
Edexcel Functional Skills qualification in Information and Communication Technology (ICT) at Level 2

NQF level 2

Guided learning hours: 45

Cash-in code: FST02

Skill standards and coverage and range

To pass this qualification, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the skill standards for the qualification. The coverage and range determine the standard required to achieve the qualification.

At each level, this has been sub-divided into:

- using ICT
- finding and selecting information
- developing, presenting and communicating information.

On completion of this qualification a learner should:

Skill standards	Coverage and range
Using ICT	
1 plan solutions to complex tasks by analysing the necessary stages	1.1 use ICT to plan and analyse complex or multi-step tasks and activities and to make decisions about suitable approaches
2 select, interact with and use ICT systems safely and securely for a complex task in non-routine and unfamiliar contexts	2.1 select and use software applications to meet needs and solve complex problems 2.2 select and use a range of interface features and system facilities effectively to meet needs 2.3 select and adjust system settings as appropriate to individual needs 2.4 respond to ICT problems and take appropriate action 2.5 understand the danger of computer viruses and how to minimise risk

Skill standards		Coverage and range	
Using ICT			
3	manage information storage to enable efficient retrieval	3.1	manage files, folders and other media storage to enable efficient information retrieval
Finding and selecting information			
4	use appropriate search techniques to locate and select relevant information	4.1	search engines, queries and AND/NOT/OR, >, <, >=, <=, contains, begins with, use of wild cards
5	select information from a variety of sources to meet requirements of a complex task	5.1	recognise and take account of copyright and other constraints on the use of information
		5.2	evaluate fitness for purpose of information
Developing, presenting and communicating information			
6	enter, develop and refine information using appropriate software to meet requirements of a complex task	6.1	apply a range of editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numerical data, charts, graphs or other digital content
7	use appropriate software to meet the requirements of a complex data-handling task	7.1	process and analyse numerical data
		7.2	display numerical data in appropriate graphical format
		7.3	use appropriate field names and data types to organise information
		7.4	analyse and draw conclusions from a data set by searching, sorting and editing records
8	use communications software to meet requirements of a complex task	8.1	organise electronic messages, attachments and contacts
		8.2	use collaborative tools appropriately
		8.3	understand the need to stay safe and to respect others when using ICT-based communication

Skill standards		Coverage and range	
Developing, presenting and communicating information			
9	combine and present information in ways that are fit for purpose and audience	9.1	organise and integrate information of different types to achieve a purpose, using accepted layouts and conventions as appropriate
		9.2	work accurately and check accuracy, using software facilities where appropriate
10	evaluate the selection, use and effectiveness of ICT tools and facilities used to present information	10.1	at each stage of a task and at the task's completion

Assessment structure level 2

Assessment	One externally assessed assessment.
Tasks	<p>Two sections in each assessment.</p> <p>Section A involves using the internet to find and select information.</p> <p>Section B involves working with numbers, creating a digital product, using communication tools and organising work.</p> <p>Each assessment has a theme.</p>
Assessment-taking time	2 hours.
Marks	50 marks in total.
Assessment availability	<p>Four assessment opportunities each year.</p> <p>The test will be available within a five-day window.</p>
Assessment preparation	<p>The data files needed for the activities will be provided to centres securely before the test. Separate guidance will be provided on how to prepare the data files before the test.</p> <p>Centres will be required to prepare a separate user area for each learner so that they can save their work safely and securely as they progress during the test.</p> <p>Learners will need open access to the internet in Section A of the assessment. Internet is not allowed in Section B. Learners are advised to spend 15 minutes on Section A and 1 hour and 45 minutes on Section B. Centres must ensure that learners do not have access to the internet when completing activities in Section B. Learners will also need access to an email package. They do not need to be able to send emails.</p> <p>Learners will be required to provide printouts during the assessment. Centres must ensure that appropriate printing facilities are available and accessible during the assessment.</p>
Sampling of coverage and range	<p>The following coverage and range statements will be sampled in assessment. All other coverage and range will be assessed.</p> <p>Skills standard 2 – three out of five coverage and range statements assessed.</p> <p>Skills standard 8 – two out of three coverage and range statements assessed.</p>