Essential Skills Wales
Essential Digital Literacy Skills (EDLS)
Level 3 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 **8 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.
- Make sure you hand in 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 and 3 of this task entirely on your own. You will need to work with at least two other people for Parts 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.

You have been asked to create a digital solution that:
- promotes the show
- includes an interactive element that allows questions from interested parties to be posted and answered
- includes an online entry form.

Overview

Before you design the digital solution you will need to carry out research on the technologies, devices and applications that are available for use in the development. Within teams, you will take part in an online discussion to select appropriate devices and applications to use.

During the task, you must:
- use both asynchronous and synchronous methods of communication
- identify the digital technologies and tools you use to gather information
- search for information to help design the digital solution
- apply appropriate security methods and permissions when sharing materials
- bring together all the work for sharing and feedback.

You will need to set up a structured filing system for ease of storing, retrieving and sharing information. The filing system must show that you can manage information as you design and develop the display. Folders and files must have permissions applied to control access.

Part 1
On your own:

1.1   You must construct a hierarchical folder structure with at least two levels. Your folder and file names must reflect their contents and include version control as appropriate. Where cloud based indexing is used, your folder structure must contain identifiable links.

1.2   You must use advanced/refined search techniques with appropriate keywords and phrases to gather information. This must include**:**

- information on local talent shows (including copyright free images)
- rules and local regulations for holding such events
- digital methods that allow the public to post questions about the Talent Show and to enable a response to be given
- methods of synchronous and asynchronous collaboration which are both effective and efficient to use during this task.

1.3   Store your findings and evidence in your folder structure. This must include:
- how you have reviewed and chosen the range of digital sources of information, tools and devices
- the search techniques used with appropriate keywords and phrases
- how you have checked the information for currency, relevance, authority, accuracy and purpose
- the indexing strategies used.

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
Working with others:

You will work as part of a team and collaborate digitally to inform decision making.

The aim of the task is to produce:
- online promotional material to encourage people to enquire about and sign up for the talent show
- an interactive element to allow questions to be posted by interested parties and answered by the show organisers
- an online entry form

Make your folders and files accessible to team members.

2.1   Identify and assess at least two methods of securing the digital information in your file or folder structure. This should include methods of:
- protecting from accidental or malicious damage or deletion
- allocating user permissions to control access to team members.

2.2   Secure the digital information in your file or folder structure.

2.3   Digitally collaborate with your team to discuss how the digital solution can meet the aims of the task. Using research and findings from Part 1, make a joint decision on the most appropriate components for the digital solution for the promotional material.

        All files/evidence should be saved in the folder structure you have created.

Part 3
On your own:

Based on the collaboration in Part 2, design and produce a creative digital solution for promoting the talent show. This solution should meet the aims of the task specified in Part 2.

3.1   Use appropriate software to design and produce a creative digital solution. This solution must be a multimedia resource to promote the talent show, which includes:
- appropriate information from your research and collaboration
- at least 5 different techniques, e.g. sound (that has been edited), image and/or videos (edited), animation, hyperlinks, timing, structure, template, formatting, accessibility
- an interactive element that allows questions from interested parties to be posted and answered
- an online entry form

3.2   Ensure your creative digital solution is fully completed, effective and suitable for potential entrants (e.g. all hyperlinks and sound work, images are clear and appropriately sized and positioned, interactive elements work correctly, online form is fully functional).

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 Part 1.

Part 4
Working with others:

Before you go live with the creative digital solution, you need to share it and obtain feedback.

4.1   Select an appropriate digital method of communicating with your team and justify the selection.

4.2   Justify the combination of software tools used for communication and collaboration.

4.3   Use the collaborative software tools to:
- contact a member of your team
- share your digital solution
- review each other's creative digital solution and give and receive feedback.
- indicate how you could improve your digital solution.

4.4   Evaluate how efficiently and effectively the team collaborated using the chosen software tools.

Evidence of collaboration using your chosen tools should be saved within the folder structure you created in Part 1, ensuring that all folder and file names reflect the content.

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 finished your Controlled Task)

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

You will be given the opportunity to:

- explain how to minimise risks for personal and professional digital projects using a range of protocols (including data protection)

- evaluate how well the technologies and tools you used allowed you to meet the requirements of this task

- analyse how search engine results are manipulated by a variety of processes

- assess and evaluate how collaborative tools can enhance organisational practice

- evaluate the process used to complete the task

- explain the lessons you have learnt and how you used digital tools to extend your learning.

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 _____