

Guidance
for Centres

DEVELOPING ESSENTIAL SKILLS CONTROLLED TASKS

CONTENTS



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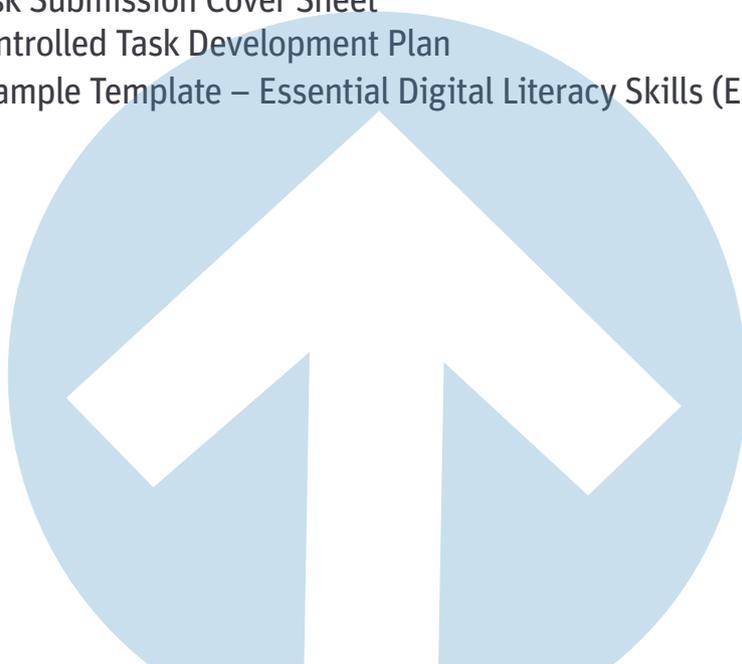
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Introduction

This guidance has been developed in response to the findings of the review of the implementation of the revised Essential Skills qualifications that we published in December 2017. We made a commitment in the report to develop, in collaboration with the awarding bodies who offer Essential Skills qualifications, guidance for centres to support them to develop their own controlled tasks and mark schemes.

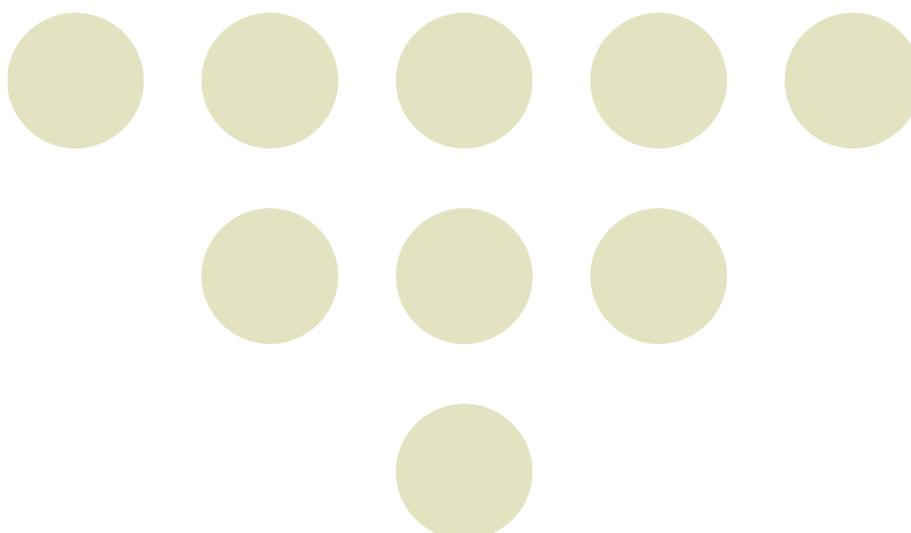
Aim

This guidance has been developed to assist centres delivering and assessing Essential Skills qualifications to develop, and submit for approval, their own centre-specific controlled tasks and mark schemes.

Format of this guidance

This guidance is divided into three sections:

- Section 1** – outlines a step-by-step process for developing centre specific controlled tasks and mark schemes. It also provides useful reminders about key assessment requirements.
- Section 2** – outlines the process for the approval of controlled tasks and mark schemes.
- Section 3** – provides templates for each Essential Skills qualification that can be adapted for the different levels of each qualification. The template for Essential Digital Literacy Skills is included as an example and completable PDF versions of each template are included in the online version of this guidance. Templates for planning the task development and submitting tasks for approval are also provided.



Section 1 – Developing controlled tasks and mark schemes

Assessment requirements for Essential Skills controlled tasks

This guidance provides reminders of the most important requirements for the development of centre devised controlled tasks. You will find these reminders within the ‘Tips’ boxes throughout this guidance and within the templates provided in Section 3.

The specifications and assessment requirements for the Essential Skills qualifications are set out in the Essential Skills Design Principles and in the qualification handbooks supplied by each Essential Skills awarding body. It is essential that you are familiar with these documents and understand all the relevant specifications and assessment requirements before commencing work to develop your own controlled tasks and mark schemes.

Your awarding body may also have specific guidance that complements this guidance. You should familiarise yourself with any such guidance before beginning to write your controlled tasks and mark schemes.

Before you begin...

It is important to remember that developing Essential Skills controlled tasks and mark schemes is a significant undertaking requiring commitment, hard work and a comprehensive understanding of Essential Skills qualifications. That said, it usually involves working within a likeminded and enthusiastic team and the work itself is often creative, interesting and hugely rewarding.

Intellectual property and copyright

When developing your own controlled tasks and mark schemes, you need to consider your rights and responsibilities for intellectual property and copyright. You are responsible for all the information included in your controlled tasks and you must ensure that you do not infringe any intellectual property rights and/or copyright laws when using text, images, data and other relevant information in your controlled tasks and supporting documents. Publicly available information may often be used but you must ensure that any information included in your controlled tasks and supporting documents is suitable and appropriately acknowledged and referenced. You may need to obtain permission from the relevant parties before using some information in your controlled tasks and supporting documents, and your awarding body may request to see this evidence when you submit your controlled tasks for approval.

You may want to seek further information from relevant colleagues at your centre and/or your awarding body about intellectual property and copyright.

Confidentiality and security

Throughout the development process, you must take steps to ensure that your controlled tasks, mark schemes and supporting documents are kept confidential and their security is maintained throughout the development process. This should include, for example:

- storing the evidence in a secure location;
- only sharing the materials with authorised personnel; and
- protecting digital templates with a secure password.

Costs

Your awarding body may charge for approving centre devised controlled tasks. Ask your awarding body for information about any fees and costs relating to the development and approval of centre devised controlled tasks.

Anticipated use and lifetime of approved tasks

Your awarding body will discuss and agree with you whether your controlled task(s) will be used in your centre only, or across other centres, sectors and awarding bodies. This will be agreed between you and your awarding body during the development process.

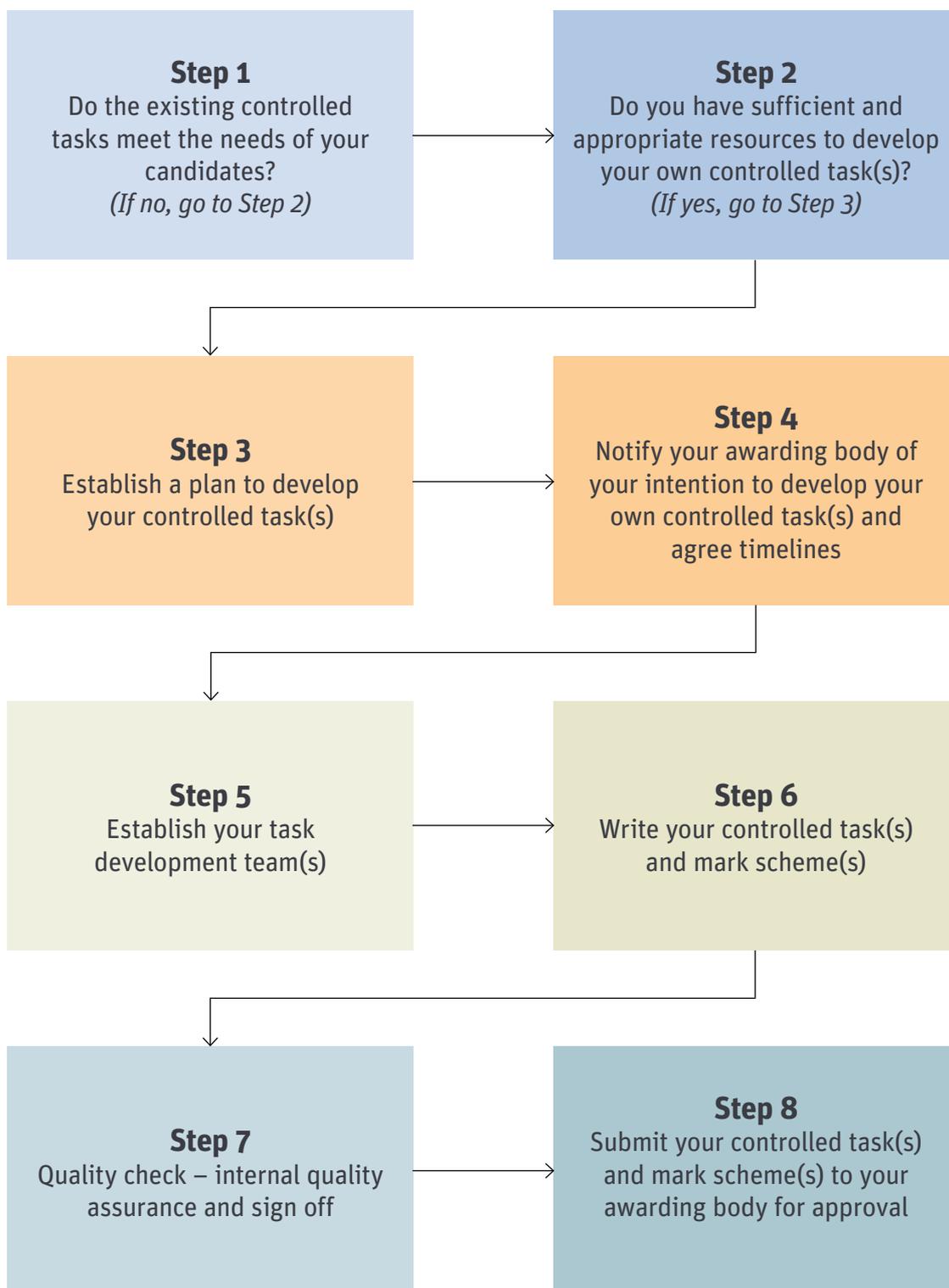
It is anticipated that approved tasks would be in use for between 2 and 5 years. However, this will depend on several factors. For example, a task used more widely and more often may need to be retired sooner to avoid overuse, and any breach in the security of a task would likely result in its immediate withdrawal.

Tips

Before you begin, if you have any questions, you can contact your awarding body for support.

Step by step approach for developing controlled tasks

The following step-by-step process for developing centre devised controlled tasks and mark schemes has been agreed by the four Essential Skills awarding bodies. Section 3 of the online version this guidance includes templates designed to be used during this process.



Step 1 – Do the existing controlled tasks meet the needs of your candidates?

Before you embark on developing your own controlled tasks and mark schemes you should consider whether any of the controlled tasks that are currently available are appropriate for your candidates. If they are not suitable, then you should identify appropriate topics for controlled tasks which would be suitable for your candidates. You do not need to complete detailed development work yet – you should just identify the potential topics for new controlled tasks.

Selecting a suitable topic

Essential Skills candidates learn, work and live in a diverse range of settings which is likely to suggest an equally wide range of potential topics for controlled tasks. Topics that are grounded in realistic contexts are likely to be more effective, engaging, relevant and less prone to misinterpretation than tasks based on implausible and unrealistic contexts. However, it is important to be aware that some topics, perhaps in more specialist and challenging areas, might be less suitable, or even unsuitable, for approval as a controlled task.

Awarding bodies consider a range of factors when approving topics for controlled tasks such as ethical, environmental, contextual, legal, societal and public policy considerations – as well as established best practice. The Essential Skills awarding bodies have agreed a common approach that they will take when considering centre devised controlled task topics for approval. However, the awarding bodies will consider each topic submitted to them based on the merits and issues of each specific submission. This means that certain topics (such as terrorism, death and violence) may be unacceptable by some awarding bodies whilst, depending on the context, acceptable by others.

Check with your awarding body whether potential topics are suitable early in the development process to avoid progressing with a topic that might be unsuitable. This also provides an opportunity for the awarding body to offer specific support and guidance which may help steer an otherwise problematic topic into a more appropriate topic.

Step 2 – Do you have sufficient and appropriate resources?

At this stage consider whether you have sufficient and appropriate resources to effectively develop your controlled task(s) and mark scheme(s). This might include:

- access to suitable subject experts for writing and internally quality assuring each controlled task and mark scheme;
- sufficient time to plan, develop, internally quality assure, and submit your controlled task(s) and mark scheme(s) for approval;
- appropriate digital resources; and
- suitable arrangements for ensuring the security of the controlled task(s) and mark scheme(s) throughout the development process.

Developing controlled tasks with other organisations

Consider whether your proposed controlled task(s) would be specific to your organisation, used more widely or even approved for general release. These options may help you to identify opportunities for collaboration and access to other resources that are not available at your centre.

Forming a partnership or consortium – perhaps with similar teams in other organisations – to develop controlled tasks can provide access to additional resources such as additional internal quality assurers or subject experts in areas you don't yet cover. This additional support might make your proposals more achievable and can be especially useful if you intend producing several new tasks across all the Essential Skills subject areas. The existing Essential Skills networks and/or your awarding body may be able to put you in touch with other likeminded organisations.

Step 3 – Establish a plan to develop your controlled task(s)

You now need to produce a development plan. The plan should set clear, timetabled objectives for each step in your task development process. It should identify the team members and resources allocated to complete each stage of work. Your plan should also include contingencies to deal with any unexpected events that might delay the development of your controlled task(s) and mark scheme(s).

Select a format for your development plan that best meets your specific requirements. The plan should be clear and comprehensive so that it can be followed effectively by your awarding body and any collaborative partners. A suggested format has been provided in Section 3.

Tips

You will need to obtain agreement for your development plan internally and from any collaborative partners. Your awarding body may request evidence confirming the agreement of your development plan.

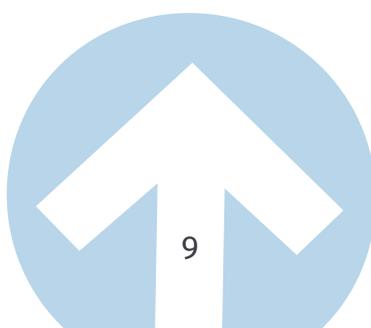
Step 4 – Notify your awarding body

You should now notify your awarding body of your intention to submit your own controlled task(s) and mark scheme(s). This will allow your awarding body to appropriately plan and align resources to assist you with the development work and to prepare for the submission of your controlled task(s) and mark scheme(s).

Your awarding body will want to see your agreed development plan and may make comments and/or suggestions for improvements. Once these are considered, and any agreed amendments are made, the resulting confirmed development plan will be scheduled into the plans of your awarding body. It is important that you keep your awarding body updated about the progress of your development work, especially any delays that are likely to last more than a few days.

Tips

You can only submit your controlled task(s) and mark scheme(s) to one awarding body at a time. See Section 2 of this guidance for further details about the approval process.



Step 5 – Establish your task development team(s)

You should now establish your task development team(s). You may need separate teams for each subject area. Your task development team(s) should include a project leader, subject experts and internal quality assurers.

Project management

Many organisations will be familiar with project management requirements and they should use their preferred approach when developing controlled tasks. However, as a minimum, your team will require a project leader, who will be the main point of contact for your awarding body, regardless of whether you are working alone or as a partnership or consortium.

Subject experts

Subject experts are expected to write the tasks. Consequently, they must have a detailed understanding of the Essential Skills qualification(s) they are allocated to work on. They must also have practical experience of delivering and assessing the current Essential Skills controlled tasks. You should ensure they also have experience in developing and designing assessment materials.

You will need to ensure that your subject experts are familiar with the Essential Skills Design Principles and your awarding body's qualification handbook(s) relevant to the controlled tasks they are developing. You should also ensure that they understand the process for developing controlled tasks, as outlined in this guidance.

Internal quality assurers

You will need to nominate an internal quality assurer (or assurers) who will be responsible for quality assuring the controlled task(s) and mark scheme(s) before they are submitted to your awarding body. Your internal quality assurer(s) must have a detailed understanding of the Essential Skills qualification they are quality assuring. They must also have practical experience of delivering, assessing and/or quality assuring the current Essential Skills controlled tasks.

Your internal quality assurer(s) cannot be involved in writing the controlled task(s) and mark scheme(s) that they will be quality assuring. Your development plan should indicate your internal quality assurer(s), and you must ensure that they do not participate in the development of controlled tasks and mark schemes for any of the qualifications that they will quality assure.

Step 6 – Write your controlled task(s) and mark scheme(s)

You can now begin to write your controlled task(s) and mark scheme(s). You should use the relevant task template, available in Section 3 of the online version of this guidance, to record your controlled task as it develops. Contextualised guidance and examples are provided on the completable PDF templates in the online version of this guidance. You can access this guidance by hovering your cursor over these fields and a popup text box will appear.

You should refer to the detailed information in the Essential Skills Design Principles and your awarding body qualification handbook(s) when writing your controlled task(s) and mark scheme(s).

Tips

You must protect your controlled task and mark scheme templates with a secure password, as once completed they must be treated as confidential assessment materials. The controlled task(s), mark scheme(s), and any associated information must not be shared with candidates or any unauthorised staff during any stage of the development process. Any controlled task and/or mark scheme that has been found to have breached these requirements would not be approved by your awarding body.

Format

Each controlled task must include two documents:

- **Candidate pack**
This sets out the controlled task instructions and related information. Section 3 includes templates for this purpose.
- **Assessment pack**
Contains the marking criteria for the controlled task and recording sheets, along with any further information to help assessors and internal quality assurers to accurately and consistently assess and quality assure the controlled task.

Further documents, containing source materials for candidates to use when completing the controlled task might also be required and should be included, where possible, in the task template, or as clearly referenced appendices. Your controlled task and supporting documents must be well constructed and factually accurate using accurate spelling, punctuation and grammar. The information they contain should be factually correct and relevant to Wales/the UK, unless this is necessary for the task.

Accessibility

It is important that all candidates, as far as reasonably possible, have equal access to the same learning and assessment opportunities. Therefore, your controlled task(s) must be designed to be inclusive to allow all suitably prepared candidates to access the assessments at the appropriate level.

Inclusive design might include using source material that can be more easily accessed in alternative formats, for example, using larger fonts or text that screen readers can convert into synthesised speech. The design should allow reasonable adjustments to be made such as the assistance of readers and/or writers. In all cases, it is important that the design enables equal access without creating any undue advantage or disadvantage to any candidate.

For further information, you should refer to your awarding body's policies and guidance on suitable access arrangements and reasonable adjustments.

Meeting assessment requirements

Precise and accurate work is needed to ensure coverage of all the learning outcomes and candidate requirements during the development of your controlled task(s). It is equally important that each controlled task offers the appropriate level of challenge. Refer carefully to the learning outcomes and candidate requirements, as outlined in the Essential Skills Design Principles and awarding body handbooks, when writing your controlled task(s) to ensure that they cover all learning outcomes and candidate requirements for the relevant qualification.

Levels of challenge

You must ensure that the level of challenge of your controlled task(s) is appropriate for the level of the qualification. This should be reflected in the overall complexity and presentation of the assessment. For example, controlled tasks requiring different independent activities, which are then to be combined and compared are inherently more complex and challenging than tasks involving a single, linear activity. Your subject experts should review the controlled task(s) to ensure that the level of challenge is appropriate. A particularly useful method of doing this is to compare your controlled task(s) with the relevant task(s) from the current sample assessments supplied by your awarding body.

Readability

Reading levels are not an exact measurement but they can help predict the suitability of text for readers at different levels. The readability level of the controlled task must be accessible to learners at the appropriate level. There are several different methods available for determining the level of readability. Awarding bodies will most often rely on the expertise of their experienced assessment writers and you may find that such expertise is available within your team of subject experts. Additionally, there are different software solutions available that some find helpful in determining the level of readability. Regardless of which method you use, it is good practice for subject experts to make the final decision to ensure readability is considered along with overall complexity of the assessment.

Tips

If you decide to use software to calculate the readability of your controlled task(s) you must ensure that the content of the controlled task(s) is kept secure throughout the process. You must ensure that no copy of the text is retained by the software or the servers used to access the software. This is especially important if you intend to use a web-based online version. Any controlled task that has been found to have breached these requirements would not be approved by your awarding body.

Mark schemes

A suitable mark scheme is required for each controlled task that you develop. The current sample assessment materials include suitable mark schemes for each Essential Skills qualification and you should consider these first when writing your mark scheme(s).

It is good practice, and it will aid consistency, if you provide detailed notes to help assessors/markers of your controlled task(s) to identify where the specific marks arise in the assessed work. This may include providing the correct model answers and information on how the available marks are to be allocated for each correct answer.

Tips

You should avoid making the mark scheme(s) too detailed during the early development of your controlled task(s). You should capture the main areas first and the more detailed marks will become clear as you progress through the development process.

Step 7 – Quality check – internal quality assurance – sign off

The final step before submitting your controlled task(s), mark scheme(s) and supporting documents to your awarding body is to internally quality assure them. Only then can they be signed off by your centre as suitable for submission to your awarding body.

Internal quality assurance must consider whether the controlled task(s), mark scheme(s) and any supporting documents are fit for purpose. The focus should be on whether the controlled task(s) covers all the learning outcomes and candidate requirements at the appropriate level, are comparable with other tasks at the same level and will allow sufficient evidence to be produced. Internal quality assurers should also confirm that the controlled task(s) and mark scheme(s) include correct spelling, punctuation and grammar.

Your centre must be able to confirm that the submitted task materials have not been used before as a live or practice assessment. You must also confirm that the submitted materials have been kept secure and have not been seen by anyone outside of your development team(s) or awarding body.

Any shortcomings and suggestions for improvement should be recorded, discussed and suitable changes agreed as part of the internal quality assurance process. It is important that a record is made of the internal quality assurance process, particularly the outcome and any changes that are made to the controlled task(s) and mark scheme(s) following internal quality assurance. This record may be requested by your awarding body. All necessary clarifications, corrections and improvements should be made before the controlled task(s), mark scheme(s) and supporting documents are submitted to your awarding body.

Your awarding body may provide and require that a checklist is used to record that your controlled task(s) and mark scheme(s) are ready for submission. Refer to this, if required, and to your awarding body's internal quality assurance guidance for further information.

Sign off

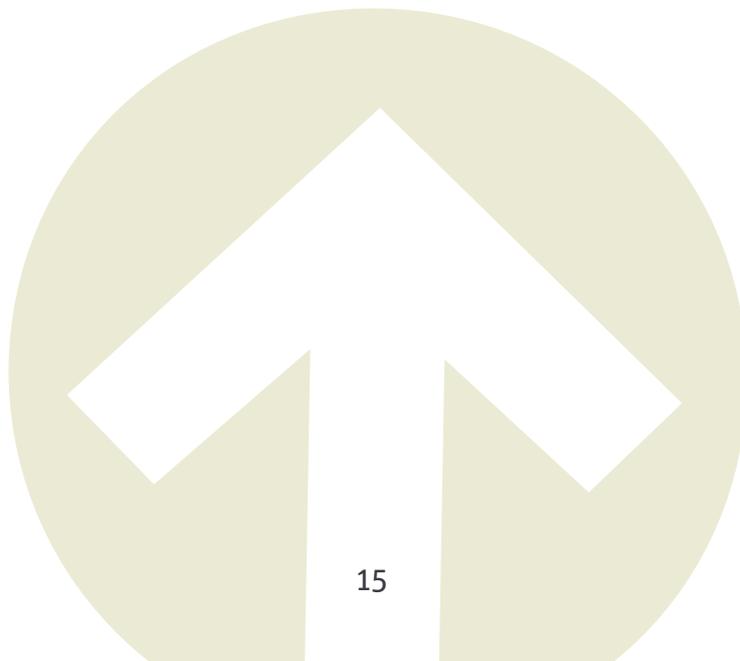
The project leader, once satisfied that your controlled task(s) and mark scheme(s) are suitable for submission to your awarding body, must complete the Task Submission Cover Sheet (available in Section 3) to confirm that the controlled task(s) and mark scheme(s) meet all the requirements and are suitable for submission to your awarding body.

Step 8 – Submit your controlled task(s) and mark scheme(s) for approval

You should now be ready to submit your controlled task(s), mark scheme(s) and supporting documents to your awarding body. The next section provides details on the approval process.

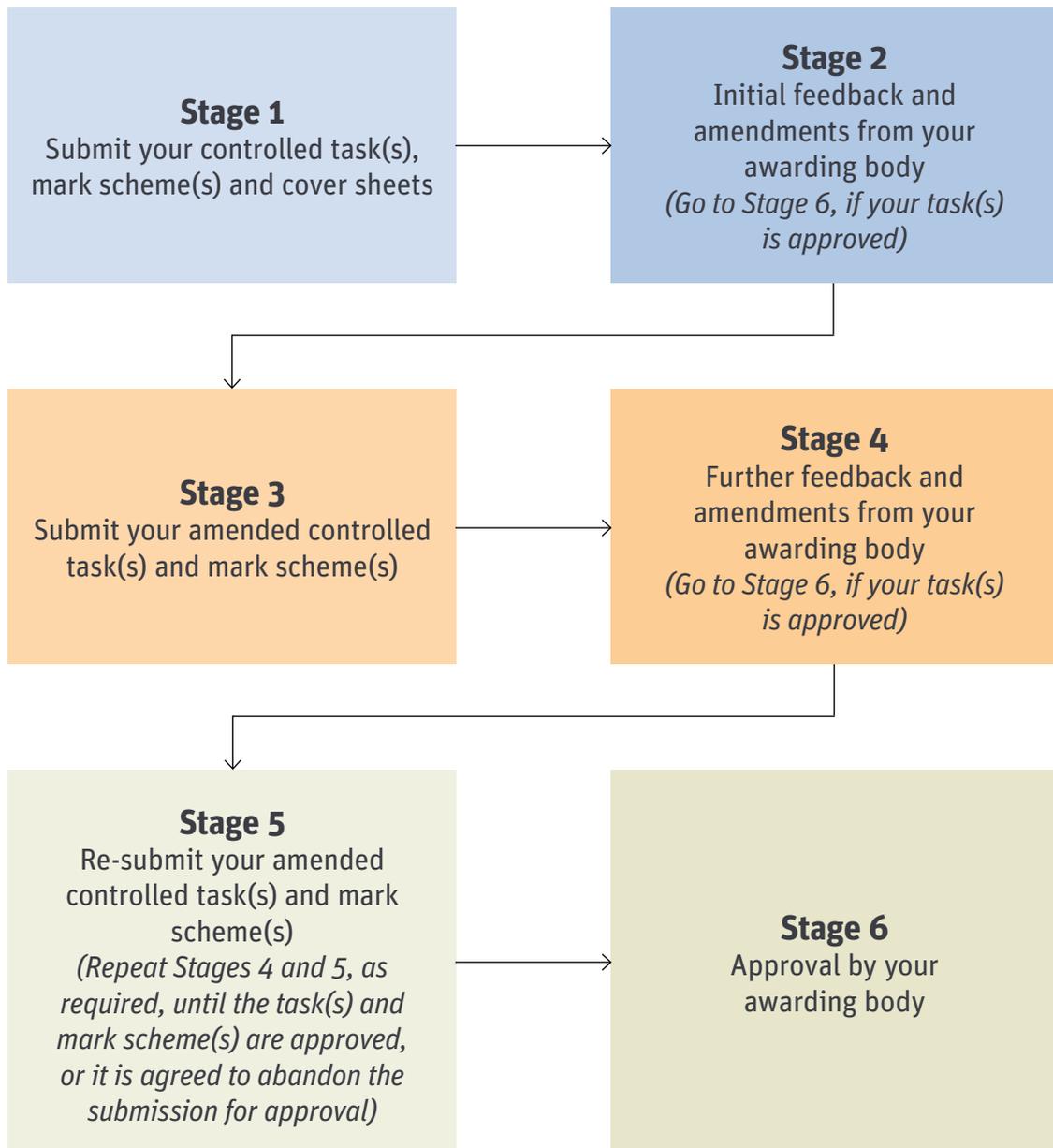
Tips

Your first draft task should be submitted for approval at least 12 weeks before its anticipated use.



Section 2 – Approval of centre devised controlled tasks

The following process for the approval of centre devised controlled tasks and mark schemes has been agreed by the four awarding bodies.



Stage 1 – Submit your controlled task(s) and mark scheme(s)

To submit your controlled task(s) and mark scheme(s) to your awarding body, you need to complete the Task Submission Cover Sheet included in Section 3 of this guidance and submit it alongside the controlled task(s), mark scheme(s) and supporting documents to your awarding body. You should submit one cover sheet for each controlled task you are submitting for approval. It is important that controlled tasks and mark schemes are submitted to only one awarding body. The awarding bodies have agreed to share information about applications to approve centre devised controlled tasks through their Asset Management Group and they will not accept duplicate applications.

You should only submit your controlled task(s) and mark scheme(s) using the dedicated email address provided by your awarding body, unless your awarding body asks you to upload your submission directly to their secure server. This is to ensure that your submission goes to the correct individual/team and will help your submission progress more quickly. It will also help to ensure the security of your controlled task(s) and mark scheme(s).

It is important that the controlled task(s), mark scheme(s) and supporting documents are protected with a secure password, regardless of whether emailed or uploaded, as once completed they will be treated as confidential assessment materials. The controlled task(s), mark scheme(s) and any associated information must not be shared with candidates or any unauthorised staff. Any controlled task(s) and/or mark scheme(s) that have breached these requirements would not be approved by your awarding body.

Remember

You must supply the password to your awarding body contact by separate communication, either before or after the controlled task(s) and mark scheme(s) have been submitted. You should not supply the password as part of the same email, or in any response to the same email chain that was used to submit the controlled task(s) and mark scheme(s).

Stage 2 – Initial feedback and amendments

You should receive the initial feedback from your awarding body within the timelines set out below. You should consider this initial feedback and clarify any issues that have been raised, as required. You may need to convene a meeting with your development team(s) to discuss and agree any necessary amendments to your controlled task(s) and mark scheme(s).

You should update your development plan and inform your awarding body of the expected date for re-submission of the amended controlled task(s) and mark scheme(s).

Anticipated timeline

The awarding bodies have agreed the following standardised timeline for approving centre devised controlled tasks and mark schemes. This does not include any support and advice provided to you prior to the first submission of your controlled task(s) and mark scheme(s):

Stage	Week number*	Activities*
1	1	Controlled task submission received by the awarding body.
2	4	Initial awarding body feedback provided on the task cover sheet(s). This will comment and provide advice on the degree to which the controlled task(s) and mark scheme(s) meet the requirements for approval.
	5-8	You review the initial feedback and make any identified changes. You and your allocated awarding body representative may liaise, as required, during this time.
3	8-10	You finalise the amended controlled task(s) and mark scheme(s) and re-submit to your awarding body.
4	10-11	Your awarding body considers the amended controlled task(s), mark scheme(s) and supporting documents and decides to approve or refer them. Feedback and further actions are agreed with the centre, as required.
5-6	12+	Your controlled task(s) and mark scheme(s) are approved or referred by your awarding body. Stages 4-5 may be repeated until your controlled task(s) and mark scheme(s) are approved or are withdrawn from the approval process.

**Week numbers and activities are required to be flexible to meet specific task circumstances.*

The approval process will normally take up to 12 weeks from the date of the first submission but, in some cases, could take longer. For example, if you do not respond promptly to the awarding body feedback or if you, or the awarding body requires additional time to make the necessary changes, especially if the task is complex or it is a particularly busy period.

Tips

Your awarding body retains the right to extend the development timeline beyond 12 weeks during particularly busy periods. Any extension to the development time will be agreed with you.

You can go to Stage 6, if your controlled task(s) and mark scheme(s) are approved by your awarding body.

Stage 3 – Submit your amended controlled task(s) and mark scheme(s)

The updated task submission cover sheet and amended controlled task(s), mark scheme(s) and supporting documents should be resubmitted to your awarding body.

Stage 4 – Further feedback and amendments

If your controlled task(s) and/or mark scheme(s) is not yet suitable for approval, this will be indicated in the feedback from your awarding body. You should consider the feedback with your development team(s) and make any necessary amendments. You should update your development plan and inform your awarding body of the expected date for resubmission.

Stage 5 – Re-submit your amended controlled task(s) and mark scheme(s)

You must update the Task Submission Cover Sheet and re-submit the amended controlled task(s), mark scheme(s) and supporting documents to your awarding body. You may need to repeat Stages 4 and 5, as required, until your controlled task(s) and mark scheme(s) are approved, or it is agreed that they should no longer progress through the approval process.

Tips

Your awarding body may decide that your controlled task(s) and/or mark scheme(s) cannot be approved without significant re-writing. In such cases your awarding body may not accept further re-submissions of the same controlled task(s) and/or mark scheme(s) until any significant changes have been completed satisfactorily. Alternatively, your awarding body may require that a new submission is made where the controlled task(s) and/or mark scheme(s) require substantial changes.

Stage 6 – Approval and use

Once approved, you should arrange to begin using your controlled task(s) and mark scheme(s). Your awarding body will agree any specific launch arrangements with you as part of the approval process. For example, you may be required to limit the use of a controlled task initially so that its performance can be reviewed and confirmed before more widespread use. You should also arrange to conduct internal training and standardisation activities to familiarise assessors and internal quality assurers with the new controlled task(s) and mark scheme(s).

Your awarding body will confirm the basis on which your controlled task(s) and mark scheme(s) are approved. For example, for use only within your centre, across a network of organisations, within a sector, or for all centres. Your awarding body will also set review dates and an expiry date for the controlled task(s) and mark scheme(s).

Your awarding body may also outline how your controlled task(s) and mark scheme(s) will be monitored and maintained over time. This will include how they will monitor the levels of use, exposure and familiarity with the controlled task(s) and the need for them to be updated and/or retired.

Section 3 – Templates

Task Submission Cover Sheet

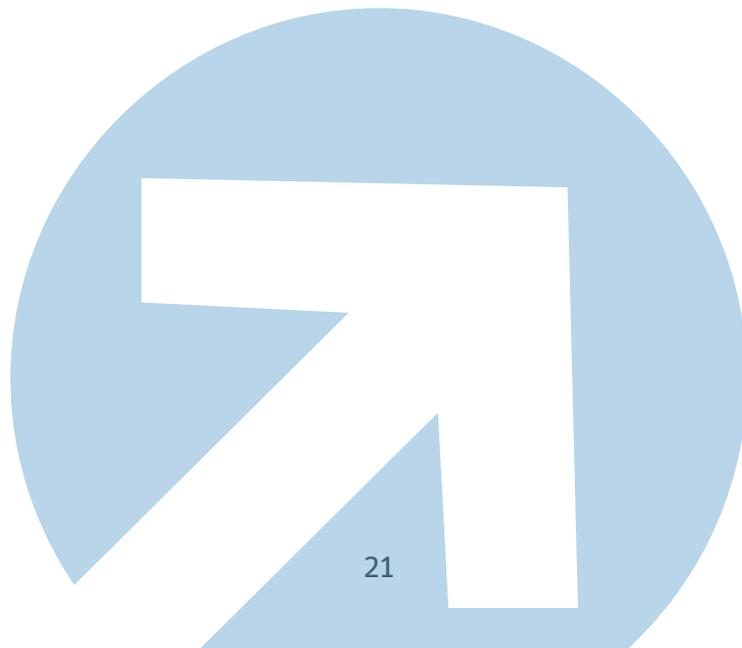
Controlled Task Development Plan

Task Development Templates

Links to Completable PDF Templates:

- **Essential Application of Number Skills (EAoNS)**
- **Essential Communication Skills (ECommS)**
- **Essential Digital Literacy Skills (EDLS)**
- **Essential Employability Skills (EES)**

Example Template – Essential Digital Literacy Skills (EDLS)



Task Submission Cover Sheet

Click [here](#) to download the accessible PDF version of this form.

Essential Skills Wales (ESW) Centre Devised Controlled Task

Task submission cover sheet

Instructions

Please complete one separate cover sheet for each centre devised task you are submitting to be approved by an ESW awarding body.

Initial inquiries about developing centre devised controlled tasks should be made to your usual ESW awarding body using their stated contact details. Specific contact details for the development and submission of your controlled tasks, including any secure file transfer address, will be supplied once development has been agreed. In all cases the completed cover sheet(s) and task templates should only be emailed or sent by secure file transfer to the address supplied for this purpose by your awarding body. Materials must not be sent to any other unauthorised address.

Please ensure the completed task template(s) are protected with a secure password. Once completed the task templates must be treated as confidential assessment material. Please inform the awarding body of the password you use by separate communication.

Qualification covered by this task:

Select the qualification covered by this task

Title of this task:

Task level:

Select the level of this task

Date of submission:

Centre / Organisation / Consortia* name:

*Please include details of the centres/organisations involved if you are acting as a consortium.

Contact name:

Contact email:

Contact telephone:

To which ESW awarding body is this task being submitted?

Please note, tasks may only be submitted to one ESW awarding body at a time.

Select the awarding body for this submission

Has this task previously been submitted for approval or used anywhere as a live or practice assessment? <i>Please provide full details including, dates, the awarding body, outcome, where used, etc.</i>	Yes <input type="radio"/>	
	No <input checked="" type="radio"/>	

Would you allow other centres to use this task, if suitable?	Yes <input type="radio"/>	No <input checked="" type="radio"/>
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Have copyrighted materials been used in this controlled task? <i>If yes, please provide details of copyright authorities you are submitting for all the content in this task?</i>	Yes <input type="radio"/>	
	No <input checked="" type="radio"/>	

Dates of awarding body feedback: <i>Initial feedback within 4 weeks</i>			
Version numbers: <i>Drafts 0.1, 0.2; Approved 1.0, 1.1, etc.</i>			
Summary of comments:			
Summary of action(s):			

Task approval sign off <i>Completed by the approving awarding body representative</i>	
Date task approved:	
Valid for use from:	
Valid for use until:	
Valid for use by: <i>Only select 'Any Centre' if confirmed for general release by the ESW AMG</i>	Select and amend the options shown
Is this task suitable for use by any ESW centre? <input type="checkbox"/> <i>Suitable tasks may be referred to the ESW AMG for possible general release. Please confirm this with the submitting centre / organisation before referral. Please provide full details to support the referral.</i>	

Task Development Templates

Links to Completable PDF Templates:

Essential Application of Number Skills (EAoNS)

Click [here](#) to download the accessible PDF version of this form.

Essential Communication Skills (ECommS)

Click [here](#) to download the accessible PDF version of this form.

Essential Digital Literacy Skills (EDLS)

Click [here](#) to download the accessible PDF version of this form.

Essential Employability Skills (EES)

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Essential Skills Wales (ESW) Essential Digital Literacy Skills (EDLS) Centre Devised Controlled Task Template

Candidate pack

Template and task instructions

(this box will be deleted after your task is approved)

- This template has been developed by the ESW awarding bodies as follows:
 - Agored Cymru
 - City & Guilds
 - Pearson
 - WJEC
- This template is designed to help you identify and cover the key requirements of Controlled Tasks (CT) for each ESW area and level. The template's format is standardised across the awarding bodies and is designed to be familiar to those using the current ESW CTs.
- Please refer to the sample assessments and subject standards, available from your awarding body, for detailed information on the assessment requirements. Section 1 of the Qualifications Wales guidance, 'Developing Controlled Tasks for the Essential Skills Wales Suite of Qualifications' includes further information on developing your controlled task(s).
- You will need to complete all highlighted sections of the template to cover the assessment requirements. Contextualised guidance and examples are provided for each relevant text field – these are accessed by hovering the cursor over the field. Options for different levels are also provided.
- Centre devised controlled tasks must be approved by an ESW awarding body before being introduced to any candidate. This should be *your* current awarding body. You can only submit a task to one awarding body at a time to prevent duplication and confusion. Your first draft task should be submitted for approval at least **12 weeks** before its anticipated use.
- Once completed this template is to be treated as confidential assessment material. The template and any associated information **must not** be shared with candidates or any unauthorised staff during any stage of the task's development. Please ensure the completed task template file is password protected and inform the awarding body of the password you use by separate communication. Alternatively, the awarding body may ask you to upload your submission to a secure server. **Please note:** It *would* be impossible to approve any task that has been found to have breached these requirements.
- Please ensure you complete and attach a cover sheet for each task template when emailing the submission for approval to the relevant ESW awarding body.

Title of this task

Please enter the title of this task - short, descriptive, engaging and distinct titles work best.

Task level:	<input type="text"/>	Version number	<input type="text"/>
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Valid for use from*:	<input type="text"/>
Valid for use until*:	<input type="text"/>
Valid for use by*: <i>*To be completed by your awarding body</i>	Awarding body to select correct option and amend as required

Introduction for candidates

You have up to **insert the number of 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:

Record of sessions	Date	Duration	Signatures
<i>Please include the date and duration of each session</i>			

Further dates/durations/signatures should be recorded on a separate sheet, if required.

Controlled task

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 4 of this task entirely on your own. You will need to work with at least two other people for Part 2 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:

Enter the name of the task topic here. For example, 'Selling to Wales', 'Establishing an online Business', 'Helping a Charity', 'Welsh language at work'.

Scenario

Provide a brief introduction to set the scene. State what the candidate will be required to do. You should insert 1-3 sentences that describe the purpose and audience of this task in broad strokes.

Overview

Before you develop your multimedia resource you will have to carry out research into

List the research areas relevant to this task topic.

You will need to find out

List the areas relevant to your task topic.

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.

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 You must research and record information on:

List information here that the candidate should use to help develop content of their resource.

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 findings from the research that all resources must contain.

Evidence of your collaboration must 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 create a multimedia resource that will be used to:

[Refer back to the purpose of the task.](#)

3.1 Create the multimedia resource and include:

- appropriate information from your research
- at least 3 different media
- at least 2 images/videos about: [Refer back to the purpose of the task.](#)
- 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 people can easily navigate your multimedia resource to:

[Refer back to the purpose of the task.](#)

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

On your own:

You must now review some aspects of this task.

4.1 Create a file and record evidence of reviewing at least:

- two methods of securing digital information (these may not necessarily have been used during the task)
- one of the technologies used in the task
- one of the tools used in the task
- one of the techniques used in the task.

4.2 You must show that you understand how to collaborate online effectively and efficiently by reflecting on:

- how your team worked together
- how collaboration influenced decisions made about your multimedia resource
- alternative methods of communication and collaboration that can be used (at least one synchronous and one asynchronous method).

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

Structured Discussion

- To be completed after you have successfully finished your Controlled Task
- The Structured Discussion can take place outside of the allocated time for the Controlled Task and after the 8-week working period

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

You will be given the opportunity to discuss:

Your awarding body will help you allocate topics for the structured discussion to ensure that all the criteria are covered over time.

Suggest areas for discussion here. These will be confirmed/amended by your awarding body to ensure the all criteria are covered, as required. For example, knowledge relating to digital responsibility, digital productivity, digital information literacy, digital collaboration, digital creativity, digital learning, etc.

Your awarding body may advise you about suitable topics for the structured discussion to ensure that all the criteria are covered over time.

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 _____



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