

Essential Skills Wales

Essential Digital Literacy Skills (EDLS)

Entry 1 Controlled Task

Candidate pack

Fun Day

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 **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:

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 (in hours):							

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

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.
- 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.

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: Fun Day

Scenario

There is to be a Fun Day in the local park. At the Fun Day there will be lots of different activities.

You have been asked to make a list of activities that could take place at the Fun Day.

You will need to work with others to make the list.

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 activities that can take place at the Fun Day. You will add to this list.

1.3 Enter one more activity that could take place at the Fun Day.

You will now be able to see the activities that others 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 activities that can take place at the Fun Day.

2.2 You need to add to this list:

- one more activity that can take place (this can be the same as in 1.3)
- one of the activities given by another person in Part 1.

2.3 Use at least **two** creative features to make the list look better.

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

2.4 Turn off the digital device safely.

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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. The notes may be verbal or written.

During the discussion, you will need to:

- state at least **three** ways of keeping safe online
- identify at least **three** digital sources of information
- list at least **three** digital devices and tools that can be used for learning (to include at least one device and one tool).

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 _____