

Edexcel Functional Skills

Level 2 Functional Information and Communication Technology

Confirmation of Achievement Sheet

This document covers the requirements for the following unit
for the **June 2008** series only:

FT201

In addition to passing Unit 1 of the FT201 test, during the course of their Functional Skills programme, each learner must demonstrate that they are able to conform to the Functional ICT standards in respect of their use of ICT in order to achieve the full award at level 2. Teachers are required to confirm that learners have been observed as being competent in all of the areas in the table on pages 2 & 3 of this document. Please note there is no partial achievement for this unit.

Centres are required to complete a sheet for each candidate. Achievement sheets must be held in the centre and made available to Edexcel if requested.

Instructions for the submission of marks for this unit are provided on page 4 of this document.

As centres IT systems vary, guidance is provided on the confirmation sheet about how learners may demonstrate completion of each standard.

Candidate Name		Centre Name	
Candidate Number		Centre Number	

Functional ICT Standard	Examples of how competence can be demonstrated
U1.1. Use correct procedures to start and shut down an ICT system.	Learners should demonstrate that they can consistently log in, log out, use shutdown menu.
U1.2. Select and use a communication service to access the internet.	Examples could include broadband, dial-up, network, mobile devices.
U1.4. Select and use interface features effectively to meet needs.	Learners can select the most appropriate interface feature to suit particular situations. These can include desktop, windows, dialogue box, menu, submenu, toolbar, scrollbar, drag and drop, zoom, template, Wizard.
U1.5. Select and adjust system settings as appropriate to individual needs.	Learners can use the following features correctly: window size, mouse, settings, icon size, screen resolution, desktop contrast, volume, date and time.
U2.1. Use ICT to effectively plan work and review the effectiveness of ICT tools to meet needs in order to inform future judgements.	Learners should show that they can plan and organise time e.g. use of electronic calendars, reminders etc. They should be able to evaluate the use of ICT systems for factors such as cost, versatility or range of facilities.
U3.1. Manage files and folder structures to enable efficient information retrieval.	Learners demonstrate that they are able to create, open, save, save as, print, close, delete, view, rename, move and copy files, create folders and subfolders, name files and folders consistently and appropriately.
U3.2. Insert, remove, label and store media safely.	Learners should demonstrate that they can use, store and label media correctly. This could include storage devices such as CD, DVD, memory stick, and hard drives.
U4.1. Minimise physical stress.	Learners should routinely adjust seating and lighting, avoid and report hazards, take breaks, use wrist rests, if appropriate.
U4.2. Keep information secure.	Demonstration of this could include storing documents appropriately, making back-up copies of files, keeping passwords secret.
U4.3. Understand the danger of computer	By using appropriate procedures learners should demonstrate that they are able to minimise the risks

viruses, and how to minimise risk.	associated with viruses e.g. using virus checking software, treating files from unknown sources with caution
U4.4. Understand the need to stay safe and to respect others when using ICT-based communication.	Learners should demonstrate good practice by avoiding inappropriate disclosure of personal information, using appropriate language, respecting confidentiality.
U5.1 Identify ICT problems and take appropriate action.	Learners should know basic resolutions to the following types of problems (they may need to defer to an appropriate person to resolve issues): software freezes, virus alerts, storage full, paper jams.
F1.2. Recognise copyright constraints on the use of information.	In their use of ICT Learners should show that they understand issues relating to copyright e.g. music downloads, acknowledgment of sources, avoiding plagiarism.
F2.1. Access, navigate and search internet sources of information purposefully and effectively.	Learners should demonstrate that they can enter a web address accurately, use a search engine, browse and other techniques e.g. save and use bookmarks.
D5.1. Create, access, read and respond appropriately to email and other ICT-based communication, including attachments, and adapt style to suit audience.	Learners should demonstrate that they can use email applications for standards procedures e.g. opening mailbox, read, reply, forward, communicate using from, to, cc, bcc, subject and content fields, add and open attachments, contribute to forums, web logs or web-based reference sites.
D5.2. Manage efficient storage of ICT-based communications, attachments and contact addresses.	Learners should manage folders, delete redundant messages and use related tools e.g. add, amend and delete entries.

I confirm that this student has achieved all of the standards listed above.

Teacher Name		Teacher Signature & Date	
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Functional Skills: ICT (FT202) - Submission of candidate achievement

- 2.1 Centre marks should be submitted via Edexcel Online. Please note centres will not receive OPTEMS for this qualification.
- 2.2 Edexcel Online will be available to submit marks from three weeks prior to the deadline date of 30th June 2008.
- 2.3 It is essential that Edexcel Online mark submission forms are completed accurately before the deadline to enable Edexcel to issue results.
- 2.4 For each candidate submit a score of 0 (fail) or 1 (pass). There is no partial completion of this unit.
- 2.5 Registered users should log onto Edexcel Online and navigate to the mark entry screen. Navigate to the screen by selecting the appropriate menu option on the left hand side of the screen, enter the session from the drop down menu then click "Next." Select the "Papers" link next to the unit you wish to submit marks for then the "Coursework Marks" link to navigate to the mark entry screen.
- 2.6 On the Edexcel Online mark submission screen you may enter some or all candidates in a session. Key a mark for each candidate in the mark field beside each candidate. Once the "Submit Marks" button at the bottom of the screen is selected and confirmed it will not be possible to amend a candidate's mark, where it has been keyed, however it will be possible to view it. Candidates for whom a mark has not been keyed will remain available to enter a mark in subsequent Edexcel Online sessions.
- 2.7 An 'X' should be entered for any candidate who is absent, withdrawn or has failed to submit any work, even if Special Consideration or an aegrotat award has been requested.
- 2.8 It is the centre's responsibility to ensure that cohort achievement details submitted by the deadline, is accurate, and are in the appropriate format.