Essential Skills Wales

Essential Digital Literacy Skills (EDLS)

Entry 3 Controlled Task – Sample Task

Candidate 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:

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:							

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).
- 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: Personal Protective Equipment

Scenario

The manager at a local company wants information about protecting their employees at work. You have been asked to research personal protective equipment (PPE).

You must create a digital resource. It must give the company more information about two types of PPE.

During this task you will need to work with others.

Part 1

On your own:

You will need to save information.

1.1 In a storage area, create a folder where you will save all your work.

Give your folder a suitable name.

You will use this folder to save your work during the task.

Part 2

Working with others:

You will create a digital resource about two types of PPE.

You will need to work with others to decide what information to include in your resource. You should think about the type of information that is useful.

2.1 With at least two others, decide which collaborative tool you will use to work together in real time.

2.2 Use your chosen tool to work together digitally to make a list of different types of PPE. It must be clear who has added each item to the list.

Part 3

On your own:

Create a digital resource about two types of PPE.

3.1 Search online for information about two types of PPE.
You must search for information from at least two different sources.

3.2 Create a file to store your evidence and give it a suitable name.

3.3 In your file, make a note of at least two sources where you looked for information. Give reasons why the information you found was reliable. Give one different reason for each piece of information.

Save the file.

Use the information you have found and produce a digital resource.

3.4 Create a digital resource about two types of PPE.

In your resource you should include:

- the list of different types of PPE from Part 2
- information you found online about two types of PPE
- two types of media
- at least three techniques e.g. bold, colour, font size, image resizing, template.

Your resource should be appropriate for the manager of the company.

3.5 Save your digital resource (or a link to it) in your folder.

Part 4

On your own:

You must add some information to your folder about your digital resource.

4.1 Create a new file.

- Give it a suitable name.
- Save it in your folder.

4.2 In your file, include details about:

- the device you used
- the techniques you used
- the digital tool you used to work with others and why you used it
- the digital tool(s) you used to create your digital resource
- how you will send the digital resource (or a message) to your assessor. Give one reason for using this method.

4.3 Save your file.

- Make sure it is in the folder you created.

You need to tell your assessor where your work is stored.

Your assessor needs to see all the work you have created in the task.

4.4 Use a digital tool to send your work to your assessor or send a message to tell your assessor where your work is stored.

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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 completed your Controlled Task)

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

During the discussion you will need to:

- state what is meant by a digital footprint
- identify reliable sources of digital information, giving reasons why they are reliable (at least two reliable sources)
- list any advantages and disadvantages of different methods of digital collaboration and communication (at least one advantage and one disadvantage).

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 _____