Level 1
ITQ Award/Certificate/Diploma
for IT Users

Level 1 (7574-01, -90)

Unit recording forms with centre and candidate details forms

QCA references

Level 1 (Award)   : 500/6805/2
Level 1 (Certificate) : 500/6759/X
Level 1 (Diploma)   : 500/6903/2

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Contents

Recording forms for ITQ candidate portfolios

City & Guilds has developed these recording forms, for new and existing centres to use as appropriate. Although it is expected that new centres will use these forms, centres may devise or customise alternative forms, which must be approved by the external verifier before they are used by ITQ candidates and assessors at the centre. These are divided between two document types, those for the specific Level and Units being undertaken and the Generic Recording Forms document that has forms that can be used at all levels;

- TS-01-7574 – Level 1 Centre information, Candidate information and Unit Recording forms
- TS-02-7574 – Level 2 Centre information, Candidate information and Unit Recording forms
- TS-03-7574 – Level 3 Centre information, Candidate information and Unit Recording forms
- TS-99-7574 – Generic Recording Forms

Where a centre wishes to use other electronic methods of keeping evidence they will need to discuss this with their external verifier.

This document contains the generic forms with blank versions of the Unit recording forms where these may be more suitable to the assessment and training being carried out.

Forms 5, 6, 7, 8, 10, 11 and 12, or approved alternatives, are a requirement. The other forms have been designed to help the assessment and recording process.

Candidate and centre details (Form ITQ01)
Form used to record candidate and centre details. This should be the first page of the candidate portfolio.

Contact details and signatures (Form ITQ02)
Form used to record details and signatures of assessor(s) and internal verifier(s).

Candidate résumé (Form ITQ03)
Form used if the candidate does not have an appropriate Curriculum Vitae (CV) for inclusion in the portfolio.

Skill scan (Form ITQ04)
Form used to record the candidate's existing skills and knowledge.

Expert/witness status list (Form ITQ05)
Form used to record the details of all those who have witnessed candidate evidence.

Assessment plan, review and feedback form (Form ITQ06)
Form used to record unit assessment plans, reviews and feedback to the candidate. The form allows for a dated, ongoing record to be developed.

Performance evidence record (Form ITQ07)
Form used to record details of activities observed, witnessed or for which a reflective account has been produced.

Questioning record (Form ITQ08)
Form used to record the focus of, and responses to, assessor devised questions. (Where question banks or online testing is used, the location of this evidence should be recorded on Form ITQ10.).

Professional discussion record (Form ITQ09)
Form used to record the scope and outcome of professional discussion if it is used

Evidence location and summary sheet (Form ITQ10)
Form used to identify what requirements each piece of evidence covers and where it is located, including questioning records which are held elsewhere (for example, because they were conducted online).

Assessment and verification declaration (Form ITQ11)
Form used as attestation that the evidence contained in the portfolio is authentic and is the work of the candidate undertaken in accordance with the requirements of the ITQ.

Summary of achievement (Form ITQ12)
Form used to record the candidate's on-going completion of units and progress to final achievement of the complete ITQ.

Please photocopy or print the forms as required.

MS Word amendable versions of these forms are also available on the City & Guilds website.

Form ITQ01 Candidate and centre details
Certificate for IT Users (ITQ)

City & Guilds number: ☐☐☐☐ ☐☐ **Level** ☐

Candidate name:

Candidate contact details: _____

_____

_____

_____

_____

City & Guilds candidate enrolment number: ☐☐☐☐☐☐☐

Date enrolled with centre: ☐☐ / ☐☐ / ☐☐

Date registered with City & Guilds ☐☐ / ☐☐ / ☐☐

Centre number ☐☐☐☐☐☐ ☐

Centre Name: **Workplace name** (if appropriate)**:**

Centre address: **Workplace address** (if appropriate)**:**

Centre telephone number:

Email:

Centre contact/quality assurance co-ordinator (QAC) name:

Centre contact/quality assurance co-ordinator (QAC) contact details:

Centre contact/quality assurance co-ordinator (QAC) email address:

Form ITQ02 Contact details and signatures

Certificate for IT Users (ITQ)

Level: _____

Candidate name: _____ **Signature:** _____

Internal verifier name: _____

Signature: _____

Position: _____

Contact details: (Tel/email) _____

Workplace manager name: _____

Signature: _____

Position: _____

Contact details: (Tel/email) _____

Assessor name (1): _____

Signature: _____

Position: _____

Contact details: (Tel/email) _____

work-based / peripatetic / independent* (*delete as necessary)

Assessor name (2): _____

Signature: _____

Position: _____

Contact details: (Tel/email) _____

work-based / peripatetic / independent* (*delete as necessary)

Assessor name (3): _____

Signature: _____

Position: _____

Contact details: (Tel/email) _____

work-based / peripatetic / independent* (*delete as necessary)

(photocopy as required)

Form ITQ03 Candidate résumé

City& Guilds

Name: _____ **Date of Birth:** ☐☐ / ☐☐ / ☐☐

Address: _____

_____

_____

Post Code: _____ **Telephone number:** _____

Education: _____

(University, college and
school name attended,
towns and dates)

_____

_____

_____

Qualifications gained: _____ **Date:** _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

**Current work
role/responsibilities:** _____

_____

_____

**Employment history
and/or voluntary work:** _____ **Date:** _____

_____ _____

_____ _____

_____ _____

_____ _____

**Courses attended in
the last 5 years:** _____ **Date:** _____

_____ _____

_____ _____

_____ _____

Interests

Form ITQ04 Skill scan

Certificate for IT Users (ITQ) **Level:** _____

Candidate name: _____

Unit ref	Do you currently do this? Provide examples (if possible)	Have you evidence of doing this in the past? Provide examples (if possible)

Relevant qualifications held

Further training/experience needed

Attach additional sheets as required

Form ITQ05 Expert / witness status list

Certificate for IT Users (ITQ)

Level: _____

Candidate name: _____

Please ensure that all witnesses who have signed the candidate's evidence or written a report are included on this witness status list. All necessary details must be included and signed by the witness as being correct.

Name and contact address of witness	Witness status	Professional relationship to candidate	Unit or elements witnessed	Witness signature	Date

Witness status categories

1. Occupational expert meeting specific qualification requirement for role of Expert Witness
2. Occupational expert not familiar with the standards
3. Non expert familiar with the standards
4. Non expert not familiar with the standards

Assessor name: _____ **Signature:** _____

(photocopy as required)

Form ITQ06 Assessment plan, review and feedback

Certificate for IT Users (ITQ) **Level:** _____

Candidate name: _____

Assessor name: _____

Unit number(s): _____   **Unit Title(s)** _____

_____   _____

_____   _____

_____   _____

_____   _____

This record can be used for single and multiple unit planning

Date	Assessment planning, review, feedback and judgement record	Candidate and assessor signatures	Evidence reference

Assessment plan, review and feedback (continued)

Date	Assessment planning, review, feedback and judgement record	Candidate and assessor signatures	Evidence reference

The above is an accurate record of the discussion

Candidate signature: _____ **Date:** _____

Assessor signature: _____ **Date:** _____

photocopy as required

Form ITQ07 Performance evidence record

City& Guilds

Candidate name: _____

ITQ Unit: Improving productivity using IT   **Unit No.:** 7574-101

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-101.1 Plan the use of appropriate IT systems and software to meet requirements	**7574-101.1.1** Identify the purpose for using IT **7574-101.1.2** Identify the methods, skills and resources required to complete the task successfully **7574-101.1.3** Plan how to carry out the task using IT to achieve the required purpose and outcome **7574-101.1.4** Identify reasons for choosing particular IT systems and software applications for the task **7574-101.1.5** Select IT systems and software applications as appropriate to purpose **7574-101.1.6** Identify any legal or local guidelines or constraints that may affect the task or activity			
7574-101.2 Use IT systems and software efficiently to complete planned tasks	**7574-101.2.1** Identify automated routines to improve productivity **7574-101.2.2** Use automated routines that aid efficient processing or presentation			

City& Guilds

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-101.2 *Use IT systems and software efficiently to complete planned tasks*	**7574-101.2.3** Complete planned tasks using IT			
7574-101.3 Review the selection and use of IT tools to make sure that tasks are successful	**7574-101.3.1** Review outcomes to make sure they meet the requirements of the task and are fit for purpose **7574-101.3.2** Decide whether the IT tools selected were appropriate for the task and purpose **7574-101.3.3** Identify the strengths and weaknesses of the completed task **7574-101.3.4** Identify ways to make further improvements to work			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

City& Guilds

ITQ Unit: Improving productivity using IT   **Unit No.:**   7574-101

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

City& Guilds

Candidate name:

ITQ Unit: IT user fundamentals **Unit No.:** 7574-102

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-102.1 Use IT systems to meet needs [UIS1:1 < not 1.3 – see ISF]	**7574-102.1.1** Use correct procedures to start and shutdown an IT system [UIS1:1.1] **7574-102.1.2** Use interface features effectively to interact with IT systems [UIS1:1.4] **7574-102.1.3** Adjust system settings as appropriate to individual needs [UIS1:1.5] **7574-102.1.4** Use a communication service to access the Internet [UIS1:1.2] **7574-102.1.5** Use appropriate terminology when describing IT systems			
7574-102.2 Organise, store and retrieve information [UIS1:3]	**7574-102.2.1** Work with files and folders so that it is easy to find and retrieve information [UIS1:3.1] **7574-102.2.2** Identify what storage media to use **7574-102.2.3** Organise and store information, using general and local conventions where appropriate [UIS1:3.2]			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-102.3 Follow and understand the need for safety and security practices [UIS1:4] (SM4)	**7574-102.3.1** Work safely and take steps to minimise physical stress [UIS1:4.1] **7574-102.3.2** Recognise the danger of computer viruses, and identify ways to minimise risk [UIS1:4.3] **7574-102.3.3** Keep information secure [UIS1:4.2] **7574-102.3.4** Outline why it is important to stay safe and to respect others when using ICT-based communication [UIS1:4.4] **7574-102.3.5** Follow relevant guidelines and procedures for the safe and secure use of IT			
7574-102.4 Carry out routine maintenance of IT systems and respond to routine IT system problems (EP3)	**7574-102.4.1** Identify why routine maintenance of hardware is important and when to carry it out **7574-102.4.2** Identify where to get expert advice **7574-102.4.3** Carry out regular routine maintenance of IT systems safely			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-102.4 *Carry out routine maintenance of IT systems and respond to routine IT system problems (EP3)*	**7574-102.4.4** Take appropriate action to handle routine IT problems			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature:

*delete as appropriate   **Date:**

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

City&
Guilds

ITQ Unit: IT user fundamentals   **Unit No.:**   7574-102

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____   **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____   **Date:** _____

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name:

ITQ Unit: Set up an IT system   **Unit No.:** 7574-103

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-103.1 Connect up a personal computer, printer and peripheral devices safely	**7574-103.1.1** Identify what IT system components, storage and peripheral devices are needed and how to connect them **7574-103.1.2** Identify any health and safety issues associated with setting up an IT system **7574-103.1.3** Connect up the components of an IT system safely, including a printer and other peripheral devices **7574-103.1.4** Connect removable storage media to a PC safely			
7574-103.2 Connect to an IT communication service	**7574-103.2.1** Connect communication hardware safely to a PC **7574-103.2.2** Identify the details needed to connect to an Internet Service Provider (ISP) **7574-103.2.3** Connect to a communication service from a PC			
7574-103.3 Set up software for use	**7574-103.3.1** Configure the user interface to meet needs			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-103.3 *Set up software for use*	**7574-103.3.2** Identify what security precautions need to be addressed when connecting to the internet **7574-103.3.3** Set up and configure virus protection software **7574-103.3.4** Set up files and software to meet needs			
7574-103.4 Check that the IT system and communication service are working successfully	**7574-103.4.1** Identify simple tests that can be used to check the system **7574-103.4.2** Identify simple communication tests that can be used to check the internet connection **7574-103.4.3** Run tests to check that the system and communication service are working successfully **7574-103.4.4** Identify how to report faults and seek expert help **7574-103.4.5** Respond to error messages and report faults as appropriate			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____   **Date:** _____

Assessor/Expert witness signature: _____   **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____   **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Set up an IT system   **Unit No.:**   7574-103

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____   **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____   **Date:** _____

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name:

ITQ Unit: Optimise IT system performance   **Unit No.:**   7574-104

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor ☐   seen by witness

☐   seen by expert witness ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-104.1 Maintain hardware and software in working order	**7574-104.1.1** Identify the operating system and capacity of the computer system **7574-104.1.2** Take appropriate steps to protect computer hardware against loss or damage **7574-104.1.3** Run anti-virus and other security software regularly **7574-104.1.4** Set up printers and other peripheral devices			
7574-104.2 Manage files to maintain system performance	**7574-104.2.1** Use file navigation software to organise files into an appropriate folder structure **7574-104.2.2** Backup and restore files and folders **7574-104.2.3** Identify why it is important to undertake routine file housekeeping of the information stored on computer systems **7574-104.2.4** Carry out routine file housekeeping so that information is easy to find			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-104.3 Respond to common IT system problems and errors	**7574-104.3.1** Identify IT common system problems and responses **7574-104.3.2** Respond appropriately to common IT system problems **7574-104.3.3** Identify where to get expert advice **7574-104.3.4** Seek expert advice when appropriate			
7574-104.4 Customise the working environment to meet needs	**7574-104.4.1** Adjust system settings as appropriate to individual needs			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: **Date:**

Assessor/Expert witness signature:
     Date:

*delete as appropriate

Internal Verifier signature (if sampled)**:**
     Date:

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Optimise IT system performance   **Unit No.:** 7574-104

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: IT security for users

Unit No.: 7574-105

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor	☐ seen by witness
☐ seen by expert witness	☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-105.1 Use appropriate methods to minimise security risks to IT systems and data	**7574-105.1.1** Identify security issues that may threaten system performance **7574-105.1.2** Take appropriate security precautions to protect IT systems and data **7574-105.1.3** Identify threats to information security associated with the widespread use of technology **7574-105.1.4** Take appropriate precautions to keep information secure **7574-105.1.5** Follow relevant guidelines and procedures for the secure use of IT **7574-105.1.6** Describe why it is important to backup data securely			

7574-105.1 *Use appropriate methods to minimise security risks to IT systems and data*	7574-105.1.7 Ensure personal data is backed up to appropriate media			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature:

*delete as appropriate

         Date:

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: IT security for users   **Unit No.:**   7574-105

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: IT communication fundamentals   **Unit No.:**   7574-106
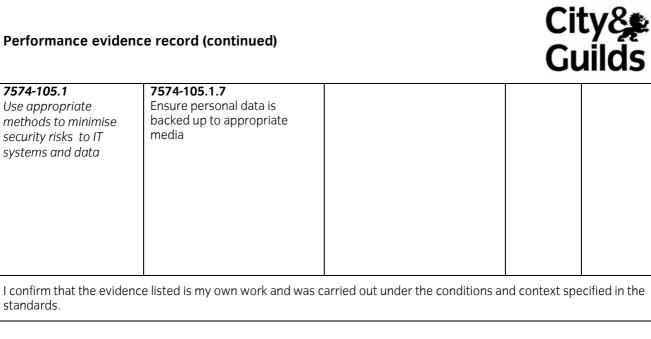
Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-106.1 Use a variety of sources of information to meet needs [FSI1:1]	**7574-106.1.1** Use appropriate sources of IT-based and other forms of information to meet needs [FSI1:1.1] **7574-106.1.2** Identify different features of information **7574-106.1.3** Recognise copyright constraints on the use of information [FSI1:1.2]			
7574-106.2 Access, search for, select and use Internet-based information and assess its fitness for purpose [FSI1:2]	**7574-106.2.1** Access, navigate and search Internet sources of information purposefully and effectively [FSI1:2.1] (IE2) **7574-106.2.2** Use appropriate search techniques to locate and select relevant information [FSI1:2.2] **7574-106.2.3** Outline how the information meets requirements and is fit for purpose [FSI1:2.3] (IE4)			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-106.3 Select and use IT to communicate and exchange information DPC1:5]	**7574-106.3.1** Create, access, read and respond appropriately to e-mail and other IT-based communication [DPC1:5.1] **7574-106.3.2** Use IT tools to maintain an address book and schedule activities [DPC1:5.2] [UIS1:2.1]			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: IT communication fundamentals   **Unit No.:**   7574-106

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name:

ITQ Unit: Using the Internet   **Unit No.:**   7574-107

Use this form to record details of activities (tick as appropriate):

[ ]   observed by your assessor   [ ]   seen by witness

[ ]   seen by expert witness   [ ]   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-107.1 Connect to the internet	**7574-107.1.1** Identify different types of connection methods that can be used to access the Internet **7574-107.1.2** Access the internet or intranet			
7574-107.2 Use browser software to navigate web pages	**7574-107.2.1** Use browser tools to navigate webpages **7574-107.2.2** Identify when to change browser settings to aid navigation **7574-107.2.3** Adjust browser settings to meet needs **7574-107.2.4** Use browser help facilities			
7574-107.3 Use browser tools to search for information from the internet	**7574-107.3.1** Select and use appropriate search techniques to locate information **7574-107.3.2** Outline how information meets requirements **7574-107.3.3** Use references to make it easier to find information another time **7574-107.3.4** Download and save different types of information from the Internet			

Performance evidence record (continued)

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Guilds

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-107.4 Use browser software to communicate information online	**7574-107.4.1** Select and use tools and techniques to communicate information online **7574-107.4.2** Use browser tools to share information sources with others **7574-107.4.3** Submit information online using forms or interactive sites **7574-107.4.4** Identify opportunities to post or publish material to websites			
7574-107.5 Follow and understand the need for safety and security practices when working online	**7574-107.5.1** Identify the threats to user safety when working online **7574-107.5.2** Outline how to minimise internet security risks **7574-107.5.3** Work responsibly and take appropriate safety and security precautions when working online **7574-107.5.4** Keep personal information secure **7574-107.5.5** Follow relevant laws, guidelines and procedures for the use of the Internet			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

ITQ (7574) Level 1 Recording Forms
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Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Using the Internet   **Unit No.:** 7574-107

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Using e-mail   **Unit No.:** 7574-108

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor   ☐ seen by witness

☐ seen by expert witness   ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-108.1 Use e-mail software tools and techniques to compose and send messages	**7574-108.1** Use e-mail software tools and techniques to compose and send messages **7574-108.1.2** Attach files to e-mail messages **7574-108.1.3** Send e-mail messages **7574-108.1.4** Identify how to stay safe and respect others when using e-mail **7574-108.1.5** Use an address book to store and retrieve contact information			
7574-108.2 Manage incoming email effectively	**7574-108.2.1** Follow guidelines and procedures for using e-mail **7574-108.2.2** Identify when and how to respond to e-mail messages **7574-108.2.3** Read and respond to e-mail messages appropriately **7574-108.2.4** Identify what messages to delete and when to do so			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-108.2 *Manage incoming email effectively*	**7574-108.2.5** Organise and store e-mail messages **7574-108.2.6** Respond appropriately to common e-mail problems			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Using e-mail   **Unit No.:**   7574-108

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

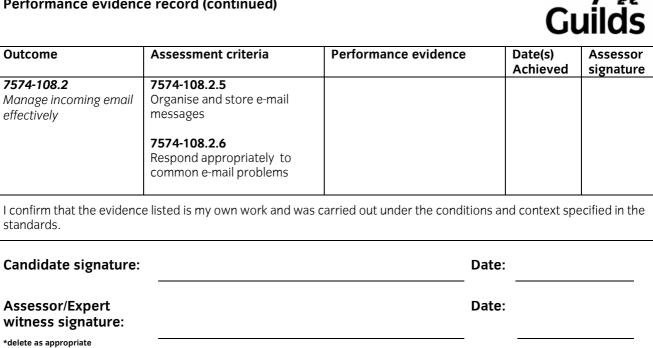**Assessor/Expert witness signature:**   **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name:

ITQ Unit: Using collaborative technology **Unit No.:** 7574-109

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-109.1 Stay safe and secure when using collaborative technology	**7574-109.1.1** Follow guidelines for working with collaborative technology **7574-109.1.2** Identify risks in using collaborative technology and why it is important to avoid them **7574-109.1.3** Carry out straightforward checks on others' online identities and different types of information **7574-109.1.4** Identify when and how to report online safety and security issues **7574-109.1.5** Identify what methods are used to promote trust			
7574-109.2 Set up and access IT tools and devices for collaborative working	**7574-109.2.1** Set up IT tools and devices that will enable you to contribute to collaborative work **7574-109.2.2** Identify the purpose for using collaborative technologies and expected outcomes			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-109.2 *Set up and access IT tools and devices for collaborative working*	**7574-109.2.3** Identify which collaborative technology tools and devices to use for different communication media **7574-109.2.4** Identify what terms and conditions apply to using collaborative technologies			
7574-109.3 Prepare collaborative technologies for use	**7574-109.3.1** Use given details to access collaborative technologies needed for a collaborative task **7574-109.3.2** Adjust basic settings on collaborative technologies **7574-109.3.3** Change the environment of collaborative technologies **7574-109.3.4** Set up and use a data reader to feed information **7574-109.3.5** Identify what and why permissions are set to allow others to access information			
7574-109.4 Contribute to tasks using collaborative technologies	**7574-109.4.1** Contribute responsibly and actively to collaborative working **7574-109.4.2** Contribute to producing and archiving the agreed outcome of collaborative working **7574-109.4.3** Identify when there is a problem with collaborative technologies and where to get help			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-109.4 *Contribute to tasks using collaborative technologies*	**7574-109.4.4** Respond to simple problems with collaborative technologies			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Using collaborative technology **Unit No.:** 7574-109

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name:

City&Guilds

ITQ Unit: Using mobile IT devices   **Unit No.:**   7574-110

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-110.1 Set up the mobile device to meet needs	**7574-110.1.1** Set up a mobile device for use **7574-110.1.2** Use mobile device interface features effectively **7574-110.1.3** Identify when and how to adjust device settings **7574-110.1.4** Adjust device settings to meet needs **7574-110.1.5** Identify any specific health and safety issues associated with the use of mobile devices **7574-110.1.6** Follow guidelines and procedures for the use of mobile devices			
7574-110.2 Use applications and files on the mobile device	**7574-110.2.1** Identify the different applications on the mobile device and what they can be used for **7574-110.2.2** Select and use applications and files on the mobile device for an appropriate purpose **7574-110.2.3** Input data accurately into a mobile device **7574-110.2.4** Organise, store and retrieve data on a mobile device			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-110.3 Transfer data to and from the mobile device	**7574-110.3.1** Identify different types of secure connection methods that can be used between devices **7574-110.3.2** Transfer information to and from a mobile device **7574-110.3.3** Recognise copyright and other constraints on the use and transfer of information **7574-110.3.4** Identify why it is important to stay safe, keep information secure and to respect others when using a mobile device **7574-110.3.5** Keep information secure when using a mobile device			
7574-110.4 Maintain the performance of the mobile device	**7574-110.4.1** Identify factors that can affect performance of the mobile device **7574-110.4.2** Use appropriate techniques to maintain the performance of the mobile device **7574-110.4.3** Identify common problems that occur with mobile devices and what causes them **7574-110.4.4** Identify when to try to solve a problem and where to get expert advice			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-110.4 *Maintain the performance of the mobile device*	**7574-110.4.5** Use available resources to respond quickly and appropriately to common device problems			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

**delete as appropriate*

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Using mobile IT devices   **Unit No.:**   7574-110

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Personal information management software   **Unit No.:** 7574-111

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor   ☐ seen by witness

☐ seen by expert witness   ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-111.1 Use a calendar to schedule appointments	**7574-111.1.1** Create, edit and delete calendar entries **7574-111.1.2** Arrange recurring appointments **7574-111.1.3** Invite others to meetings and monitor attendance **7574-111.1.4** Respond to meeting requests from others **7574-111.1.5** Create reminders for calendar appointments **7574-111.1.6** Organise and display appointments as required			
7574-111.2 Use a task list to prioritise activities	**7574-111.2.1** Create, edit and delete task information **7574-111.2.2** Organise and display tasks, setting targets for completion **7574-111.2.3** Monitor task progress and set reminders **7574-111.2.4** Report on task status and activity			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-111.3 Use an address book to store, organise and retrieve contact information	**7574-111.3.1** Create, edit and delete contact information **7574-111.3.2** Organise and display contact information **7574-111.3.3** Set up a distribution list **7574-111.3.4** Describe why it is important use personal data responsibly and safely **7574-111.3.5** Outline why and how to keep contact information up to date			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Personal information management software **Unit No.:** 7574-111

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:** **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: IT software fundamentals   **Unit No.:**   7574-112

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-112.1 Select and use software applications to meet needs and solve problems [UIS1:2]	**7574-112.1.1** Identify different software applications and give examples of their use **7574-112.1.2** Select and use appropriate software applications to develop, produce and present different types of information to meet needs and solve problems [UIS1:1.3 part] **7574-112.1.3** Identify what types of information are needed			
7574-112.2 Enter, develop and format different types of information to suit its meaning and purpose [DPC1:1 < less images 1.4; numbers 1.5; graphs 1.7; records 1.8]	**7574-112.2.1** Enter, organise and format different types of information to meet needs [DPC1:1.1] **7574-112.2.2** Apply editing techniques to refine information as required **7574-112.2.3** Combine information of different forms or from different sources to meet needs [DPC1:2.1] **7574-112.2.4** Select and use appropriate page layout to present information effectively [DPC1:1.2]			

Performance evidence record (continued)

City&
Guilds

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-112.3 Present information in ways that are fit for purpose and audience [DPC1:3]	**7574-112.3.1** Work accurately and proof-read, using software facilities where appropriate for the task [DCP1:3.1] **7574-112.3.2** Produce information that is fit for purpose and audience using commonly accepted layouts as appropriate [DPC1:3.2]			
7574-112.4 Make effective use of IT tools and facilities to present information [DPC1:4]	**7574-112.4.1** Review and modify work as it progresses to ensure the result is fit for purpose and audience [DPC1:4.2] (RL3) **7574-112.4.2** Review the effectiveness of the IT tools selected to meet presentation needs [DPC1:4.1]			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

**delete as appropriate*

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: IT software fundamentals   **Unit No.:** 7574-112

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____   **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____   **Date:** _____

(photocopy as required)

Form ITQ07 Performance evidence record

City& Guilds

Candidate name: _____

ITQ Unit: Audio software   **Unit No.:**   7574-113

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-113.1 Use audio hardware and software to capture sequences	**7574-113.1.1** Identify the input device and associated software to use **7574-113.1.2** Use input devices and built-in audio software to record information to meet needs **7574-113.1.3** Identify the file format used by the input device **7574-113.1.4** Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available			
7574-113.2 Use audio software tools to combine and edit sequences	**7574-113.2.1** Identify the audio editing software to use for the file format **7574-113.2.2** Cut and paste short sequences to meet needs **7574-113.2.3** Combine information of different forms or from different sources, in line with any copyright constraints **7574-113.2.4** Identify copyright constraints on using others' information			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-113.3 Play and present audio sequences	**7574-113.3.1** Identify appropriate playback software to use for the file format to be displayed			
	7574-113.3.2 Select and use appropriate audio software to playback and display audio files			
	7574-113.3.3 Identify the display device to use for the sequence			
	7574-113.3.4 Playback audio sequences using an appropriate display device			
	7574-113.3.5 Adjust playback and display settings so that files are presented to meet needs			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Audio software   **Unit No.:**   7574-113

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

City& Guilds

Candidate name:

ITQ Unit: Video software   **Unit No.:**   7574-114

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-114.1 Use video hardware and software to capture sequences	**7574-114.1.1** Identify the input device and associated software to use **7574-114.1.2** Use input devices and built-in video software to record information to meet needs **7574-114.1.3** Identify the file format used by the input device **7574-114.1.4** Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available			
7574-114.2 Use video software tools to combine and edit sequences	**7574-114.2.1** Identify the video editing software to use for the file format **7574-114.2.2** Cut and paste short sequences to meet needs **7574-114.2.3** Combine information of different forms or from different sources, in line with any copyright constraints **7574-114.2.4** Identify copyright constraints on using others' information			

City&
Guilds

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-114.3 Play and present video sequences	**7574-114.3.1** Identify appropriate playback software to use for the file format to be displayed			
	7574-114.3.2 Select and use appropriate video software to playback and display video files			
	7574-114.3.3 Identify the display device to use for the sequence			
	7574-114.3.4 Playback video sequences using an appropriate display device			
	7574-114.3.5 Adjust playback and display settings so that files are presented to meet needs			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Video software   **Unit No.:** 7574-114

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name:

ITQ Unit: Bespoke software   **Unit No.:**   7574-115

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-115.1 Input, organise and combine information using bespoke software	**7574-115.1.1** Input relevant information accurately into existing templates and/or files so that it is ready for processing **7574-115.1.2** Organise and combine information of different forms or from different sources **7574-115.1.3** Follow local and/or legal guidelines for the storage and use of data where available **7574-115.1.4** Respond appropriately to data entry error message			
7574-115.2 Use tools and techniques to edit, process, format and present information	**7574-115.2.1** Use appropriate tools and techniques to edit, process or format information **7574-115.2.2** Check information meets needs, using IT tools and making corrections as necessary			

City&
Guilds

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-115.2 *Use tools and techniques to edit, process, format and present information*	**7574-115.2.3** Use appropriate presentation methods and accepted layouts			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Bespoke software   **Unit No.:**   7574-115

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Specialist software   **Unit No.:**   7574-116

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-116.1 Input, organise and combine information using specialist software	**7574-116.1.1** Input relevant information accurately into existing templates and/or files so that it is ready for processing **7574-116.1.2** Organise and combine information of different forms or from different sources **7574-116.1.3** Follow local and/or legal guidelines for the storage and use of data where available **7574-116.1.4** Respond appropriately to data entry error message			
7574-116.2 Use tools and techniques to edit, process, format and present information	**7574-116.2.1** Use appropriate tools and techniques to edit, process or format information **7574-116.2.2** Check information meets needs, using IT tools and making corrections as necessary			

Performance evidence record (continued)

City&
Guilds

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-116.2 *Use tools and techniques to edit, process, format and present information*	**7574-116.2.3** Use appropriate presentation methods and accepted layouts			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name: _____

ITQ Unit: Specialist software   **Unit No.:**   7574-116

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: _____   **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____   **Date:** _____

(photocopy as required)

Form ITQ07 Performance evidence record

City& Guilds

Candidate name:

ITQ Unit: Computer accounting software   **Unit No.:**   7574-117

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-117.1 Access, enter and edit accounting information	**7574-117.1.1** Identify the sources and characteristics of accounting data **7574-117.1.2** Enter accounting data accurately into records to meet requirements **7574-117.1.3** Locate and display accounting data records to meet requirements **7574-117.1.4** Check data records meet needs using IT tools, making corrections as necessary **7574-117.1.5** Identify the risks to data security and procedures used for data protection **7574-117.1.6** Follow local and/or legal guidelines for the storage and use of data			
7574-117.2 Use tools and techniques to process business transactions	**7574-117.2.1** Use appropriate tools and techniques to process transactions **7574-117.2.2** Review the transaction process and identify any errors **7574-117.2.3** Respond appropriately to any transaction errors and problems			

City&
Guilds

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-117.3 Produce accounting documents and summary reports to meet requirements	**7574-117.3.1** Identify what information is required and how to present it **7574-117.3.2** Generate accounting documents as required **7574-117.3.3** Generate management reports as required			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Computer accounting software   **Unit No.:**   7574-117

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name: _____

ITQ Unit: Data management software   **Unit No.:** 7574-118

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor   ☐ seen by witness

☐ seen by expert witness   ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-118.1 Enter, edit and maintain data records in a data management system	**7574-118.1.1** Identify the security procedures used to protect data **7574-118.1.2** Enter data accurately into records to meet requirements **7574-118.1.3** Locate and amend individual data records **7574-118.1.4** Check data records meet needs, using IT tools and making corrections as necessary **7574-118.1.5** Respond appropriately to data entry error messages **7574-118.1.6** Follow local and/or legal guidelines for the storage and use of data where available			
7574-118.2 Retrieve and display data records to meet requirements	**7574-118.2.1** Search for and retrieve information using pre-defined methods to meet given requirements **7574-118.2.2** Identify which report to run to output the required information			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-118.2 *Retrieve and display data records to meet requirements*	**7574-118.2.3** Select and view specified reports to output information to meet given requirements			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Data management software   **Unit No.:**   7574-118

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name:

ITQ Unit: Database software   **Unit No.:**   7574-119

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor   ☐ seen by witness

☐ seen by expert witness   ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-119.1 Enter, edit and organise structured information in a database	**7574-119.1.1** Identify the main components of a database **7574-119.1.2** Create a database table for a purpose using specified fields **7574-119.1.3** Enter structured data into records to meet requirements **7574-119.1.4** Locate and amend data records **7574-119.1.5** Respond appropriately to data entry error messages **7574-119.1.6** Check data meets needs, using IT tools and making corrections as necessary			
7574-119.2 Use database software tools to extract information and produce reports	**7574-119.2.1** Identify queries which meet information requirements **7574-119.2.2** Run simple database queries **7574-119.2.3** Identify reports which meet information requirements			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-119.2 *Use database software tools to extract information and produce reports*	**7574-119.2.4** Generate and print pre-defined database reports			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Database software

Unit No.:   7574-119

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled)**:**

Date:

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name:

ITQ Unit: Design software   **Unit No.:**   7574-120

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-120.1 Obtain, insert and combine information for designs	**7574-120.1.1** Identify what designs are needed **7574-120.1.2** Obtain, input and prepare designs to meet needs **7574-120.1.3** Identify what generic copyright and other constraints apply to the use of images **7574-120.1.4** Combine information of different types or from different sources for designs **7574-120.1.5** Identify the context in which the designs will be used **7574-120.1.6** Identify which file format to use for saving and exchanging designs **7574-120.1.7** Store and retrieve files effectively, in line with local guidelines and conventions where available			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-120.2 Use design and imaging software tools to create, manipulate and edit designs	**7574-120.2.1** Use suitable tools and techniques to create designs **7574-120.2.2** Use appropriate tools and techniques to manipulate and edit designs **7574-120.2.3** Check designs meets needs, using IT tools and making corrections as necessary			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: _____   **Date:** _____

Assessor/Expert witness signature: _____   **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____   **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Design software   **Unit No.:**   7574-120

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

City& Guilds

Candidate name:

ITQ Unit: Imaging software   **Unit No.:**   7574-121

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-121.1 Obtain, insert and combine information for images	**7574-121.1.1** Identify what images are needed **7574-121.1.2** Obtain, input and prepare images to meet needs **7574-121.1.3** Identify what generic copyright and other constraints apply to the use of images **7574-121.1.4** Combine information of different types or from different sources for images **7574-121.1.5** Identify the context in which the images will be used **7574-121.1.6** Identify which file format to use for saving and exchanging images **7574-121.1.7** Store and retrieve files effectively, in line with local guidelines and conventions where available			

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Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-121.2 Use design and imaging software tools to create, manipulate and edit images	**7574-121.2.1** Use suitable tools and techniques to create images **7574-121.2.2** Use appropriate tools and techniques to manipulate and edit images **7574-121.2.3** Check images meets needs, using IT tools and making corrections as necessary			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Imaging software   **Unit No.:**   7574-121

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

City& Guilds

Candidate name: _____

ITQ Unit: Desktop publishing software   **Unit No.:** 7574-122

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor   ☐ seen by witness

☐ seen by expert witness   ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-122.1 Select and use appropriate designs and page layouts for publications	**7574-122.1.1** Identify what types of information are needed **7574-122.1.2** Identify what page design and layout will be required **7574-122.1.3** Select and use an appropriate page design and layout for publications in line with local guidelines, where relevant **7574-122.1.4** Select and use appropriate media for the publication			
7574-122.2 Input and combine text and other information within publications	**7574-122.2.1** Input information into publications so that it is ready for editing and formatting **7574-122.2.2** Identify copyright constraints on using others' information **7574-122.2.3** Organise and combine information of different types or from different sources in line with any copyright constraints			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-122.2 *Input and combine text and other information within publications*	**7574-122.2.4** Store and retrieve publication files effectively, in line with local guidelines and conventions where available			
7574-122.3 Use desktop publishing software techniques to edit and format publications	**7274-122.3.1** Identify what editing and formatting to use for the publication **7274-122.3.2** Select and use appropriate techniques to edit publications and format text **7274-122.3.3** Manipulate images and graphic elements accurately **7274-122.3.4** Control text flow within single and multiple columns and pages **7274-122.3.5** Check publications meet needs, using IT tools and making corrections as necessary			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:** **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Desktop publishing software   **Unit No.:**   7574-122

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

City&
Guilds

Candidate name:

ITQ Unit: 2D drawing and planning software   **Unit No.:**   7574-123

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-123.1 Input, organise and combine information for drawings or plans	**7574-123.1.1** Identify what types of 2D shapes and other elements will be needed **7574-123.1.2** Identify which template or blank document to use **7574-123.1.3** Select the appropriate shapes, from those available, to meet needs **7574-123.1.4** Input the relevant shapes and other elements into existing templates or blank documents so that they are ready for editing and formatting **7574-123.1.5** Identify what copyright constraints apply to the use of shapes or other elements **7574-123.1.6** Combine information of different types or from different sources for drawings and plans **7574-123.1.7** Store and retrieve drawing files effectively, in line with local guidelines and conventions where available			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-123.2 Use tools and techniques to edit, manipulate, format and present drawings or plans	**7574-123.2.1** Identify what drafting guides to use so that the shapes and other elements are appropriately prepared **7574-123.2.2** Use appropriate software tools to manipulate and edit shapes and other elements **7574-123.2.3** Select and use appropriate software tools to format shapes and other elements **7574-123.2.4** Check drawings and plans meet needs, using IT tools and making corrections as necessary **7574-123.2.5** Use appropriate presentation methods and accepted page layouts			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: 2D drawing and planning software   **Unit No.:**   7574-123

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

City& Guilds

Candidate name: _____

ITQ Unit: Multimedia software   **Unit No.:**   7574-124

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-124.1 Plan the content and organisation of multimedia products to meet needs	**7574-124.1.1** Use simple techniques to plan the content and organisation of multimedia products **7574-124.1.2** Identify the type of multimedia outcome to meet requirements **7574-124.1.3** Identify what is required in the specification **7574-124.1.4** Identify copyright or other constraints for using others' information			
7574-124.2 Obtain, input and combine content to build multimedia outcomes	**7574-124.2.1** Select and use an appropriate input device to enter content for multimedia outcomes **7574-124.2.2** Combine information of different types or from different sources for multimedia outcomes **7574-124.2.3** Identify the file format and storage media to use **7574-124.2.4** Select and use appropriate software to write multimedia files			

Performance evidence record (continued)

City&
Guilds

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-124.2 *Obtain, input and combine content to build multimedia outcomes*	**7574-124.2.5** Store and retrieve multimedia files effectively, in line with local guidelines and conventions where available			
7574-124.3 Use multimedia software tools to edit and format multimedia content to meet requirements	**7574-124.3.1** Select and use appropriate techniques to edit and format multimedia outcomes **7574-124.3.2** Manipulate images and graphic elements accurately **7574-124.3.3** Check multimedia outcomes meet needs, using IT tools and making corrections as necessary			
7574-124.4 Play and present multimedia outcomes	**7574-124.4.1** Identify what display device to use for multimedia outcomes **7574-124.4.2** Use appropriate techniques to navigate and display multimedia outcomes **7574-124.4.3** Control the playback of multimedia files **7574-124.4.4** Adjust display settings to meet needs			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Multimedia software

Unit No.:   7574-124

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature:

Date:

*delete as appropriate

Internal Verifier signature (if sampled)**:**

Date:

(photocopy as required)

Form ITQ07 Performance evidence record

Candidate name:

ITQ Unit: Presentation software   **Unit No.:**   7574-125

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor   ☐ seen by witness

☐ seen by expert witness   ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-125.1 Input and combine text and other information within presentation slides	**7574-125.1.1** Identify what types of information are required for the presentation **7574-125.1.2** Select and use different slide layouts as appropriate for different types of information **7574-125.1.3** Enter information into presentation slides so that it is ready for editing and formatting **7574-125.1.4** Identify any constraints which may affect the presentation **7574-125.1.5** Combine information of different forms or from different sources for presentations **7574-125.1.6** Store and retrieve presentation files effectively, in line with local guidelines and conventions where available			
7574-125.2 Use presentation software tools to structure, edit and format slides	**7574-125.2.1** Identify what slide structure to use **7574-125.2.2** Select and use an appropriate template to structure slides			

Performance evidence record (continued)

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-125.2 *Use presentation software tools to structure, edit and format slides*	**7574-125.2.3** Select and use appropriate techniques to edit slides **7574-125.2.4** Select and use appropriate techniques to format slides			
7574-125.3 Prepare slides for presentation to meet needs	**7574-125.3.1** Identify how to present slides to meet needs and communicate effectively **7574-125.3.2** Prepare slides for presentation **7574-125.3.3** Check presentation meets needs, using IT tools and making corrections as necessary			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Presentation software   **Unit No.:**   7574-125

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

City& Guilds

Candidate name: _____

ITQ Unit: Project management software   **Unit No.:** 7574-126

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-126.1 Create and define a project	**7574-126.1.1** Identify the main components of the project management software **7574-126.1.2** Identify the information about the project that must be included **7574-126.1.3** Create a new project file using templates where appropriate **7574-126.1.4** Store and retrieve project management files effectively in line with local guidelines for storage and use of data where applicable			
7574-126.2 Enter and edit information about project tasks and resources	**7574-126.2.1** Identify types of tasks, milestones, deadlines and constraints **7574-126.2.2** Enter and edit information about project tasks **7574-126.2.3** Identify time and resources required for the project **7574-126.2.4** Apply a task calendar for scheduling tasks			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-126.2 *Enter and edit information about project tasks and resources*	**7574-126.2.5** Enter and edit information about resources for use in the project **7574-126.2.6** Mark any dependencies between tasks **7574-126.2.7** Assign resources to tasks			
7574-126.3 Update information about project progress	**7574-126.3.1** Use editing and formatting techniques to update project elements **7574-126.3.2** Update task status in line with progress **7574-126.3.3** Update information about resources as required			
7574-126.4 Select and use appropriate tools and techniques to display and report on project status	**7574-126.4.1** Use filtering and formatting techniques to display project information to meet needs **7574-126.4.2** Select and generate project reports using pre-defined formats to meet needs			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Project management software   **Unit No.:**   7574-126

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

City&
Guilds

Candidate name:

_____

ITQ Unit: Spreadsheet software **Unit No.:** 7574-127

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-127.1 Use a spreadsheet to enter, edit and organise numerical and other data	**7574-127.1.1** Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs **7574-127.1.2** Enter and edit numerical and other data accurately **7574-127.1.3** Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available			
7574-127.2 Use appropriate formulas and tools to summarise and display spreadsheet information	**7574-127.2.1** Identify how to summarise and display the required information **7574-127.2.2** Use functions and formulas to meet calculation requirements **7574-127.2.3** Use spreadsheet tools and techniques to summarise and display information			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-127.3 Select and use appropriate tools and techniques to present spreadsheet information effectively	**7574-127.3.1** Select and use appropriate tools and techniques to format spreadsheet cells, rows and columns			
	7574-127.3.2 Identify which chart or graph type to use to display information			
	7574-127.3.3 Select and use appropriate tools and techniques to generate, develop and format charts and graphs			
	7574-127.3.4 Select and use appropriate page layout to present and print spreadsheet information			
	7574-127.3.5 Check information meets needs, using spreadsheet tools and making corrections as necessary			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: _____   **Date:** _____

Assessor/Expert witness signature: _____   **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____   **Date:** _____

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Spreadsheet software   **Unit No.:**   7574-127

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

**City&
Guilds**

Candidate name: _____

ITQ Unit: Website software **Unit No.:** 7574-128

Use this form to record details of activities (tick as appropriate):

☐ observed by your assessor ☐ seen by witness

☐ seen by expert witness ☐ self reflective account

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-128.1 Plan and create web pages	**7574-128.1.1** Identify what content and layout will be needed in the web page			
	7574-128.1.2 Identify the purpose of the webpage and intended audience			
	7574-128.1.3 Select and use a website design template to create a single web page			
	7574-128.1.4 Enter or insert content for web pages so that it is ready for editing and formatting			
	7574-128.1.5 Organise and combine information needed for web pages			
	7574-128.1.6 Identify copyright and other constraints on using others' information			
	7574-128.1.7 Identify what file types to use for saving content			
	7574-128.1.8 Store and retrieve web files effectively, in line with local guidelines and conventions where available			

Performance evidence record (continued)

City&
Guilds

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-128.2 Use website software tools to structure and format web pages	**7574-128.2.1** Identify what editing and formatting to use to aid both clarity and navigation **7574-128.2.2** Select and use website features to help the user navigate simple websites **7574-128.2.3** Use appropriate editing and formatting techniques **7574-128.2.4** Check web pages meet needs, using IT tools and making corrections as necessary			
7574-128.3 Publish web pages to the Internet or an intranet	**7574-128.3.1** Upload content to a website **7574-128.3.2** Respond appropriately to common problems when testing a web page			
I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.				

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

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Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Website software   **Unit No.:**   7574-128

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

![City & Guilds logo]

Candidate name:

ITQ Unit: Word processing software   **Unit No.:**   7574-129

Use this form to record details of activities (tick as appropriate):

☐   observed by your assessor   ☐   seen by witness

☐   seen by expert witness   ☐   self reflective account

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Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-129.1 Enter, edit and combine text and other information accurately within word processing documents	**7574-129.1.1** Identify what types of information are needed in documents **7574-129.1.2** Identify what templates are available and when to use them **7574-129.1.3** Use keyboard or other input method to enter or insert text and other information **7574-129.1.4** Combine information of different types or from different sources into a document **7574-129.1.5** Enter information into existing tables, forms and templates **7574-129.1.6** Use editing tools to amend document content **7574-129.1.7** Store and retrieve document files effectively, in line with local guidelines and conventions where available			
7574-129.2 Structure information within word processing documents	**7574-129.2.1** Create and modify tables to organise tabular or numeric information **7574-129.2.2** Select and apply heading styles to text			

Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-129.3 Use word processing software tools to format and present documents	**7574-129.3.1** Identify what formatting to use to enhance presentation of the document **7574-129.3.2** Select and use appropriate techniques to format characters and paragraphs **7574-129.3.3** Select and use appropriate page layout to present and print documents **7574-129.3.4** Check documents meet needs, using IT tools and making corrections as necessary			

I confirm that the evidence listed is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

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Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Word processing software   **Unit No.:** 7574-129

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ07 Performance evidence record

City& Guilds

Candidate name:

ITQ Unit: Sector specific unit   **Unit No.:** 7574-8xx

This options allows a candidate working on a non-IT User related N/SVQ or QCF credited course that is underpinned by a City & Guilds qualification to use a unit from that toward their ITQ. The use of this unit should be agreed with the External Verfieir.

Outcome	Assessment criteria	Date(s) Achieved	Assessor signature
7574-8xx.1 State the unit taken from another qualification to be included and its credit rating where available	**7574-8xx.1** Copy of certificate from Sector Specific qualification		

Level of unit   **Entry Level 3**   **Level 1**   **Level 2**   **Level 3**   **Level 4**

Credit claim   **(Unit 801) 1** ☐   **(Unit 802) 2** ☐   **(Unit 803) 3** ☐

Qualification Number:

Qualification Title:

Unit Number: **Credit Value**

Unit Title:

Date Achieved:

Agreed by City & Guilds for inclusion

Contact Details: **Date:**

Positions: **Telephone:**

I confirm that the evidence produced and listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate signature: **Date:**

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:**   **Date:**

(photocopy as required)

Form ITQ08 Questioning record

Candidate name:

ITQ Unit: Sector specific unit **Unit No.:** 7574-8xx

Links to: Assessment Criteria	Assessor's questioning record	
	Questions	**Answers**

The above is an accurate record of the questioning.

Assessor/Expert witness signature: **Date:**

*delete as appropriate

Internal Verifier signature (if sampled)**:** **Date:**

(photocopy as required)

Form ITQ09 Professional discussion record

Candidate name:

Assessor/Expert witness name:

Areas to be covered within the discussion	Unit / element reference	Unit/s knowledge reference
Outline record of discussion content **(continues overleaf, use additional sheets as required)**		Counter ref (if recording used)

Outline record of discussion content (use additional sheets as required)	Counter ref (if recording used)

Start time:		Finish time:	

The above is an accurate record of the discussion.

Candidate signature: _____ **Date:** _____

Assessor/Expert witness signature: _____ **Date:** _____

*delete as appropriate

Internal Verifier signature (if sampled)**:** _____ **Date:** _____

(photocopy as required)

Form ITQ10 Evidence location and summary sheet

Certificate for IT Users (ITQ)

City & Guilds number: ☐☐☐☐ ☐☐ **Level** ☐

Candidate name: _____ **City & Guilds enrolment number:** ☐☐☐☐☐☐☐

Unit No(s).	Item of evidence	Loc.	Ref	Link to Outcome (✓)			Link to Assessment criteria (✓)															
				1	2	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Location key: p = portfolio, o = office (add further categories as appropriate)   *(photocopy as required)*

Form ITQ11 Assessment and verification declaration

Certificate for IT Users (ITQ)

City & Guilds number: ☐☐☐☐ ☐☐ **Level** ☐

Candidate declaration:

Candidate name:

City & Guilds enrolment number: ☐☐☐☐☐☐☐

I confirm that the evidence listed for the units undertaken is authentic and a true representation of my own work.

Candidate signature: **Date:**

Assessor declaration:

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. (Where there is more than one assessor, the co-ordinating assessor for the unit should sign this declaration.)

Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:

Assessor signature: **Date:**

Counter signature (if relevant)**:** **Date:**

Internal verifier Declaration:
This section to be left blank if sampling of this candidate's work did not take place.

I have internally verified the assessment work on this unit in the following ways (please tick):

☐ sampling candidate and assessment evidence ☐ observation of assessment practice

☐ discussion with candidate ☐ other – please state:

I confirm that the candidate's sampled work meets the standards specified and may be presented for external verification and/or certification.

Internal verifier name:

Internal verifier signature: **Date:**

Counter signature (if relevant)**:** **Date:**

(photocopy as required)

Form ITQ12 Summary of achievement

Certificate for IT Users (ITQ)   Level: _____

Candidate name: _____   **City & Guilds candidate enrolment number:** [ ][ ][ ][ ][ ][ ][ ]

Centre Name: _____   **Centre number:** [ ][ ][ ][ ][ ][ ][ ]

Unit	Title	Date internally verified	Most used types of evidence *(use key below)*	Assessor signature *(if there is a second line assessor – both must sign)*	Candidate signature	IV signature *(If there is a second line IV - both must sign)*	EV signature *(if sampled)*

Competence has been demonstrated in all of the units/award recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal verifier signature: _____   **Date:** _____

Key for most used evidence type:
1. *observation 2. expert witness testimony 3. witness testimony 4. work products 5. questioning 6. professional discussion 7. simulation 8. accreditation of prior experience/learning 9. assignments, projects/case studies*
(photocopy as required)

ITQ (7574) Level 1 Recording Forms
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