

Essential Skills Wales

Essential Digital Literacy Skills (EDLS)

Level 1 Controlled Task

Candidate pack

Talent Show

Sample
Version 2.0

Candidate name:
Candidate number:
Date registered for EDLS:
Unique Learner Number (ULN) <i>(if applicable)</i> :
Centre name <i>or</i> number:

Instructions

- Make sure the boxes at the top of this page are filled in with your name, candidate number, ULN (if applicable) and centre name or number.
- Make sure you complete **all** parts of the task.

You have up to **4 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded below:

Date controlled task started :							
Date controlled task completed <i>(no more than eight weeks later)</i> :							
Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>
<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>
Total time spent (including research time):							

If more than eight sessions are required, any further dates/durations should be recorded on a separate sheet.

Produced jointly by the four Essential Skills awarding bodies:
 Agored Cymru
 City & Guilds
 Pearson
 WJEC



This task pack contains a scenario and a set of instructions. It also contains guidance for the Structured Discussion you will need to have with your assessor after completing the task.

- Make sure you read through the scenario and instructions carefully before you start.
- You will be supervised throughout your time working on this task, although during that time you can use most of the equipment that would normally be available to you in a real-life situation (this will include accessing the internet).
- You are allowed research time outside of the working time when completing **Part 2** of the controlled task. This will be under controlled conditions.
- Although you will be working in collaboration, all work submitted must be **entirely** your own. You are not allowed to be given any help with the skills that are being assessed through this controlled task.
- Submit all of your work at the end of **each** session. You are not allowed to take any task materials away with you, or have access to these between sessions.
- Make sure you **sign the declaration** at the back of this pack at the end of your final session working on this task.

You must complete Parts 1, 2 and 4 of this task entirely on your own. You will need to work with at least two other people for Part 3 of this task.

Structured Discussion:

Once you have completed the task you will take part in a Structured Discussion with your assessor. This may be one-to-one or as part of a small group.

Task instructions: Talent Show

Scenario

The popularity of talent shows in Wales has risen in recent years.

You have been asked to work with others to produce a multimedia resource to promote a talent show.

Overview

During the task you will have to carry out research and decide, in a team, how to present your information. You must create a multimedia resource. This could be a slide show, video or any other multimedia resource.

You must set up a structured filing system where you can store, retrieve and share information easily. The filing system must show that you can manage information as you develop and finalise the materials that will be used.

During the task you must identify the digital technologies and tools you will use to:

- search for information that you need
- share what you find with others
- draft the resource(s)
- develop the resource(s) to include different media e.g. graphics and sound
- bring together all the work in the final product.

Part 1

On your own:

1.1 Set up a folder structure with at least one folder and two subfolders.

1.2 One of your subfolders should be used for plans and drafts and one for final resources. Your folder and file names must reflect their contents.

1.3 Create a file that you will use to store evidence and findings.

In this file you will record details of:

- the device(s) you will use to complete this Controlled Task
- the digital tool(s) you will use to complete this Controlled Task
- at least two ways you will secure your digital data
- the findings from your research.

1.4 Store this file in an appropriate folder.

You can produce evidence for this task in the format of your choice. All files/evidence should be saved in the folder structure you have created.

Part 2

On your own:

To help develop your resource, carry out research and find information about talent shows. You will share what you have found in a team later in the task.

2.1 Research and record information on:

- the types of prizes given at talent shows
- examples of types of acts
- a local celebrity who may judge the show
- copyright free images/video of talent shows

2.2 Provide evidence of your research and show that you have:

- used appropriate keywords and phrases
- saved the information so that it is easy to find.

2.3 You must organise the information so that it is ready to share in a team.

Your work should be saved within the folder structure you created in Part 1.

Part 3

Working with others:

Before deciding on the content of your multimedia resource, you need to share your findings in a team.

3.1 Use online communication to contact your team to agree on a method of real-time digital collaboration.

3.2 Use the real-time digital tool to collaborate by:

- sharing your findings and asking for comments
- commenting on at least one other person's findings.

3.3 Provide evidence to show how you collaborated. Give reasons why the methods used in 3.1 and 3.2 were successful or not successful.

Your work should be saved within the folder structure you created in Part 1.

Part 4

On your own:

You must design and create the multimedia resource that will be used to promote the talent show.

You must use at least one digital device and one digital tool appropriately.

4.1 Create the multimedia resource and include:

- appropriate information about the talent show (e.g. type of acts, local celebrity judge, types of prizes)
- at least two images/videos of talent shows
- appropriate use of at least four techniques (e.g. formatting, colour schemes, use of templates, timings, hyperlinks)

Your work should be saved within the folder structure you created in Part 1.

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The Structured Discussion can take place outside of the allocated time for the Controlled Task and after the 8 week working period.

Structured Discussion

(to be completed after you have successfully finished your Controlled Task)

You must prepare for the discussion and submit any notes made.

You will be given the opportunity to discuss:

- how online information can impact on self and others
- likely problems that occur when using digital tools/technologies and what you can do to overcome them
- a common digital problem and solution
- the reasons why sources of information found in the task were relevant and reliable
- the potential benefits and risks of digital collaborative tools and their use
- how you used digital creativity in your final product to help make the information easy to understand and appealing.

Declarations

The candidate and assessor declarations must be completed.

Candidate name: _____

Candidate declaration:

I confirm that this is entirely my own work and it was completed in the times stated on the front cover.

Candidate signature _____ Date _____

For centre staff and awarding body use only

Assessor declaration:

I confirm that this candidate has met the standard required for the controlled task. The controlled task was conducted under the specified conditions and completed within the working period and working time requirements.

Assessor signature _____ Date _____

Internal quality assurer (IQA) declaration:

(if sampled)

I have internally quality assured this work and confirm that the standards have been met.

IQA signature _____ Date _____

External quality assurer (EQA) declaration:

(if sampled)

I have externally quality assured this work and confirm that the standards have been met.

EQA signature _____ Date _____