

# Essential Skills Wales

## Essential Digital Literacy Skills (EDLS)

### Entry 2 Controlled Task Sample

### Candidate pack

Fun Day
---------

Version **2.0**

Valid for use until *(not applicable)*

Candidate name:
-----------------

Candidate number:
-------------------

Date registered for EDLS:
---------------------------

Unique Learner Number (ULN) <i>(if applicable)</i> :
--

Centre name or number:
------------------------

#### Instructions

- Make sure the boxes at the top of this page are filled in with your name, candidate number, ULN (if applicable) and centre name or number.
- Make sure you complete **all** parts of the task.

You have up to **6 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded below:

Date controlled task <b>started</b> :
---------------------------------------

Date controlled task <b>completed</b> <i>(no more than eight weeks later)</i> :
---

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>
<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>

<b>Total</b> time spent:
--------------------------

If more than eight sessions are required, any further dates/durations should be recorded on a separate sheet.

---

Produced jointly by the four Essential Skills awarding bodies:

Agored Cymru  
 City & Guilds  
 Pearson  
 WJEC



**This task pack contains a scenario and a set of instructions. It also contains guidance for the Structured Discussion you will need to have with your assessor after completing this task.**

- Make sure you read through the scenario and instructions carefully before you start.
- You will be supervised throughout your time working on this task, although during that time you can use most of the equipment that would normally be available to you in a real-life situation (this will include accessing the internet).
- Although you will be working in collaboration, all work submitted must be **entirely** your own. You are not allowed to be given any help with the skills that are being assessed through this controlled task.
- Submit all of your work at the end of **each** session. You are not allowed to take any task materials away with you, or have access to these between sessions.
- Make sure you **sign the declaration** at the back of this pack at the end of your final session working on this task.

You must complete Parts 1, 2 and 4 of this task entirely on your own. You will need to work with at least one other person for Part 3 of this task.

## **Structured Discussion**

Once you have completed the task you will take part in a Structured Discussion with your assessor. This may be one-to-one or as part of a small group.

## Task instructions: Fun Day

### Scenario

There is to be a Fun Day in the local park.

You have been asked to make a flyer about one of the activities taking place at the Fun Day.

During some of this task you will need to work with others.

### Part 1

#### On your own:

Your assessor will give you an email account and password.

- 1.1 Open the email account using the password.
- 1.2 Your assessor has sent you an email. Open and read the email.
- 1.3 Reply to the email to say that you have received and read it.
- 1.4 Follow the instructions in the email.

The email gives you some information about one of the activities taking place at the local Fun Day. The email also asks you to find some information about the activity. You will need all this information for later in the task.

### Part 2

#### On your own:

- 2.1 Create a file.
- 2.2 From the email and the search you have carried out in Part 1, enter the:
  - details about the activity
  - cost of the activity to people at the Fun Day.
- 2.3 Use at least two formatting techniques to make the information in the file clear.
- 2.4 Save the file.

## **Part 3**

### **Working with others:**

You need to share the information that you have found. You will need to work with at least one other person digitally.

- 3.1 Agree with the other person how you will work together digitally. (Which digital tool will you use?)
- 3.2 Share what you have found.
- 3.3 Choose at least one piece of information that someone else has found. Add this to your file.

## **Part 4**

### **On your own:**

You need to choose how to present your flyer so it gives people some information about the activity. You may edit the file created in Part 2 or create a new file.

- 4.1 Using the appropriate software, open the file and enter the information that:
  - you were given in the email
  - you have found
  - at least one other person has found.
- 4.2 Use creative techniques to make the information attractive for others. (e.g. bold, centre, bullets, adding sound, adding an image)

The Structured Discussion can take place outside of the allocated time for the Controlled Task and after the 8 week working period.

### **Structured Discussion**

(to be completed after you have successfully finished your Controlled Task)

You must prepare for the discussion and submit any notes made. The notes may be verbal or written.

During the discussion, you will need to:

- give examples of what you can learn using digital tools
- state at least **three** ways you have made sure you were safe online
- give examples of basic digital hardware.

## Declarations

The candidate and assessor declarations **must** be completed.

Candidate name: \_\_\_\_\_

### **Candidate declaration:**

I confirm that this is entirely my own work and it was completed in the times stated on the front cover.

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

For centre staff and awarding body use only

### **Assessor declaration:**

I confirm that this candidate has met the standard required for the controlled task. The controlled task was conducted under the specified conditions and completed within the working period and working time requirements.

Assessor signature \_\_\_\_\_ Date \_\_\_\_\_

### **Internal quality assurer (IQA) declaration:**

*(if sampled)*

I have internally quality assured this work and confirm that the standards have been met.

IQA signature \_\_\_\_\_ Date \_\_\_\_\_

### **External quality assurer (EQA) declaration:**

*(if sampled)*

I have externally quality assured this work and confirm that the standards have been met.

EQA signature \_\_\_\_\_ Date \_\_\_\_\_