Essential Skills Wales
Essential Digital Literacy Skills (EDLS)
Level 2 Controlled Task – Sample Task
Candidate Pack

Small Business

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 **5 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 (including research time):							

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).
- You are allowed additional research 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: Small Business

Scenario

You and your team have been asked to help promote a small business called Wooden Tip Toys that makes and sells children's wooden toys. The wooden toys will be available ready-made or made to order.

You have been asked to produce a digital resource to promote the business to potential customers. You will work as part of team for part of the task.

Part 1
On your own:

You need to gather information about what you want to include in your digital 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.

1.1 Set up an appropriate folder structure with at least one folder and one subfolder and appropriate files in each. Your folder and file names should reflect their contents.

1.2 You must research and record information about:

- types of wooden toys
- history of wooden toys
- advantages of wooden toys
- copyright-free images that you could use.

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 digital resource to be created.

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

Part 2
Working with others:

In this part, you will work with others to decide on what to include in your resource. Each team member must produce their own digital resource in Part 3.

2.1 You must use a method of asynchronous communication to contact other team members and decide on which synchronous collaborative method to use to work together.

2.2 Choose and use a method to protect your work during the collaboration.

2.3 Use your chosen synchronous method and different techniques 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 their contents.

Part 3
On your own:

You must create a digital resource to promote Wooden Tip Toys.

3.1 Create the digital resource and include:

- appropriate information from your research
- at least three different media
- at least two creative features of the digital tools (e.g. images, charts, sound) about wooden toys
- appropriate use of at least five techniques (e.g. editing audio, images or text, using animation, adding hyperlinks, timings, structure, amending a template, formatting, changing colour schemes, accessibility)
- a method to protect your resource. This must be different to the method used in Part 2.

3.2 Make sure your digital resource:

- is easily navigated
- is working effectively
- is in a format appropriate for the target audience (potential customers).

You can provide evidence for this task in a format of your choice.

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

Part 4
On your own:

You must create a file and review some aspects of this task.

4.1 In your file, include your review of:

- 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 In your file, review:

- how well the tools and techniques supported collaboration
- how collaboration influenced decisions made about your digital resource
- alternative digital tools and techniques that could be used to collaborate with a team to complete a task (at least one synchronous and one asynchronous method).

4.3 In your file, review both methods used to protect digital information.

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

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.

You will be given the opportunity to discuss:

- the risks when interacting digitally (at least three risks)
- common digital problems and how they are resolved (at least two problems)
- what is meant by search engine optimisation
- potential benefits and risks of digital collaborative tools and their use, including ethical considerations (at least one benefit and one risk)
- how the digital resource met the purpose and audience of the task.

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 _____