Essential Skills Wales
Essential Digital Literacy Skills (EDLS)
Level 2 Controlled Task
Candidate pack

Talent Show

Sample
Version 2.0

Candidate name:
Candidate number:
Date registered for EDLS:
Unique Learner Number (ULN) *(if applicable)*:
Centre name *or* 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 **5 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** *(no more than eight weeks later)*:							
Session 1	**Session 2**	**Session 3**	**Session 4**	**Session 5**	**Session 6**	**Session 7**	**Session 8**
	Date	*Date*	*Date*	*Date*	*Date*	*Date*	*Date*
Duration	*Duration*	*Duration*	*Duration*	*Duration*	*Duration*	*Duration*	*Duration*
Total time spent (including research time):							

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

City & Guilds

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 this 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 1** 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, 3 and 5 of this task entirely on your own. You will need to work with at least two other people for Part 2 and 4 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

You are part of a team that is organising a talent show to raise funds for a local cause.

In order for this show to go ahead, support is needed from local businesses.
You have been asked to create a multimedia resource that will encourage local businesses to support your talent show.

Your resource should give examples of how the businesses can give their support. For example, they could provide:

- prizes
- scenery, make-up and other resources
- sponsorship.

You also need to explain why you are holding the event and who will benefit from any money raised.

Overview

Before you develop your multimedia resource you will have to carry out research and decide upon the best method of creating and presenting your resource.

This task could be completed by creating a website or any other multimedia.

You will need to set up a structured filing system. This should allow you to create and develop information for ease of storage, retrieval and sharing. The system must show that you can manage information as you develop and finalise the resource, which will be used for engaging local businesses.

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

- search for information that you will need
- draft the creative multimedia resource
- develop the resource
- bring together all the work in the final product

Part 1
On your own:

1.1 You must set up an appropriate folder structure with at least one folder and one subfolder with appropriate files in each. Your folder and file names should reflect their contents.

You need to gather information about what you want to include in your online multimedia resource and on the different ways you can create and present your information. You must decide which digital tools to use and justify your decisions.

1.2 Research and record information on:
- what is to be included in a talent show
- the resources needed for setting up a talent show
- the type of support that specific businesses may be able to provide.

1.3 You must provide evidence to show how you carried out your research, this should show you have:
- used refined search techniques using appropriate keywords and phrases
- assessed the information for currency, relevance, authority, accuracy and purpose.

1.4.You must present your findings in a format that:
- is clear for the team to understand
- allows you and the team to make an informed decision on the type of online multimedia resource to be created.

Your work should be saved within the folder structure you created in 1.1, ensuring that the file and folder names reflect the contents.

Part 2
Working with others:

Each team member will produce a different resource. It is important that the information included is consistent. In this part, you will work with others to decide on what to include. You will then produce your final resource on your own in Part 3.

2.1 You must use a method of online communication to contact other team members and decide on which synchronous collaborative tool to use to work together.

2.2 Use your chosen synchronous tool to collaborate by:
- sharing the findings from your research and inviting comments
- commenting on the research of at least two other team members (You must be able to provide evidence of this in your folder structure in Part 1)
- agreeing at least three common elements that all resources must contain.

Your work should be saved within the folder structure you created in 1.1, ensuring that the file and folder names reflect the contents.

Part 3
On your own:

You must now design and create the multimedia resource that will be used to attract the attention of those who will potentially provide the support that your talent show needs.

3.1 Create the multimedia resource and include:
- appropriate information from your research
- at least 2 images/videos about talent shows
- appropriate use of at least 5 techniques (e.g. sound, images, videos, animation, text, hyperlinks, timing, structure, template, formatting, colour schemes, accessibility).

3.2 Make sure local businesses and other organisations will be able to easily navigate your multimedia resource to find out why they should support your talent show production.

You can provide evidence for this task in a format of your choice.

Your work should be saved within the folder structure you created in 1.1, ensuring that the file and folder names reflect the contents.

Part 4
Working with others:

Before you finalise your multimedia resource you need to share it and obtain feedback.

4.1 You must:
- use a method of online communication to contact other team members and agree a method of online collaboration to enable:
    o a review of each other's resource(s)
    o sharing of ideas and any recommendations for additions/amendments
- use appropriate language and behaviour.

Your work should be saved within the folder structure you created in 1.1, ensuring that the file and folder names reflect the contents.

Part 5
On your own:

You must now review and evaluate some aspects of this task.

5.1 Create a file and record evidence of:
- evaluation of two methods of securing digital information
- assessment of the technologies used in the task
- assessment of the tools used in the task
- assessment of the techniques used in the task.

5.2 You must show that you understand how collaboration can enhance personal and professional practice by reflecting on how:
- your team worked together
- collaboration influenced decisions made about your multimedia resource.

You should save your reflections in your folder structure.

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:

- ways of staying safe in a wide range of digital communities and environments

- and compare a range of digital tools which extend personal learning with reference to how these meet personal learning requirements and preferences

- the basic configuration of common digital devices

- potential benefits and risks of three digital collaborative tools and their use

- the creative decisions you have made and their impact upon the final product.

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 _____