

# Essential Skills Wales

## Essential Employability Skills (EES)

### Level 1 Controlled Task

#### Candidate Pack

## Staying Safe Online

Sample 2.1  
Specimen Assessment Material

Candidate name:
Candidate number:
Unique Learner Number (ULN) <i>(if applicable)</i> :
Date registered for EES with awarding body:
Centre name:
Centre number:

You have up to **4 hours in total** to complete this controlled task, although that time can be split over a number of sessions.

Details of when each session started and ended **must** be recorded below

Date controlled task started:							
Date controlled task completed <i>(no more than eight weeks later)</i> :							
Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
	<i>Date</i>						
<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>	<i>Duration</i>
<b>Total</b> time spent:							

If more than eight sessions are required, any further dates/durations should be recorded on a separate sheet.

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Produced jointly by the four Essential Skills awarding bodies:

Agored Cymru  
City & Guilds  
Pearson  
WJEC



**This task pack contains a scenario and a set of instructions. It also contains guidance for the structured discussion you will need to have with your assessor after completing this task.**

- Make sure you read through the scenario and instructions carefully before you start.
- You will be supervised throughout your time working on this task, although during that time you can use most of the equipment that would normally be available to you in a real-life situation (this may include accessing the internet).
- All work submitted must be **entirely** your own. You are not allowed to be given any help with the skills that are being assessed through this controlled task.
- Make sure you hand in all of your work at the end of **each** session. You are not allowed to take any task materials away with you, or have access to these between sessions.
- Make sure you **sign the declaration** at the back of this pack at the end of your final session working on this task.
- It is recommended that size of your team should be between 3-5 members.

### **Structured Discussion:**

- Once you have completed your task you will take part in a Structured Discussion with your assessor.
- You will discuss the task that you have completed and how you and the team performed.

### **IMPORTANT:**

**You must record evidence of both your individual and team contribution throughout the task.**

## Task instructions: Staying Safe Online

### **Scenario**

We all use the internet every day. However, how do we make sure that young people are aware of the risks involved when using the internet?

Your team has been asked, by your local council, to produce information for young people about staying safe online.

There are a number of things your team needs to consider in order to complete the task:

- the risks of using the internet and staying safe online; such as when shopping online, using social media, banking online, booking holidays etc.
- the advice to young people about staying safe online
- how best to get this advice to young people.

You will be using the information you have found and your problem solving skills in this task. As a team, decide the best way to inform young people about staying safe online and prepare to present this to the council.

### **Examples of ways your team may present the information may include:**

- presentation
- talk
- storyboard
- audio/visual
- webpage/blog/vlog.

### **What you need to do:**

You will be working in a team. However, you must show how you have taken part at every stage.

You must demonstrate and record effective self-management, personal and team working skills throughout the whole task e.g.

- respect
- participation
- communication
- active listening
- time management
- determination.

Record how you have done this.

## **Part 1 - Identify:**

### **On your own:**

- Identify and record the main purpose, key issues and information that your team needs to consider to complete the task.

### **In your team:**

- Discuss the main purpose, key issues and information that your team needs to consider to complete the task.

## **Part 2 - Generate:**

### **On your own:**

- Identify ideas about the best way to inform young people about staying safe online. Make sure you record these ideas.

### **In your team:**

- Share your ideas about the best way to inform young people about staying safe online. Make sure you record the ideas given by each member of the team.

You are going to be making decisions.

- Identify at least two different ways you can make decisions. These will be your decision making techniques.
- Choose one of these decision making techniques to use in Part 3.

## **Part 3 – Refine:**

### **In your team:**

- You must consider in more detail, at least two of the ideas you came up with in Part 2 to inform young people how to stay safe online.
- Using your chosen decision making technique, agree on one of these ideas.
- Start to develop your chosen idea by considering possible strengths and weaknesses.

## **Part 4 - Plan:**

### **In your team:**

Create a plan to follow through your chosen idea about how to inform young people about staying safe online.

- When planning your task you need to consider:
  - SMART targets
  - the activities
  - arrangements to review the plan
  - how you will prepare to present the outcome to the council.

During the planning process:

- identify and agree the roles needed to complete the task
- each team member must outline their personal strengths and skills
- identify the personal skills and strengths required for all roles
- allocate appropriate roles and responsibilities to all team members.

## **Part 5 - Carry out the Plan**

Each team member will demonstrate that they have followed the plan to carry out the responsibilities of their allocated role.

You must demonstrate effective personal and team working skills throughout the whole task, e.g.

- respect
- participation
- communication
- active listening
- time management
- determination.

## **Part 6 - Present:**

To complete the task, bring together each team member's work and present this in an organised way.

The Structured Discussion can take place outside of the allocated time for the Controlled Task and after the eight week working period. This should take no longer than 30 minutes.

You must prepare for the discussion and submit any notes made.

Your assessor will talk to you about the task you have completed.

**Your assessor may also discuss how you have:**

- reflected on the information gathered, the decisions made and the outcome of the task
- identified strengths and weaknesses of the decisions made during the task
- reflected on the planning and organisation skills used during the task
- identified strengths and weaknesses of the planning and organisation skills used during the task
- reflected on the creative processes used during the task
- identified what went well and what could be improved
- reflected on the personal and team working skills used during the task.

## Declarations

The candidate and assessor declarations **must** be completed.

Candidate name: \_\_\_\_\_

### **Candidate declaration:**

I confirm that this is entirely my own work and it was completed in the times stated on the front cover.

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

For centre staff and awarding body use only

### **Assessor declaration:**

I confirm that this candidate has met the standard required for the controlled task. The controlled task was conducted under the specified conditions and completed within the working period and working time requirements.

Assessor signature \_\_\_\_\_ Date \_\_\_\_\_

### **Internal quality assurer (IQA) declaration:**

*(if sampled)*

I have internally quality assured this work and confirm that the standards have been met.

IQA signature \_\_\_\_\_ Date \_\_\_\_\_

### **External quality assurer (EQA) declaration:**

*(if sampled)*

I have externally quality assured this work and confirm that the standards have been met.

EQA signature \_\_\_\_\_ Date \_\_\_\_\_