Essential Skills Wales

Essential Digital Literacy Skills (EDLS)

Entry 1 Controlled Task – Sample Paper

Candidate Pack

Skills for Work

Version **2.0**
Valid for use until (not applicable)

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 **6 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 by the assessor:

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 in hours:							

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 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).
- 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.

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: Skills for Work

Scenario

You and some friends want some part-time work.

You need to find out what skills people need for part-time work.

You will need to work with others.

Part 1

1.1 Turn on a digital device.

1.2 Use a password, passcode or any other method to access the device.

Your assessor will open an application for you. On your screen you will see a list of skills needed for work. You will add to this list.

1.3 Enter one more skill you need for work.

You will now be able to see the skills that others in your group have added to the list.

Part 2

Tell your assessor you need the file for Part 2.

2.1 Open the file your assessor has given you. You will see some skills that people need for work.

2.2 You need to add to this list:

- one skill needed for work
- one skill that someone else added to the list in Part 1.

2.3 Use at least two creative features (e.g. adding colour or an image) to make your list look better.

Save the file. You may ask your assessor to help with this.

2.4 Turn off the digital device safely.

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. The notes may be verbal or written.

During the discussion, you will need to:

- give at least two ways of keeping safe online
- give another creative feature you could have used on the list
- identify a digital source of information.

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 _____