**NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Entry Level 1 (600/1780/6)**

**Learner Tasks**

**Set A (Sample) – The Nature Trail**

|  |
| --- |
| Learner name: |
| NCFE Learner number: |
| Centre name: |
| Date assessment started: |
| Date assessment finished: |

|  |
| --- |
| *I confirm that this assessment is my own work.*  Learner signature: Date: |

**Instructions for Learners**

Time Allowed: 2 hours maximum

Make sure you are comfortable before you start.

Read the questions carefully. If you do not understand what you have to do, ask your Assessor.

Follow the instructions for each question. Check your work.

When looking for and openingdocuments, your Assessor will tell you where they are stored.

You will need to save and print your work. **You can ask for help with this.**

There are **28 marks** available for this assessment.

At the end of the assessment please give all documents to your Assessor.

**This page is intentionally left blank.**

**Introduction**

Your Assessor will also read this out to you.

|  |
| --- |
| We should all try to work safely.  We all need to think about health and safety.  You will complete a health and safety check for your computer work area.  You will also answer some questions about ICT health and safety.  You will find and open an email.  You will help to finish an information leaflet.  You will also check the leaflet to make sure it is correct. |

**Remember to work safely at all times.**

**Task 1 (3 marks)**

1. Work safely at all times. (1 mark)
2. Complete a health and safety check for your computer work area.

Your Assessor will ask you questions about this. (2 marks)

**Task 2 (8 marks)**

1. Use a password to log in to the computer. (2 marks)
2. Log in to your emails. (2 marks)
3. Find the email from your Assessor called: **Nature Centre Trip   
   You can ask for help with this.**  (2 marks)
4. Open the email. (2 marks)

**Task 3 (2 marks)**

Copy the bold text from the email. (2 marks)  
This is the day and date of the trip.

**Task 4 (15 marks)**

You will work on the information leaflet.

1. Find the leaflet. It is called: **The Nature Trail** (2 marks) Open the leaflet. **You can ask for help with this.**
2. Put the bold text from the email on to the leaflet. (3 marks)

Put it on the first line below the title.

1. Check the leaflet and correct any errors. (6 marks)  
   The text on the leaflet should say:

**Nature Trail Trip**

**Tuesday 27th August**

Cost - £2.50, including travel

**Wear:**

Old clothes

Hiking boots or trainers

Waterproof coat (if you have one)

**Bring:**

Packed lunch & a drink

Money to spend at the visitor centre

Camera – there is a photo competition!

Please email Jade or Simon if you want to go: jade&simon@hello.biz

1. The leaflet has images on it. (3 marks)  
   Label **one** image to tell people what it is.
2. Check that the leaflet makes sense. (1 mark)

Put your name on your work.

Save and print the **Nature Trail Leaflet**.

Close the **Nature Trail Leaflet**.

**You can ask for help with this.**

**End of Assessment**