**NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Entry Level 3 (600/1148/8)**

**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.

Follow the instructions for each question. Check your work.

If you do not understand what you have to do, ask your Assessor.

Save and print your work when instructed.

Your Assessor will give you an external storage device to use in this assessment.

There are **55 marks** available for this assessment.

At the end of the assessment give all documents and the external storage device to your Assessor.

**This page is intentionally left blank.**

**Introduction**

Your Assessor will also read this out to you.

|  |
| --- |
| We should all work safely.You will check that your work area is set up so that you can work safely during this assessment.You will show that you can work with emails.Jade and Simon are planning a trip to a nature centre. The trip is for young people. You will design the information leaflet for the trip.You will also work out the total cost for printing 40 copies of a checklist for the trip.When you have finished the work you will write an email to your Assessor. |

**You must show that you can work safely during this assessment.**

**Task 1**   **(3 marks)**

**Working safely**

Check that your work area is set up so that you can work safely during this assessment.

Make any adjustments before you start.

Your Assessor will make notes to assess how you do this.

**Task 2**  **(34 marks)**

**Make an information leaflet**

1. Start the computer and log in. (3 marks)
Insert the external storage device.
2. Log in to your email account. (2 marks)

Open your emails and read the message from your Assessor,
with the subject: **Nature Centre Trip**

1. On the external storage device find and open (9 marks)
the file: **Leaflet Template**

Use a suitable application to make the information leaflet.

The leaflet should be in portrait format.

On the leaflet, change the font style **and** size of the details to make them easier to read.

Check the **cost**, the **day** and **date** of the trip on the leaflet.

You can use information from the email for the leaflet. All the information in the email is correct.

Make any changes needed.

1. The leaflet needs a title. (4 marks)

Choose any one from the list below.

* **A great day out!**
* **Get close to nature!**
* **A wild day out!**

Put the title on the leaflet.

Choose a font, font style and size which is clear and easy to read.

1. Find an image for the leaflet. (3 marks)

Use the internet.

The picture could be about the wildlife, outdoor activities or woodlands.

Insert the website address on the leaflet.

1. Insert the image in to the leaflet. (3 marks)

Make sure that all information is clear.

1. Make the information leaflet look attractive. (3 marks)

It should be a leaflet that you would notice and want to read.

You could use:

* font style / size
* alignment
* border
* colour
* any other formatting.
1. Check that the final leaflet is correct and makes sense. (3 marks)
2. Put your name on your work. (3 marks)
Save your leaflet with a new name on the external storage device.
3. Print the leaflet. (1 mark)

**Task 3 (10 marks)**

**Work out the costs**

1. On the external storage device, open the spreadsheet (1 mark)
named: **Leaflet Costs**
2. Open your emails and read the email from your Assessor, (2 marks) with the subject: **Costs**
Follow the instructions in the email.
Make the changes on the spreadsheet.
3. Find the total cost of printing the leaflets. (2 marks)
Use a formula in cell B7 to find the total cost.
4. Insert a title on the first row of the spreadsheet. (1 mark)
5. Format the spreadsheet to make your title easy to read. (3 marks)

Put borders on all cells and shade the cell with the final total.
Save the spreadsheet, with a new name, on to the external storage device.
Print the spreadsheet.

1. Safely remove the external storage device. (1 mark)

**Task 4 (8 marks)**

**Send an email**

1. Write an email to your Assessor. (4 marks)
Tell them that you have completed the tasks.
2. Check that the email is clear. (2 marks)

Use the spell check function to correct any mistakes.

1. Print the email. Send the email. (1 mark)
2. Safely shut down the computer. (1 mark)

**End of Assessment**