Ascentis Entry Level Award and Certificate in Employment, Digital and Community Engagement Skills for English Language Learners (Entry 3)

Tracking Sheets

These qualifications are being withdrawn. The last date of registration for learners is 31st July 2022 after which no further learners can be registered.
The certification end date is 31st July 2023. If you require any further clarification, please email development@ascentis.co.uk.

Ofqual Number:
Award: 603/5974/2
Certificate: 603/5975/4

Ofqual Start Date: 01/08/2020
Ofqual Review Date: 31/07/2022
Ofqual Certification Review Date: 31/07/2023

Developing Skills for Gaining Employment for English Language Learners

T/618/1711

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 List areas of interest for future career options				
1.2 State any personal skills for possible future career options				
2.1 Complete a straightforward job/training application form, providing all required information				
3.1 Complete a prepared CV template to include essential information				
4.1 State how to prepare for an interview				
4.2 Identify appropriate dress for given interview situations				
4.3 Respond in a positive manner in a short interview				
5.1 Identify possible sources of information on jobs and training in own local area				
6.1 Produce a simple action plan with at least two short-term goals identified				
7.1 State situations when confidence is low				
7.2 State situations when confidence is high				
7.3 Describe at least one way of increasing confidence				
7.4 Using adjectives, describe the feelings of confidence				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

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Internal Verifier (if sampled) _____ Date _____

Health and Safety Awareness for English Language Learners

A/618/1712

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 State who they should tell in the event of an accident				
1.2 Give an example of an emergency				
1.3 State one thing they should do if an emergency happens				
1.4 Identify simple safety signs				
2.1 Follow specific instructions concerning health and safety practice in relation to a given task				
3.1 List types of accidents at work				
3.2 State how to prevent these types of accidents				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Tracking Sheet

Preparing for a Recruitment Interview for English Language Learners

F/618/1713

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 State preparations needed before attending a recruitment interview				
1.2 Identify items to be included in a portfolio of evidence for a recruitment interview				
1.3 Identify people who may be involved in a recruitment interview				
1.4 Give an example of appropriate dress for an interview for a specific career				
2.1 Give answers to straightforward, open interview questions				
2.2 Identify questions to ask the interviewer				
2.3 Review performance in the role of interviewee				
2.4 Identify what went well in the interview				
2.5 Identify what could have been improved in the interview				
3.1 Demonstrate use of body language and eye contact				
3.2 Use appropriate greetings/salutations in an interview				
3.3 State the impact of using good verbal and non-verbal cues in an interview				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Recognising Employment Opportunities for English Language Learners

J/618/1714

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 State the key characteristic of each of the following: a) employment b) self-employment c) unemployment d) voluntary work				
2.1 Identify the following markets: a) local b) national c) European d) global				
2.2 Name an employment opportunity available in the local labour market				
3.1 Identify personal requirements in a job				
3.2 Identify the key information in an advert/job description				
3.3 Compare personal requirements to key information				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Skills for Employability for English Language Learners

R/618/1716

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 List reasons for Health and Safety procedures at work				
1.2 Identify key safety signs				
1.3 Identify safe clothing for different types of work				
1.4 Outline how to maintain own safety at work				
1.5 State how to obtain help				
2.1 Follow simple instructions				
2.2 Perform a single work task				
2.3 Perform a short sequence of tasks				
2.4 Give an example of a problem with a task				
2.5 Give possible solution to problem				
3.1 Use questions and give answers clearly				
3.2 Work with another group member to complete a work task				
3.3 Assist other team members				
4.1 Outline what is meant by time management				
4.2 Give examples of reliable and committed behaviour at work				
4.3 State key roles in a workplace				
4.4 Give an example of dealing positively with a difficult situation				
5.1 Obtain information from others using - email - phone - face-to-face				

5.2 Communicate clearly through - email - phone - face-to-face				
5.3 Ask appropriate questions to obtain information				

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Tracking Sheet

Computer Basics for English Language Learners

H/618/1719

Criteria		Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1	State the importance of computers in today's world				
1.2	Identify the main parts of a computer				
1.3	Identify the different groups of keys on a keyboard				
1.4	Perform different tasks by using a mouse				
2.1	Outline what is meant by the following terms: a) operating system b) software c) data d) network				
2.2	Give examples of different types of networks				
2.3	Outline what is meant by the following terms: a) Internet b) intranet				
3.1	State the features of different types of computers				
3.2	Outline the role of memory				
3.3	Outline the basics of computer performance				
3.4	Outline different types of communication programs				
3.5	Outline the uses different kinds of programs				
4.1	Identify the common functions of an operating system				
4.2	Identify the main components of an interface				
4.3	Work with a selected interface within programs				
4.4	Manage files and folders				
5.1	List devices which are mobile				

5.2 List functions of a fixed computer and a mobile device				
5.3 State the advantages/disadvantages of a fixed computer and a mobile device				

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Computer Security and Privacy for English Language Learners

D/618/1721

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 State why computer security and privacy is important				
1.2 Identify a threat to a computer				
1.3 Identify one way to protect a computer against threats				
2.1 Identify ways of keeping online and network transactions secure				
2.2 Identify ways of keeping e-mail and instant messaging transactions secure				
3.1 Identify a way to protect own privacy online				
3.2 Identify ways of protecting own family from security threats online				
4.1 Identify the security settings on a computer and their purpose				
4.2 Identify one way of keeping computer security up to date				
5.1 Identify the potential issues which need reporting				
5.2 Identify the impact of issues on yourself				
5.3 State to whom/how you should report an online safety issue				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Data Management Software for English Language Learners

K/618/1723

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the security procedures used to protect data.				
1.2 Enter data accurately into records.				
1.3 Follow instructions to locate and amend individual data records.				
1.4 Check data records for accuracy making corrections as necessary.				
1.5 Respond appropriately to data entry error messages.				
2.1 Search for and retrieve information to meet specified requirements.				
2.2 Identify what report to run to output the required information.				
2.3 Select and view specified reports to output information.				
3.1 Summarise the purpose of the Data Protection Act 2018				
3.2 State three requirements for organisations in relation to the use/sharing of data				
3.3 State three rights for individuals in relation to the use/sharing of personal data				

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Presentation Software for English Language Learners

T/618/1725

Criteria		Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1	Identify what types of information to use in a presentation				
1.2	Enter information into presentation slides so that it is ready for editing and formatting				
1.3	Combine information for presentations appropriately				
1.4	Store and retrieve presentation files appropriately				
2.1	State why it is important to check if information is copyrighted before using it				
3.1	Select a template and theme for slides				
3.2	Use appropriate techniques to edit slides				
3.3	Apply format techniques to slides				
4.1	Identify how the slides should be presented				
4.2	Prepare and present slides for presentation				
4.3	Check presentation using IT tools making corrections as appropriate				
5.1	As a group, devise a feedback template on which to evaluate the use of presentation techniques				
5.2	Plan, present and self-evaluate your presentation using the devised template				
5.3	Evaluate a presentation made by a peer using the devised template				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Spreadsheet Software for English Language Learners

F/618/1727

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Enter and edit numerical and other information in spreadsheets accurately				
1.2 Store and retrieve spreadsheet files in line with local guidelines				
2.1 Identify how to summarise and display the required information				
2.2 Use formulas and tools as needed to summarise data and process information				
3.1 Use appropriate tools and techniques to format spreadsheet cells, rows and columns				
3.2 Identify the chart or graph type used to display information				
3.3 Use appropriate tools to generate a chart or graph				
3.4 Select a page layout to present and print spreadsheet information				
3.5 Check spreadsheet information using IT tools making corrections as appropriate				
4.1 Plan how to present and format information in appropriate layout to meet needs				
4.2 Select appropriate tools and techniques to format spreadsheet cells, rows, columns, worksheets including graphs/charts				
4.3 Produce and print document as summative assessment				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Using Computers for Family Learning for English Language Learners

L/618/1729

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Give an example of how computers can be used to support family learning.				
1.2 State something they have learnt through working with computers in family learning.				
2.1 Give an example of how software can be used to support family learning.				
3.1 Give one example of how other equipment can be used with computers to support family learning.				
4.1 Give an example of how the Internet can be used to support family learning.				
5.1 State how to protect family safety and privacy				
5.2 State how to maintain digital well-being				
5.3 Recognise and identify negative online behaviours				
5.4 Recognise and state where cyberbullying can occur				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

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Word Processing Software for English Language Learners
J/618/1731

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Use keyboard or other input method to enter or insert text				
1.2 Give examples of the types of document that could be created using a word processor				
1.3 Store and retrieve document files, in line with local guidelines				
1.4 Identify what would be used to create documents				
1.5 Use editing tools				
1.6 Identify editing used to aid meaning				
2.1 Identify and use appropriate templates to create a new document				
2.2 Use appropriate page layout to present and print documents				
2.3 Name common items that can be used to change page layout				
3.1 Use appropriate tools to format characters				
3.2 Use appropriate techniques to format paragraphs				
3.3 Identify tools that can aid in checking documents for accuracy and consistency				
3.4 Use IT tools to check documents meet needs and make appropriate corrections				
4.1 Plan how to present information in an appropriate layout to meet needs				
4.2 Select appropriate tools to present document using at least 4 layout features				
4.3 Produce and print document as summative assessment				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Diversity in UK Society

L/618/1732

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline the meaning of the term 'diversity'				
1.2 Identify diverse groups				
2.1 Identify how groups may differ from one another				
2.2 List different practices in relation to these differences				
3.1 Identify a similarity between a number of groups				
4.1 Identify a lack of tolerance of diverse groups within society				
5.1 Name a contribution of a group to society				
5.2 State an advantage of living in a diverse society				
6.1 Identify examples of fair treatment				
6.2 Identify examples of unfair treatment				
6.3 Give examples of ways to show respect and understanding to diverse cultural groups				

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Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify ages for starting and leaving school				
1.2 Identify ages for movement between schools in local area				
1.3 List school attendance rules				
2.1 Identify a local primary school				
2.2 Identify a local secondary school				
2.3 Identify local opportunities for learners at 16+				
3.1 Identify the headteacher				
3.2 Identify the teacher responsible for specific learners				
3.3 Identify the point of contact for day-to-day matters				
3.4 Respond to requests from school on day-to-day matters				
3.5 Show awareness of rules and policies				
4.1 Identify the right to appeal				
4.2 Identify the application process for a school				
5.1 Identify how pupils are tested in school				
5.2 Identify when pupils are tested in school				
5.3 Identify the purpose of setting targets				
5.4 Create example targets using appropriate language				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Planning for Personal Development for English Language Learners

R/618/1733

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1　List his/her personal strengths				
1.2　Identify areas for own development				
2.1　List personal short-term goals				
2.2　Outline an action plan for achieving the goals identified				
3.1　Identify any progress towards achieving the personal goals				
3.2　State what went well and what did not go so well in achieving the goals identified				
3.3　Make a next steps plan to continue developing the personal goals				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Rights and Responsibilities of Citizenship for English Language Learners

Y/618/1734

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 List basic human rights				
2.1 Give a reason why society needs rules				
2.2 Give an example of a rule that applies to them				
2.3 State how it is enforced				
3.1 Identify who cannot vote in a general election				
3.2 Give an example of an elected representative				
3.3 State how to vote for an elected representative				
4.1 Give an example of rights as a: a) consumer b) member of a community				
4.2 State a way in which each of the above rights is protected				
4.3 Give an example of responsibilities as a: a) consumer b) member of a community				
5.1 Describe own personal responsibilities				
5.2 Describe personal responsibilities for others				
5.3 Identify own responsibilities in a given situation				
5.4 State who could help if they have problems with their responsibilities				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Tracking Sheet

The Local Community for English Language Learners

D/618/1735

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify groups of people in the local community				
1.2 State a common characteristic of each group				
2.1 State an organisation, club or activity he/she has been involved with in the local community				
2.2 Outline why it is important to take an active part in the local community				
2.3 State what they enjoyed about taking an active part in the local community				
3.1 Present information about groups in the local community				
3.2 Present the benefits of participating in a group in the local community				
3.3 Suggest at least one new activity that would benefit the local community				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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Volunteering for English Language Learners

H/618/1736

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline what a voluntary organisation is				
1.2 Identify three voluntary organisations				
1.3 State the main aim of each organisation				
2.1 State three roles of volunteers in a specific organisation				
3.1 Identify three voluntary organisations operating in the local community				
3.2 Identify a way of finding out any current volunteering opportunities				
4.1 Identify three personal actions necessary to become a volunteer				
5.1 Contribute to an action plan to obtain a specific volunteer role				
5.2 Identify a way of applying for a voluntary position				
5.3 Contribute to a letter of application for a specific voluntary position or a speculative letter to a voluntary organisation				
6.1 List the benefits to yourself of becoming a volunteer				
6.2 List the benefits to others of you becoming a volunteer				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

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