

Essential Skills Suite of Qualifications - Creating your own Tasks

This guidance has been produced for centres by the four Essential Skills awarding bodies and complements Qualification Wales' *Developing Essential Skills Controlled Tasks* (January 2019)

Essential Application of Number Skills

- Consider your topic

You know your learners and sector and will be able to select a suitably engaging topic which is appropriately challenging at that level.

- Decide on which categories you would like to cover

Each level requires you to choose at least two from amounts and sizes, scales or proportion, handling statistics.

- Consider the outputs that could be produced by the candidate on the selected topic

Displaying information in a table is quite common but thinking of a scenario which would realistically require the development of a chart or graph can be a little more challenging.

- Consider the ways in which you will display the source data

The Design Principles specify how many different types should be used but they should be of an appropriate complexity for the level. If you think a candidate is likely to produce a bar chart for a particular part of the task then avoid using a bar chart to present the data for that part.

- Decide on the underpinning skills that could be covered

These can be found in the Design Principles or in the Delivery Guidance available on your awarding body website.

Level	Number of Skills Required
1	4 (from N1.2 b-k)
2	5 (from N2.2 b, d-m)
3	6 N3.2 b-d, f-o

- At levels 2 and 3 decide on a formula to use

At levels 2 and 3 the formula needs to be appropriately complex. At level 3 this should include powers/roots and require some rearrangement. You may need to create your own but check that the formula works with a range of variables.

- What conclusions/ explanations might you expect from your candidates?

The task needs to be 'meaty' enough to enable the candidate to provide a meaningful explanation with enough detail as required for the level of the task.

- Find/create of data

Make sure the data works and that there is enough differentiation between all potential outcomes to allow candidates to draw a sensible conclusion.

Essential Communication Skills

- Consider your topic

You know your learners and sector and will be able to select a suitably engaging topic which is appropriately challenging for the level. Don't choose a topic or task so familiar to the candidate that they can complete the written element without using any information for the source documents.

- Find information that you can use to create your source documents

It is unlikely that you will be able to use any resource without having to adapt it in some way. The source documents need to be of different text types/genre and be of the required length. At level 1 the information may be inferred as well as explicit. At level 2, one of the documents should include reasoning. Level 3 documents will need to communicate complex information.

You will also need to find an image for one of the source documents. This will need to convey some information so it is unlikely that a simple photograph will be sufficient. You may need to produce a graphic.

- Decide on the writing tasks that you would like to set

The tasks should require a different text type/ purpose to the source documents. This encourages the learners to put the information into their own words rather than lift chunks of text. The task should enable the candidate to evidence writing skills for that level and should be meaningful and realistic. Writing a letter to a friend is unlikely to employ the skills required at level 3 and producing a poster or leaflet may not demonstrate paragraphing, complex sentence use etc.

Document types might include letters, articles, blogs, emails, web pages, online forums and reports.

When considering the writing task, make sure that the candidate is not required to pretend that they are someone else. This would make the task particularly challenging for some groups of learners.

- Decide on your discussion task

Make sure that this elicits information or ideas that the candidate can then use in their writing task.

Essential Digital Literacy Skills

- Consider your topic

You know your learners and sector and will be able to select a suitably engaging topic which is appropriately challenging for the level.

- Develop the scenario and decide on the required output

Try to avoid asking the candidate to create something that is readily available online. Professional agencies may have spent a considerable amount of money producing information or promotional material and our candidates will struggle to produce something significantly different.

Essential Employability Skills

- Consider your scenario

This needs to be complex enough to allow candidates to generate evidence that meets all of the requirements.

The candidates will be required to work as a group and so the scenario should allow for the allocation of different roles.

You should also refer to the publications:

1. *Update to the Design Principles for the Essential Skills Wales suite of qualifications* (Qualifications Wales, August 2018) in particular the Controlled Task Specifications;
2. *The Essential Skills Wales Suite – Delivery Guidance for Practitioners* (Initially developed on behalf of Welsh Government by Colegau Cymru, August 2018);
3. Practice Controlled Tasks and/or actual 'live' Controlled Tasks (Published by the four ESW awarding bodies).