|  |
| --- |
| LEVEL 2 AWARD AND CERTIFICATE IN EMPLOYABILITY SKILLS |
|  |
| Unit 15 Assessment |
|  |
| The purpose of the assessment tasks is to provide evidence that you have met the requirements set out by the awarding body in order to pass the course. The information and activities in the learning materials will help you complete these assessment tasks. If you have any difficulty in answering any of the questions, please contact your tutor/assessor who will provide you with help and guidance.  Good luck with your studies! |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ICT for employment | | | | |
|  | | | | |
| Unit 15 | | | | |
|  | | | | |
| After completing your assessment please email it to dlu@grimsby.ac.uk | | | | |
|  | | | | |
| CHECKLIST FOR ALL CANDIDATES  Please complete your details in the ‘Personal Details’ box below.  Fill in and type your name in the ‘Candidate Statement’ box below.  Please note that for the purposes of assessing your work, we will assume your typed name is a valid alternative to your signature.  Complete all the questions in this assessment. Type your answers in the space provided. The document will automatically allow you to enter more text should the space not be enough for you.  You do not need to return your completed activities for the units – just this document. If you require any assistance or guidance, please contact your tutor/assessor. | | | | |
| PERSONAL DETAILS | | | | |
| Name |  | | | |
| Contact Address |  | | | |
| Postcode |  | | | |
| Telephone no. |  | evening |  | day |
| Email |  | home |  | work |
|  | | | | |
| CANDIDATE STATEMENT  I certify that I began the learning materials for Unit 15 on \_\_\_\_\_\_\_\_\_\_\_ (*insert date you started working through the course materials*) and have completed all sections in this section. I confirm that this is my own work.  Signature (type name)  Date | | | | |

**Assessment 15: ICT for employment**

(The reference in brackets at the end of each questions refers to the assessment criteria for this unit and is for your assessor’s use.)

**1. a) Describe how ICT skills requirements can vary in different job roles and in different employment sectors. (20.1.1)**

**b) Give three examples of different job roles that you could apply for, showing what ICT skills each one requires. (20.1.1)  
  
i)  
  
ii)  
  
iii)**

**2. Describe the range of ICT likely to be used in an employment sector that you would like to work in, saying what each type of technology is used for. (20.1.2)**

**3. Carry out a self-audit of your own ICT skills and your familiarity with the technology used in the employment sector that you would like to work in. Write a report in the space below. (20.2.2)**

**4. In the space below, write a report of how you demonstrated safe and appropriate use of the following. (20.2.1)  
  
a) A photocopier.**

**b) A computer.**

**c) A printer.**(Attach a witness statement from an appropriate person to confirm your report.)

**5. Demonstrate your ability to use word-processing software effective by producing a three-page report that is titled, saved and printed out. The report should be on an appropriate subject and include the following. (2.2.2)  
  
a) Use of the spell-check tool. However, be aware that the spell-check tool doesn’t always pick up incorrect spellings and often uses ‘US English’ as a default.**

**b) A table.**

**c) Use of titling.**

**d) Appropriate use of a header and/or footer.**

(Attach a copy of your report for assessment.)

**6. In the space below, write a report of how you demonstrated the ability to use email effectively, including being able to do the following tasks. (20.2.3)**

**a) Send an email with an attachment.**

**b) Receive and respond to email appropriately.**

(Attach a witness statement from an appropriate person to confirm your report.)

**7. Give three examples of how you could ensure each of the following activities.   
a) Safe use of the internet.**

**i)  
ii)  
iii)  
  
  
  
  
b) Protection of electronic data.**

**i)  
ii)  
iii)**

**8. a) Give an explanation of why it is necessary to back up electronic data.**

**b) Give one example of how data can be backed up.**

|  |
| --- |
| **Well done!**  **You have now completed the questions for Unit 1. Please email this document to your tutor/assessor. Your tutor/assessor will provide you with feedback on the assessment. If you need any further help or guidance, please contact your tutor/ assessor.**  **Don't forget to complete the 'Personal details' and 'Candidate statement' boxes on the front page of this assessment.** |