



Functional Skills ICT

Entry 1, Entry 2, Entry 3 Referencing Guidance

ICT – ENTRY 1			
Area	Skill Standard	Coverage and Range	Weighting
Using ICT	E1.1 interact with ICT for a given purpose	E1.1.1 recognise and use interface features	20-30%
	E1.2 follow recommended safe practices	E1.2.1 minimise the physical stress of seating, lighting and hazards	
		E1.2.2 keep access information secure by using password	
Finding and selecting information	E1.3 find given information from an ICT-based source	E1.3.1 text message, voicemail and on-screen information	10-20%
	E1.4 enter and edit single items of information	E1.4.1 identify and correct simple errors	50-70%
E1.4.2 label an image			
Developing, presenting and communicating information	E1.5 use ICT-based communication	E1.5.1 receive and open electronic messages	50-70%

ICT – ENTRY 2

ICT – ENTRY 2			Weighting
Area	Skill Standard	Coverage and Range	Weighting
Using ICT	E2.1 interact with ICT for a purpose	E2.1.1 use computer hardware	20-30%
		E2.1.2 use software applications for a purpose	
		E2.1.3 recognise and use interface features	
	E2.2 follow recommended safe practices	E2.2.1 minimise physical stress	
		E2.2.2 keep access information secure by using password	
		E2.2.3 understand the need to stay safe	
Finding and selecting information	E2.3 use ICT-based sources of information	10-20%	
	E2.4 find specified information from ICT-based sources		
Developing, presenting and communicating information	E2.5 enter and edit information for a simple given purpose	E2.5.1 use simple editing and formatting techniques	50-70%
	E2.6 bring together two given types of information	E2.6.1 for print and for viewing on screen	
		E2.6.2 identify and correct simple errors	
	E2.7 use ICT-based communication	E2.7.1 read, send and receive electronic messages	

ICT – ENTRY 3

Area	Skill Standard	Coverage and Range	Weighting	
Using ICT	E3.1 interact with and use an ICT system to meet given needs	E3.1.1 use correct procedures to start and shut down an ICT system	20-30%	
		E3.1.2 use input and output devices		
		E3.1.3 use software applications to meet needs and solve given problems		
		E3.1.4 recognise and use interface features		
		E3.1.5 change simple software settings		
	E3.2 store information	E3.2.1 open and save files		
		E3.2.2 know how to insert and remove media		
	E3.3 follow safety and security practices	E3.3.1 use and change passwords		
		E3.3.2 minimise physical stress		
	Finding and selecting information	E3.4 use simple searches to find information	E3.4.1 search stored information	10-20%
E3.4.2 search web-based sources of information				
E3.5 select relevant information that matches requirements of given task				
Developing, presenting and communicating information	E3.6 enter and develop different types of information to meet given needs	E3.6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	50-70%	
		E3.6.2 insert and position graphics or other digital content to achieve a purpose		
		E3.6.3 process numbers to meet needs		
	E3.7 bring together different types of information for a given purpose	E3.7.1 for print and for viewing on screen		
		E3.7.2 check for accuracy and meaning		
		E3.7.3 check suitability of information		
	E3.8 use ICT-based communication	E3.8.1 read, send and receive electronic messages		
		E3.8.2 use contacts		
		E3.8.3 understand the need to stay safe and to respect others when using ICT-based communication		