

## **Key skills example portfolios: 2004 standards commentary**

The key skills example portfolios are based on the key skills standards for programmes starting from September 2000. From September 2004, revised key skills standards come into effect. The standards have been revised to give more flexibility in terms of their assessment requirements and to give more clarity in the way these requirements are specified.

The more flexible assessment requirements of the 2004 standards mean that some of the portfolios now more than meet the requirements.

### **Information and communication technology (ICT) level 1**

This portfolio meets the requirements of the 2004 key skills standards for ICT level 1 in all aspects apart from the purposeful use of email. The candidate has:

- included at least one ICT-based information source
- included at least one non-ICT-based information source
- used at least one example of text, one example of image and one example of number.

The assessment checklists throughout the portfolio would need to be amended to reflect the new standards. Assessors would also need to be aware that level 1 now has three components where previously it had two. Adjustments would therefore be needed in terms of matching the evidence to the new requirements.

#### **ICT1.1**

The candidate has provided evidence of finding and selecting information. In order to meet the 2004 requirements, the candidate could use email to aid and support the task. For example, the first proof for the poster on page 7 could be in the form of an email sent by the candidate to the tutor for the tutor to comment on.

#### **ICT1.2**

The candidate has provided evidence of entering and developing information to suit the task.

#### **ICT1.3**

The candidate has developed the presentation so that the final output is accurate and fit for purpose.