Essential Skills Wales

Essential Digital Literacy Skills (EDLS)

Entry 3 Controlled Task – Sample Task

Assessment Pack

Personal Protective Equipment (PPE)

Version **3.0**
Valid for use until (not applicable)

Candidate name:
Candidate number:
Date registered for EDLS:
Unique Learner Number (ULN) *(if applicable)*:
Centre name *or* number:
Supervisor name:
Assessor name:
Internal Quality Assurer name:

Instructions

The candidate has 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 on the candidate pack and a summary recorded below:

Date controlled task **started**:
Date controlled task **completed** *(no more than eight weeks later)*:
Total time spent:

Produced jointly by the four Essential Skills awarding bodies:
Agored Cymru
City & Guilds
Pearson
WJEC

1. Assessment Requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite Qualification Handbook**.

Controlled Task Assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:

- internally assessed, by appropriately qualified staff, using the Mark Scheme provided. Please see section 2.2 of the **Qualification Handbook** for details of staff qualification.
- internally quality assured, by appropriately qualified staff.
- externally quality assured/moderated by City & Guilds
- compliant with **Controlled Task Conditions**.

Controlled Task Conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed.

Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task. This controlled task must be successfully completed before the Structured Discussion is attempted.

Working Period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances or if the academic term does not extend to 8 weeks. Please see section 4.3 of the **Qualification Handbook** for further information.

Working Time

The candidate has up to **6 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the **Qualification Handbook** for further information.

Supervised Conditions

This controlled task must be completed under the following supervised conditions:

- This task is an 'open book' assessment. Candidates may have access to routine resources that might be available in a 'real life' situation, for example: PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor/assessor so long as they are not designed

specifically to assist with this assessment and do not compromise independent achievement of the standard. The candidate can access the Internet using supervised facilities.

- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal 'examination' conditions.
- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate's tutor and/or assessor or another suitable person.
- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate's papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.
- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the **Candidate Pack**. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

Assistance and access arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period however this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the **Qualification Handbook** for further information on access arrangements.

Second and subsequent attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the City & Guilds pre-approved bank or a centre devised assessment that has been approved by City & Guilds) at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

Collaboration

This controlled task requires the candidate to work as part of a group for some activities

2. Assessor Guidance

Essential Digital Literacy Skills Controlled Task	
Entry 3	**DURATION: 6 HOURS**

ASSESSOR INSTRUCTIONS AND GUIDANCE

Before the task

Part 4: The candidate will need to be given electronic contact details for the assessor.

3. Assessment records

Essential Digital Literacy Skills at Entry 3
Controlled Task Assessment Criteria
Task Title: Personal Protective Equipment (PPE)

Criteria	Evidence	CT Task Ref	Marks available CT	Controlled Task Marks
DLE3.2 Digital Productivity				
Be able to organise and store digital information ● *Create basic folder structures to store information (2)* ● *Organise files in folders appropriately (2)* ● *Add and retrieve information from the folder structure (1)*	Suitable storage area used (1) Folder created and named (1) File created with suitable name (1) File saved and stored in folder with suitable name (1) Additional information added to file (1)	1.1 3.2 3.5/4.1/ 4.3 3.3/3.4/ 4.2	5	
Be able to create and present digital information ● *Identify digital tools, technologies and techniques to present digital information (3)* ● *Use appropriate formatting/editing techniques to present digital information (3)*	Award 1 mark for each tool, technology (device), technique listed (max 3) A maximum of 3 marks for appropriate formatting/editing (e.g. colours, fonts, sound) throughout task Technique 1: _____ Technique 2: _____ Technique 3: _____	4.2 3.4	6	

Total Marks Available (minimum required for a pass)			11 (8)	

Criteria	Evidence	CT Task Ref	Marks available CT	Control Task Marks
DLE3.3 Digital Information Literacy				
Be able to select digital information ● *Search for appropriate digital information (2)* ● *Identify reliable resources and give reasons why they are reliable (4)*	1 mark for each online search (max 2 marks) 1 piece of reliable information (1) with a reason why it is reliable (1) 1 different piece of reliable information (1) with a different reason why it is reliable (1)	3.1 3.3	6	
Be able to use digital information ● *Use appropriate digital information to complete a task (2)*	Information is fully used to inform the content of the digital resource (2) Or: If limited use of information is made or copy and paste is extensive (award 1 mark only)	3.4	2	
Total Marks Available (minimum required for a pass)			8 (5)	

Criteria	Evidence	CT Task Ref	Marks available CT	Control Task Marks
DLE3.4 Digital Collaboration				
Be able to use appropriate digital tools to collaborate with others ● *Identify and use appropriate synchronous (real time) and asynchronous methods to collaborate and communicate digitally to complete a task (4)* ● *Outline reasons for the methods used (1)*	Identify an asynchronous tool (1) (NB: this can be a synchronous tool used asynchronously) Use the asynchronous tool (1) Identify a synchronous tool (1) Use the synchronous tool (1) A reason given for the digital tool chosen for collaboration (1)	2.1/2.2/ 4.4 4.2	5	
Total Marks Available (minimum required for a pass)			5 (3)	

Criteria	Evidence	CT Task Ref	Marks available CT	Control Task Marks
DLE3.5 Digital Creativity				
Be able to create a digital resource ● *Choose appropriate digital tools for a specific purpose (1)* ● *Use creative features of digital tools to create a digital resource (7)*	At least one digital tool chosen and used appropriately (1) Resource created using at least two media (2) (e.g. text, images, audio, charts/graphs, video, links to online sites) Appropriate use of at least three techniques: .g. bold, colour, font size, image resizing, template, (3) Award 2 marks for an effective digital resource Or Award 1 mark only if media used is not clear (e.g. pixelated, distorted, poorly cropped, contains static)	3.4	1 7	
Total Marks Available (minimum required for a pass)			8 (6)	

Assessment Summary: Controlled Task	Marks Available	Marks required for a Pass	Marks Awarded	Pass (Y/N)
Digital Productivity	11	8		
Digital Information Literacy	8	5		
Digital Collaboration	5	3		
Digital Creativity	8	6		
Total Mark	32	22		

Quality Assurance: Controlled Task	
Assessor:	
Name:	
Signature:	Date:
Internal Quality Assurer:	
Feedback:	
Name:	
Signature:	Date:

Structured Discussion Record: Personal Protective Equipment (PPE)

Guidance:

- Preparatory notes (verbal or written) should be submitted as supporting evidence
- All elements should be attempted by the candidate
- Assessors should ensure that each candidate has the opportunity to demonstrate the required knowledge.

Date of discussion _____ Length of discussion _____

Group members if applicable (max of 4):

The candidate must pass 2 out of 3 elements in the table below.

Confirm that the candidate has:	**Pass**	**Comments and examples to show how the candidate met the criteria:**
stated what is meant by a digital footprint. *e.g. data left behind by users on digital services.*		
identified reliable sources of digital information, giving reasons why they are reliable *e.g. valid, current.* At least 2 reliable sources identified.		
listed any advantages and disadvantages of different methods of digital collaboration and communication *e.g. the methods used in the Controlled Task.* At least 1 advantage and 1 disadvantage listed.		

Quality Assurance: Structured Discussion	
Assessor:	
Name:	
Signature:	Date:
Internal Quality Assurer:	
Feedback:	
Name:	
Signature:	Date: