

Key Skills Qualification 20__
KEY SKILLS RECORD OF ASSESSMENT



Centre Name: _____ Centre Number:

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Candidate Name: _____ Candidate Number:

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Key Skills Unit: **Information and Communication Technology** Key Skills Level: **1**

IT1.1. Find and select relevant information

Evidence Requirements	Location of Evidence e.g. page numbers	
Choose information that is relevant to your tasks	Task 1	Task 2

IT1.2. Enter and develop at least two different types of information to suit the task

Evidence Requirements	Location of Evidence e.g. page numbers	
Enter information using formats that help development	Task 1	Task 2
Save information so it can be easily found		

IT1.3. Develop the presentation so that the final output is accurate and fit for purpose

Evidence Requirements	Location of Evidence e.g. page numbers	
Use appropriate layouts for presenting information in a consistent way	Task 1	Task 2

Overall, through two or more activities you must:

Include at least one ICT based information source

Include at least one non ICT based information source

Use at least one example of each of text, image and number

Location of Evidence

Text	Image	Number

Present evidence of purposeful use of email:

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Has this portfolio been part of the Internal Moderation Process?

Yes		Signed: _____
No		

Teachers/Assessors centres and candidates should note that CCEA may use extracts from portfolios on an anonymous basis in educational presentations, material and products.

ASSESSOR'S DECLARATION: I confirm that the details above are correct and that the evidence submitted is the candidate's own work and the candidate meets all requirements for certification for this Key Skill.

Assessor's Name: _____ Candidate's name: _____

Assessor's Signature: _____ Candidate's signature: _____

Date: _____ Date: _____