

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 2

This portfolio meets the requirements of the 2004 key skills standards for ICT level 2 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.

ICT2.1

The candidate has provided evidence of searching for and selecting information to meet their needs. They have used different information sources for each task and used multiple search criteria in at least one case. Page 22 has good examples of the use of non-ICT sources.

In order to meet the 2004 requirements, the candidate could use email to aid and support the task. For example, the letter on page 9 could be in the form of an email sent by the candidate to the pain specialist nurse requesting information.

ICT2.2

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

ICT2.3

The candidate has presented combined information such as text with image, text with number, image with number. Evidence of saving is no longer a requirement, so page 13 is not needed.