

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: **3**

IT3.1. Search for information, using different sources, and multiple search criteria in at least one case

Evidence Requirements	Location of Evidence e.g. page numbers	
	Task 1	Task 2
Plan how to obtain and use the information required for your tasks		
Make selections based on judgements of relevance and quality		

IT3.2. Enter and develop the information and derive new information

Evidence Requirements	Location of Evidence e.g. page numbers	
	Task 1	Task 2
Enter and bring together information using formats that help development		
Use software features to improve the efficiency of your work		
Annotate/document your work to show that you understand the process followed and have taken account of the views of others		

IT3.1. Present the information

Evidence Requirements	Location of Evidence e.g. page numbers	
	Task 1	Task 2
Develop the presentation so it is accurate, clear, and presented consistently, taking account of the views of the others		
Present your final output effectively using a format and style that suits your purpose and audience		

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

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Present evidence of email exchange; at least one of the emails must have an attachment.

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At least one portfolio is a major task covering all of 3.1, 3.2 and 3.3

Task 1	
Task 2	
Both	

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: _____