

LEARNER ASSESSMENT BOOKLET

BRIDGE TO ESSENTIAL SKILLS IN ICT



I certify that all the work in this portfolio is my own.

Tutor Name:	
Student Name:	
Completion Date:	

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Bridge to Essential Skills in ICT: Unit Content

Unit Title	Level	Credit Value	NOCN Code	Accredited Unit No
Introduction to Using Spreadsheet Software	Entry 3	1	CP3/E3/QQ/003	A/500/5023
Introduction to Using Word Processing Software	Entry 3	1	CQ1/E3/QQ/003	J/500/5025
Introduction to Using Email & Text Messaging	Entry 3	1	CR3/E3/QQ/003	M/500/5021
Introduction to Selecting Information Using the Internet	Entry 3	1	CR1/E3/QQ/006	K/500/5020
Introduction to Using ICT Systems	Entry 3	3	CP1/E3/QQ/003	L/500/5026

All Learning Outcomes and Assessment Criteria MUST be met.

Form A1: Learner Assessment Grid



Course:	Course code:	Learner name:
<i>Bridge to Essential Skills in ICT</i>		Tutor/Assessor:
Level: Entry 3	Credit value: 7	Internal Moderator:

Learning Outcomes	Achieved (Delete)	Assessor Signature	Date	Internal Moderator Signature	Date
Introduction to Using Spreadsheet Software	Yes/No				
Introduction to Using Word Processing Software	Yes/No				
Introduction to Using Email & Text Messaging	Yes/No				
Introduction to Selecting Information Using the Internet	Yes/No				
Introduction to Using ICT Systems	Yes/No				

Form A2: Tutor Assessment record: individual learner



Course:	Course code:	Learner name:
<i>Bridge to Essential Skills in ICT</i>		Tutor/Assessor:
Level: Entry 3	Credit value: 7	Internal Moderator:

Assessment decisions:

Achievement of unit is confirmed: Yes/No

Signature of Tutor:

Date:

This form is used to confirm that assessment has taken place and that the learner has achieved the unit.

ASSESSMENT CRITERIA	Page Reference
Introduction to Using Spreadsheet Software	
1.1. Load and exit from a spreadsheet software package.	7
1.2. Load and save a spreadsheet file.	
1.3. Print a spreadsheet.	
1.4. Enter data in a spreadsheet.	
1.5. Format data using justify, font, font size and colour.	
1.6. Move, copy and replicate data.	
Introduction to Using Word Processing Software	
1.1. Load and exit from a word processing software package.	8&9
1.2. Create; open for editing and save documents.	
1.3. Enter text.	
1.4. Edit text by inserting, deleting, cutting, copying and pasting.	
1.5. Format text by changing font, style and size.	
1.6. Use a spell checker.	
1.7. Print a document.	
Introduction to Using Email & Text Messaging	
1.1. Open and close an email software package.	10
1.2. Access and read an email.	
1.3. Delete an email.	
1.4. Reply to and forward an email.	
1.5. Create an email and send it to a specified address.	
2.1. Access the messages menu on a mobile phone.	
2.2. Select and read a message in the inbox.	
2.3. Reply to a message.	
2.4. Write a message and send it to a number stored in the phone book.	
2.5. Use predictive mode for writing messages.	
2.6. Save and delete messages.	

ASSESSMENT CRITERIA	Page Reference
Introduction to Selecting Information Using the Internet	
1.1. Recognise and use appropriate sources of information (ICT and other forms) for a purpose.	11&12
2.1. Access web sites using given web addresses.	
2.2. Follow hyperlinks to find information.	
2.3. Select and use information.	
Introduction to Using ICT Systems	
1.1. Identify the main hardware components of ICT systems.	13
2.1. Start up and shut down an ICT system correctly.	
2.2. Use ICT hardware components.	
3.1. Operate an ICT system in a safe way.	
3.2. Use passwords and keep them secure.	
3.3. Use removable media (such as disks, CDs, DVDs) correctly.	
4.1. Load and close a software application.	
4.2. Enter data using an appropriate input device.	
4.3. Print from the application.	

All Learning Outcomes and Assessment Criteria MUST be met.

PRACTICAL DEMONSTRATION 1:

Based on your class/group activities, your assessor will **OBSERVE** you carrying out the following tasks:

Introduction to Using Spreadsheet Software	Tutor Initials
1.1. Load and exit from a spreadsheet software package.	
1.2. Load and save a spreadsheet file.	
1.3. Print a spreadsheet.	
1.4. Enter data in a spreadsheet.	
1.5. Format data using justify, font, font size and colour.	
1.6. Move, copy and replicate data.	

EVIDENCE (SIGN and DATE ALL EVIDENCE)

AC 1.3 Print out a copy of your spreadsheet.

AC 1.5 Provide a copy of the spreadsheet annotated with the following formatting:

- **Justify**
- **Font**
- **Font Size**
- **Colour**



Tutor Signature:	Date:
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PRACTICAL DEMONSTRATION 2:

Based on your class/group activities, your assessor will **OBSERVE** you carrying out the following tasks:

Introduction to Using Word Processing Software	Tutor Initials
1.1. Load and exit from a word processing software package.	
1.2. Create, open for editing and save documents.	
1.3. Enter text.	
1.4. Edit text by inserting, deleting, cutting, copying and pasting.	
1.5. Format text by changing font, style and size.	
1.6. Use a spell checker.	
1.7. Print a document.	

EVIDENCE (SIGN and DATE ALL EVIDENCE)

AC 1.3 Provide a copy of the text you have entered

AC 1.4 Provide a copy (before & after) of your text annotated with the following:

- Inserting
- Deleting
- Cutting
- Copying
- Pasting



Tutor Signature:	Date:
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EVIDENCE (SIGN and DATE ALL EVIDENCE)

AC 1.5 Provide a copy (before & after) of your text annotated with the following formatting:

- Changing font
- Style
- Size

AC 1.6 Use a spell checker.

Tutor Signature:	Date:
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AC 1.7 Print out your final document

Tutor Signature:	Date:
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Arial
Arial Black
Comic Sans MS
Courier New
Georgia
Impact
Times New Roman
Trebuchet MS
Verdana

PRACTICAL DEMONSTRATION 3:

Based on your class/group activities, your assessor will **OBSERVE** you carrying out the following tasks:

Introduction to Using Email & Text Messaging	Tutor Initials
1.1. Open and close an email software package.	
1.2. Access and read an email.	
1.3. Delete an email.	
1.4. Reply to and forward an email.	
1.5. Create an email and send it to a specified address.	
2.1. Access the messages menu on a mobile phone.	
2.2. Select and read a message in the inbox.	
2.3. Reply to a message.	
2.4. Write a message and send it to a number stored in the phone book.	
2.5. Use predictive mode for writing messages.	
2.6. Save and delete messages.	



EVIDENCE (SIGN and DATE ALL EVIDENCE)


AC 1.5 Provide a copy of your email and include below the address it was sent to:

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Tutor Signature:	Date:
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Student: please provide brief details about your Internet task/activity

Selecting Information Using the Internet:
<i>Activity purpose:</i>
<i>Sources of information used:</i>



Based on your class/group activities, your assessor will **OBSERVE** you carrying out the following tasks:

PRACTICAL DEMONSTRATION 4:

Introduction to Selecting Information Using the Internet	Tutor Initials
1.2. Recognise and use appropriate sources of information (ICT and other forms) for a purpose.	
2.1. Access web sites using given web addresses.	
2.2. Follow hyperlinks to find information.	
2.3. Select and use information.	

EVIDENCE (SIGN and DATE ALL EVIDENCE)

AC 2.1 Provide a list of three web sites with addresses YOU have visited for the task

Website 1:
Website 2:
Website 3:

AC 2.3 Print out the homepages for the three sites visited

Tutor Signature:	Date:
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PRACTICAL DEMONSTRATION 5:

Based on your class/group activities, your assessor will **OBSERVE** you carrying out the following tasks:

Introduction to Using ICT Systems	Tutor Initials
1.1. Identify the main hardware components of ICT systems.	
2.1. Start up and shut down an ICT system correctly.	
2.2. Use ICT hardware components.	
3.1. Operate an ICT system in a safe way.	
3.2. Use passwords and keep them secure.	
3.3. Use removable media (such as disks, CDs, DVDs) correctly.	



AC 1.1 List below the main hardware components of ICT systems:

Introduction to Using ICT Systems	Tutor Initials
4.1. Load and close a software application.	
4.2. Enter data using an appropriate input device.	
4.3. Print from the application.	

The above assessment criteria can be met by using referenced evidence for:

Spreadsheet software/Word processing software/Email software

Tutor Signature:	Date:
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