** Explain how the context affects the way designs and images should be prepared **7574-321.1.3** Provide guidance on what and how any copyright or other constraints may apply to the use of own and others' images **7574-321.1.4** Obtain, insert and prepare images **7574-321.1.5** Explain how file format affects image quality, format and size and how to choose appropriate formats for saving images **7574-321.1.6** Use appropriate techniques to organise and combine information of different types or from different sources **7574-321.1.7** Store and retrieve files effectively, in line with guidelines and conventions where available			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-321.2 Use design and imaging software tools to create, manipulate and edit images	**7574-321.2.1** Explain what technical factors affecting designs and images need to be taken into account and how to do so **7574-321.2.2** Select and use suitable tools and techniques efficiently to create images **7574-321.2.3** Use guide lines and dimensioning tools appropriately to enhance precision **7574-321.2.4** Select and use appropriate tools and techniques to manipulate and edit images **7574-321.2.5** Check images meet needs, using IT tools and making corrections as necessary **7574-321.2.6** Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and 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)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Imaging software **Unit No.:** 7574-321

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: Desktop publishing software **Unit No.:** 7574-322

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
7574-322.1 Select and use appropriate designs and page layouts for publications	**7574-322.1.1** Explain what types of information are needed **7574-322.1.2** Explain when and how to change page design and layout to increase effectiveness of a publication **7574-322.1.3** Select, change, define, create and use appropriate page design and layout for publications in line with local guidelines, where relevant **7574-322.1.4** Select and use appropriate media for the publication			
7574-322.2 Input and combine text and other information within publications	**7574-322.2.1** Find and input information into publications so that it is ready for editing and formatting **7574-322.2.2** Organise and combine information for publications in line with any copyright constraints, including importing information produced using other software **7574-322.2.3** Provide guidance on how copyright constraints affect use of others' and own information **7574-322.2.4** Explain which file format to use for saving designs and images			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-322.2 *Input and combine text and other information within publications*	**7574-322.2.5** Store and retrieve publication files effectively, in line with local guidelines and conventions where available			
7574-322.3 Use desktop publishing software techniques to edit and format publications	**7574-322.3.1** Determine and discuss what styles, colours, font schemes, editing and formatting to use for the publication **7574-322.3.2** Create styles, colours and font schemes to meet needs **7574-322.3.3** Select and use appropriate techniques to edit publications and format text **7574-322.3.4** Manipulate images and graphic elements accurately **7574-322.3.5** Control text flow within single and multiple columns and pages **7574-322.3.6** Check publications meet needs, using IT tools and making corrections as necessary **7574-322.3.7** Identify and respond appropriately to quality problems with publications to ensure that outcomes are fit for purpose and 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.:** 7574-322

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: 2D drawing and planning software **Unit No.:** 7574-323

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
7574-323.1 Input, organise and combine information for drawings or plans	**7574-323.1.1** Identify what types of shapes and other elements will be needed **7574-323.1.2** Evaluate templates and explain why and how they need to be changed to meet needs **7574-323.1.3** Select, adapt, create and use the appropriate shapes to meet needs, including shapes imported from other sources **7574-323.1.4** Select, adapt, define and create appropriate templates and styles to meet needs **7574-323.1.5** Provide guidance on what copyright constraints apply to the use of own and others' shapes or other elements **7574-323.1.6** Combine information for drawings or plans including exporting outcomes to other software **7574-323.1.7** Store and retrieve drawing files effectively, in line with local guidelines and conventions where available			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-323.2 Use tools and techniques to edit, manipulate, format and present drawings or plans	**7574-323.2.1** Explain what drafting guides to use so that the shapes and other elements are appropriately prepared **7574-323.2.2** Select and use appropriate software tools to manipulate and edit shapes and other elements with precision **7574-323.2.3** Select and use appropriate software tools to format shapes and other elements, including applying styles and colour schemes **7574-323.2.4** Check drawings or plans meet needs, using IT tools and making corrections as necessary **7574-323.2.5** Identify and respond to quality problems with drawings or plans to make sure they are fit for purpose and meet needs **7574-323.2.6** Explain what context the drawings and plans will be used in and how this will effect how they are presented **7574-323.2.7** 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.:** 7574-323

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: Multimedia software **Unit No.:** 7574-324

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
7574-324.1 Plan the content and organisation of multimedia products to meet needs	**7574-324.1.1** Select and use appropriate techniques to plan and communicate the content, design and layout of multimedia outcomes **7574-324.1.2** Plan the use of interactive features, transitions and effects to meet needs **7574-324.1.3** Explain the type of multimedia outcome needed and the specification that it must meet **7574-324.1.4** Develop the design layout for multimedia outcomes **7574-324.1.5** Explain how the different elements of the content will relate and what elements of the content will be interactive **7574-324.1.6** Summarise how copyright and other constraints affect use of own and others' information			
7574-324.2 Obtain, input and combine content to build multimedia outcomes	**7574-324.2.1** Select and use an appropriate combination of input device, software and input techniques to obtain and input the relevant content **7574-324.2.2**			

	Combine information of different types or from different sources for multimedia outcomes			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-324.2 *Obtain, input and combine content to build multimedia outcomes*	**7574-324.2.3** Select and use appropriate software to write and compress multimedia files **7574-324.2.4** Store and retrieve multimedia files effectively, in line with local guidelines and conventions where available **7574-324.2.5** Explain when and why to use different file formats and file compression for saving multimedia files			
7574-324.3 Use tools and techniques to build and edit multimedia content	**7574-324.3.1** Select and use appropriate techniques to edit and format multimedia outcomes **7574-324.3.2** Manipulate images and graphic elements accurately **7574-324.3.3** Check multimedia outcomes meet needs, using IT tools and making corrections as necessary **7574-324.3.4** Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and meet needs			
7574-324.4 Play and present multimedia outcomes	**7574-324.4.1** Explain what combination of display device and software to use that will overcome any constraints there may be in displaying different multimedia file formats **7574-324.4.2** Select and use appropriate software to optimise the display of multimedia outcomes and maximise impact			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-324.4 Play and present multimedia outcomes	**7574-324.4.3** Select and adjust the display settings to exploit the features of the display device and optimise 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**

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Multimedia software **Unit No.:** 7574-324

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.:** 7574-325

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
7574-325.1 Input and combine text and other information within presentation slides	**7574-325.1.1** Explain what types of information are required for the presentation **7574-325.1.2** Enter text and other information using layouts appropriate to type of information **7574-325.1.3** Insert charts and tables and link to source data **7574-325.1.4** Insert images, video or sound to enhance the presentation **7574-325.1.5** Identify any constraints which may affect the presentation **7574-325.1.6** Organise and combine information for presentations in line with any constraints **7574-325.1.7** Store and retrieve presentation files effectively, in line with local guidelines and conventions where available			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-325.2 Use presentation software tools to structure, edit and format presentations	**7574-325.2.1** Explain when and how to use and change slide structure and themes to enhance presentations **7574-325.2.2** Create, amend and use appropriate templates and themes for slides **7574-325.2.3** Explain how interactive and presentation effects can be used to aid meaning or impact **7574-325.2.4** Select and use appropriate techniques to edit and format presentations to meet needs **7574-325.2.5** Create and use interactive elements to enhance presentations **7574-325.2.6** Select and use animation and transition techniques appropriately to enhance presentations			
7574-325.3 Prepare interactive slideshow for presentation	**7574-325.3.1** Explain how to present slides to communicate effectively for different contexts **7574-325.3.2** Prepare interactive slideshow and associated products for presentation **7574-325.3.3** Check presentation meets needs, using IT tools and making corrections as necessary **7574-325.3.4** Evaluate presentations, identify any quality problems and discuss how to respond to them			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-325.3 Prepare interactive slideshow for presentation	**7574-325.3.5** Respond appropriately to quality problems to ensure that presentations meet needs and are fit for purpose			
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.:** 7574-325

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.:** 7574-326

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
7574-326.1 Create and define a project	**7574-326.1.1** Explain the critical information about the project that must be included **7574-326.1.2** Create, store and retrieve project management files in line with local guidelines where applicable **7574-326.1.3** Define the project file properties and project options **7574-326.1.4** Create master and sub-projects **7574-326.1.5** Create links across projects and manage changes to linked tasks			
7574-326.2 Enter and edit information about project tasks and resources	**7574-326.2.1** Identify the critical tasks and milestones to be completed **7574-326.2.2** Explain how to set up any deadlines and constraints which apply to the project **7574-326.2.3** Enter and edit information about project tasks **7574-326.2.4** Explain how to resolve issues of resource availability and utilisation			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-326.2 *Enter and edit information about project tasks and resources*	**7574-326.2.5** Enter and edit information about resources to be used in the project **7574-326.2.6** Create and apply a task calendar for scheduling tasks **7574-326.2.7** Identify and resolve any issues of resource allocation **7574-326.2.8** Define and set up dependencies between tasks			
7574-326.3 Update information about project progress	**7574-326.3.1** Explain the methods available to track project progress and review against plans **7574-326.3.2** Use editing and formatting techniques to update project elements **7574-326.3.3** Update task status in line with progress **7574-326.3.4** Update information about resources as required **7574-326.3.5** Compare actual progress with project baseline and reschedule uncompleted tasks **7574-326.3.6** Identify and assess the impact of risks and issues on the project			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-326.3 *Update information about project progress*	**7574-326.3.7** Manage information on project risks and issues			
7574-326.4 Select and use appropriate tools and techniques to display and report on project status	**7574-326.4.1** Create and customise project reports to meet needs **7574-326.4.2** Use filtering and formatting techniques to display project information to meet needs **7574-326.4.3** 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:** _____

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

***delete as appropriate**

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Project management software **Unit No.:** 7574-326

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

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Spreadsheet software **Unit No.:** 7574-327

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
7574-327.1 Use a spreadsheet to enter, edit and organise numerical and other data	**7574-327.1.1** Identify what numerical and other information is needed in the spreadsheet and how it should be structured **7574-327.1.2** Enter and edit numerical and other data accurately **7574-327.1.3** Combine and link data from different sources **7574-327.1.4** Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available			
7574-327.2 Select and use appropriate formulas and data analysis tools and techniques to meet requirements	**7574-327.2.1** Explain what methods can be used to summarise, analyse and interpret spreadsheet data and when to use them **7574-327.2.2** Select and use a wide range of appropriate functions and formulas to meet calculation requirements **7574-327.2.3** Select and use a range of tools and techniques to analyse and interpret data to meet requirements **7574-327.2.4** Select and use forecasting tools and techniques			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-327.3 Use tools and techniques to present, and format and publish spreadsheet information	**7574-327.3.1** Explain how to present and format spreadsheet information effectively to meet needs **7574-327.3.2** Select and use appropriate tools and techniques to format spreadsheet cells, rows. columns and worksheets effectively **7574-327.3.3** Select and use appropriate tools and techniques to generate, develop and format charts and graphs **7574-327.3.4** Select and use appropriate page layout to present, print and publish spreadsheet information **7574-327.3.5** Explain how to find and sort out any errors in formulas **7574-327.3.6** Check spreadsheet information meets needs, using IT tools and making corrections as necessary **7574-327.3.7** Use auditing tools to identify and 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:** _____

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Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Spreadsheet software **Unit No.:** 7574-327

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: Website software **Unit No.:** 7574-328

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
7574-328.1 Create structures and styles and use them to produce websites	**7574-328.1.1** Determine what website content and layout will be needed for each page and for the site **7574-328.1.2** Plan and create web page templates to layout content **7574-328.1.3** Select and use website features and structures to enhance website navigation and functionality **7574-328.1.4** Create, select and use styles to enhance website consistency and readability **7574-328.1.5** Provide guidance on laws, guidelines and constraints that affect the content and use of websites **7574-328.1.6** Explain what access issues may need to be taken into account **7574-328.1.7** Explain when and why to use different file types for saving content **7574-328.1.8** 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
7574-328.2 Select and use website software tools and features to develop multiple page websites with multimedia and interactive features	**7574-328.2.1** Prepare content for web pages so that it is ready for editing and formatting **7574-328.2.2** Organise and combine information needed for web pages in line with any copyright constraints, including across different software **7574-328.2.3** Select and use appropriate editing and formatting techniques to aid meaning **7574-328.2.4** Select and use appropriate programming and development techniques to add features and enhance websites **7574-328.2.5** Select and use file formats that make information easier to download **7574-328.2.6** Check web pages meet needs, using IT tools and making corrections as necessary			
7574-328.3 Publish and test multiple page websites with multimedia and interactive features	**7574-328.3.1** Select and use appropriate testing methods to check that all elements and features of complex websites are working as planned **7574-328.3.2** Identify any quality problems with websites and explain how to respond to them **7574-328.3.3** Select and use an appropriate programme to upload and publish the website and make sure that it will download efficiently			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-328.3 *Publish and test multiple page websites with multimedia and interactive features*	**7574-328.3.4** Respond appropriately to quality problems with websites to ensure outcomes are fit for purpose			
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: Website software **Unit No.:** 7574-328

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

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

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Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Word processing software **Unit No.:** 7574-329

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

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

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Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-329.1 Enter and combine text and other information accurately within word processing documents	**7574-329.1.1** Summarise what types of information are needed for the document and how they should be linked or integrated **7574-329.1.2** Use appropriate techniques to enter text and other types of information accurately and efficiently **7574-329.1.3** Create, use and modify appropriate templates for different types of documents **7574-329.1.4** Explain how to combine and merge information from other software or multiple documents **7574-329.1.5** Combine and merge information within a document from a range of sources **7574-329.1.6** Store and retrieve document and associated files effectively, in line with local guidelines and conventions where available **7574-329.1.7** Select and use tools and techniques to work with multiple documents or users **7574-329.1.8** Customise interface to meet needs			

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Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-329.2 Create and modify appropriate layouts, structures and styles for word processing documents	**7574-329.2.1** Analyse and explain the requirements for structure and style **7574-329.2.2** Create, use and modify columns, tables and forms to organise information **7574-329.2.3** Define and modify styles for document elements **7574-329.2.4** Select and use tools and techniques to organise and structure long documents			
7574-329.3 Use word processing software tools and techniques to format and present documents effectively to meet requirements	**7574-329.3.1** Explain how the information should be formatted to aid meaning **7574-329.3.2** Select and use appropriate techniques to format characters and paragraphs **7574-329.3.3** Select and use appropriate page and section layouts to present and print multi-page and multi-section documents **7574-329.3.4** Check documents meet needs, using IT tools and making corrections as necessary **7574-329.3.5** Evaluate the quality of the documents produced to ensure they are fit for purpose			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-329.3 *Use word processing software tools and techniques to format and present documents effectively to meet requirements*	**7574-329.3.6** Respond appropriately to any quality problems with documents to ensure that outcomes meet needs and are fit for purpose			
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: Word processing software **Unit No.:** 7574-329

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

This option allows a candidate working on a non-IT User related course that is underpinned by a City & Guilds qualification to use a unit from that towards their ITQ. The use of this unit should be agreed with the External Verifier.

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** ☐ **(Unit 805) 5** ☐

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)

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)

City & Guilds ITQ (7574) Level 3 Recording Forms © City & Guilds Limited

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)

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Professional discussion record (continued)

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

Start time:		**Finish time:**	

The above is an accurate record of the discussion.

Candidate signature: _____ **Date:** _____

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

*delete as appropriate

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

(photocopy as required)

Form ITQ10 Evidence location and summary sheet

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 (✓)					Link to Assessment criteria (✓)									
				1	2	3	4	5	1	2	3	4	5	6	7	8	9	10

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

(photocopy as required)

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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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