Evidence Portfolio – ICA1011

This is the ‘cover’ for the collection of evidence gathered by the teacher during the course. The evidence collected here supports the formal assessment tasks that are outlined in the course’s Teacher Guide. Ensure the evidence indicated on this checklist is added to the portfolio folder.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Type*** | ***Details of Evidence*** | ***Evidence of Collection***  As evidence is obtained and collected into this folder, please record details below: | | | | | | | |
| On-line Forums | Contribution to course’s forums  At least one use of an on-line forum is required, though teachers should provide multiple occasions for this to be demonstrated. | Details: | | Details: | | Details: | | Details: | |
|  | | | | | | | | | |
| Emails | Emails sent to trainer/tutor without attachments | 1 | 2 | | 3 | 4 | 5 | | 6 |
|  | Emails sent to trainer/tutor with Word attachments | 1 | 2 | | 3 | 4 | 5 | | 6 |
|  | Emails sent to trainer/tutor with attachments other than Word (e.g. zipped file, image, audio file, etc.) | 1 | 2 | | 3 | 4 | 5 | | 6 |
|  | | | | | | | | | |
| Browsers | Learner has demonstrated through accessing the world wide web, the ability to use a browser and use search terms.  There have been a minimum of times (6) in which this has been evident to the trainer/tutor (i.e. oral questioning, web conference demonstration, workshops, general learning activities, etc.) | 1 | 2 | | 3 | 4 | 5 | | 6 |
|  | | | | | | | | | |
| Operating System | The learner has provided work to the teacher that demonstrates their ability to do the following: | Copying Files 1 | Copying Files 2 | | Copying Files 3 | Compressed Files | Compressed Files | | Compressed Files |
| Change settings | Change settings | | Print Document 1 | Print Document 2 | Print Document 3 | | Print Document 4 |
| ***Type*** | ***Details of Evidence*** | ***Evidence of Collection***  As evidence is obtained and collected into this folder, please record details below: | | | | | | | |
| Quizzes | The following quiz results have been received by the trainer/tutor | Personal Computer Quiz 1 | Personal Computer Quiz 2 | | Personal Computer Quiz 3 | Resit Opportunity | Resit Opportunity | | Resit Opportunity |
| Personal Computer Quiz 1 | Personal Computer Quiz 2 | | Personal Computer Quiz 3 | Resit Opportunity | Resit Opportunity | | Resit Opportunity |
| Word Processing  Quiz 1 |  | |  | Resit Opportunity | Resit Opportunity | | Resit Opportunity |
| Operating System  Quiz 1 | Operating System  Quiz 2 | |  | Resit Opportunity | Resit Opportunity | | Resit Opportunity |
| Digital Devices Quiz 1 | Digital Devices  Quiz 2 | |  | Resit Opportunity | Resit Opportunity | | Resit Opportunity |
|  | | | | | | | | | |
| Word  Processing | The following samples of word processing have been received:  General – generic use of a word processor to a basic standard; no specific purpose or requirement; six samples required. | General 1 | General 2 | | General 3 | General 4 | General 5 | | General 6 |
|  | Business Formats:  These may come from the Written Communication section of the course or other areas (i.e. ergonomics brochure from Workplace Health and Safety). | Memo | Business Letter | | Fax | Brochure | Other sample | | Other sample |
|  | | | | | | | | | |
| General | Add your own evidence items here: |  |  | |  |  |  | |  |
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