Essential Skills Wales
Essential Digital Literacy Skills (EDLS)
Level 2 Controlled Task – Sample Task
Assessment 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:
Supervisor name:
Assessor name:
Internal Quality Assurer name:

Instructions
The candidate has 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 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 (including research time):

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
- external 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.

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 **5 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.

The candidate is allowed research time when working on Part 1 of the Controlled Task and must be carried out under controlled conditions. This must only be used for this part of the Controlled Task. The research time must be recorded on the front of the Candidate Pack.

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.

Essential Digital Literacy Skills Controlled Task	
Level 2	**DURATION: 5 HOURS**

ASSESSOR INSTRUCTIONS AND GUIDANCE

The candidate should be provided with electronic contacts of those they are to collaborate with before they start Part 2 of the assessment.

2. Assessment records

Essential Digital Literacy Skills at Level 2
Controlled Task Assessment Criteria
Task Title: Small Business

Criteria	Evidence	CT Ref	Marks available CT	Controlled Task Marks
DLL2.2 Digital Productivity				
Be able to organise, store, share and protect digital information • *Construct appropriate folder structures to manage projects and store information (3)*	A folder structure with at least 1 folder and least 2 subfolders (1) At least 1 associated file within each subfolder (1) Meaningful names applied consistently to all folders and files to support access (1)	1.1 Evidenced throughout the task	7	
• *Identify, use and review appropriate methods of protecting digital information (4)*	At least two different methods of protecting digital information used and reviewed used (2) reviewed (2)	2.2/3.1/4.3		

Be able to select and use appropriate digital technologies and tools to complete a task or solve a problem ● *Select the most appropriate digital technologies and tools to complete a task or solve a problem (3)* ● *Review and evaluate choices (3)*	Appropriate technologies selected throughout the task e.g. tablet or phone used to create photo/video or laptop used to access full functionality of software (1) Appropriate tools used throughout the task e.g. presentation software used to advertise or search engine used for refined search (1) Appropriate techniques used throughout the task (1) At least: 1 technology reviewed (1) 1 tool reviewed (1) 1 technique reviewed (1)	3.1 4.1	6	
Total Marks Available (minimum required for a pass)			13 (10)	

Criteria	Evidence	CT Ref	Marks available CT	Control Task Marks
DLL2.3 Digital Information Literacy				
Be able to efficiently search for, refine, assess and organise digital information ● *Carry out a refined search using appropriate keywords or phrases (3)* ● *Assess the digital information for currency, relevance, authority, accuracy and purpose (2)* ● *Organise and classify digital information into a structured format to complete a task or solve a problem (1)*	Finding information appropriate for the task from research (1) Refined search criteria used efficiently with digital evidence produced (2) A complex search which lacks efficiency (award 1 mark) A statement, or other form of evidence to show that the information has been assessed for any 2 of: currency, relevance, authority, accuracy or purpose (2) Information found and stored in a structured format within the folder structure created in Part 1 (1)	1.2 1.3 1.5	6	

Be able to retrieve and use digital information to complete a task or solve a problem ● *Retrieve and use digital information which is in a suitable format for a specified target audience and purpose to complete a task or solve a problem (5)*	The research information is structured so that team members can make judgements and choices (1) The final resource includes at least 3 pieces of information from research conducted in 1.2 (award 1 mark for each piece of information included, max 3 marks) Digital information is in a format appropriate for the specified target audience (1)	1.4 3.1 3.2	5	
Total Marks Available (minimum required for a pass)			11 (8)	

Criteria	Evidence	CT Ref	Marks available CT	Control Task Marks
DLL2.4 Digital Collaboration				
Be able to use digital collaboration effectively and efficiently. ● *Collaborate digitally using synchronous and asynchronous digital tools and techniques to complete the task or solve the problem (4)* ● *Select a combination of digital tools and techniques to communicate with others to complete a task or solve a problem (2)* ● *Reflect on the collaborative process (2)*	Evidence of using any asynchronous tool to contact other team members to agree on a synchronous tool e.g. email, chat facility, text messaging (1) Evidence of efficient and effective synchronous collaboration by using a digital tool and different techniques to: ● share the findings from research and inviting comments (1) ● comment on the research of at least two other team members (1) ● agree at least 3 findings from the research that all resources must contain. (1) Identified and reviewed at least 1 different method of asynchronous and 1 different method of synchronous collaboration (2) (Giving a name of a method is not sufficient for marks to be awarded) Evidence shows a reflection of how well the tools and techniques supported collaboration (1), how collaboration influenced decisions made (1)	2.1 2.3 4.2	8	
Total Marks Available (minimum required for a pass)			8 (5)	

Criteria	Evidence	CT Ref	Marks available CT	Control Task Marks
DLL2.5 Digital Creativity				
Be able to select and use a range of features of digital tools and techniques to complete a task ● *Select and use a range of digital creative tools and techniques to produce a resource for a given task (11)*	Digital resource created using at least 3 media (1) At least 2 creative features of digital tools (e.g. images, charts, sound) included which are relevant to the task (1) Appropriate use of at least 5 techniques; appropriate for the level: e.g. editing audio, images, videos, animation, text, colour schemes, adding hyperlinks, timings, structure, amending a template, formatting, improving accessibility (5) *Note: Assessors must record the techniques and note where they have been used in the digital resource.* Digital resource is effective and suitable for stated audience e.g. all hyperlinks and audio work, images are clear and appropriately sized and positioned (4)	3.1	11	
			11 (8)	

Assessment Summary: Controlled Task	Marks Available	Marks required for a Pass	Marks Awarded	Pass (Y/N)
Digital Productivity	13	10		
Digital Information Literacy	11	8		
Digital Collaboration	8	5		
Digital Creativity	11	8		
Total Mark	43	31		

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

Level 2 Structured Discussion Record: Small Business

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 4 out of 5 elements in the table below.

Confirm that the candidate has:	**Pass**	**Comments and examples to show how the candidate met the criteria:**
discussed the risks when interacting digitally *e.g. downloading/uploading (intentionally or unintentionally) inappropriate material, sharing sensitive data and personal content, downloading malware/computer viruses, using copyrighted content.* At least 3 risks.		
discussed common digital problems and how they are resolved *e.g. poor device performance - remove unused apps, keep in optimal environmental conditions, poor/no internet connection - use of Wi-Fi hotspot/tethering, knowledge of contract restrictions.* At least 2 problems.		.
discussed what is meant by search engine optimisation		

potential benefits and risks of digital collaborative tools and their use, including ethical considerations *benefits e.g. productivity, ease of communication, relationships (in/out of workplace)* *risks e.g. security breaches, unintentionally sharing sensitive information on screen* *ethical considerations e.g. requirement to use camera during call, requirement to record calls/save call transcripts.* At least 1 benefit and 1 risk.		
discussed how the digital resource met the purpose and audience of the task		

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