**NCFE Functional Skills Qualification in ICT at Level 2**

**Pre-Release Data files**

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| Pre-release data files are needed by learners taking their Level 2 Functional Skills ICT **paper based** external assessment. |

Pre-release data files should be saved on your centre’s local network and saved as read-only files, where possible. The format of the files **must not** be changed. They should be saved in a relevant file/folder, as learners will be directed to access them during the external assessment.

All of the data files in this document should be saved to your centre's network as early in the academic session as is appropriate or relevant to you. **However, they must be saved before the learners sit the external assessment.** Please note, some files must be emailed to the learner before the external assessment and other data files will be referred to or drawn from during the external assessment.

You can send the emails to a learner’s personal email account or, as recommended as good practice, you can create accounts for the purpose of external assessment (ie [learner1@email.co.uk](mailto:learner1@email.co.uk)). Please ensure that the learner is able to access the email before the external assessment takes place.

The files indicated should be sent to each learner by email as an attachment using the ‘email content’ provided. The files sent as attachments should **not** be available on the network for the candidates to access during the external assessment – only available in the emails.

**Emails – You will need to populate the email subject field with the information given and attach any relevant attachments as identified.**

**The email content is shown below the instruction:**

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

**Subject:** Meeting

**Attachments:** minutes.doc

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

I’ve attached the minutes for our recent management meeting. The meeting was held in our Head Office last Thursday. Add this information to the minutes and send it on to salesdirector@hospitallighting.co.uk.

The next meeting will be a week from today from 9:00am until 12:00pm. Add an event to the calendar on your computer for this meeting.

There may be some emails in your inbox from people letting us know whether or not they can attend the next meeting. Create a new email folder to hold these emails and move all relevant emails into that folder.

Thanks,

Manager

Hospital Lighting Ltd.

**Subject:** Information

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi,

I need some information for a presentation about CFL light bulbs. Please can you use the internet to find out:

a) What are CFL light bulbs?

b) What are the advantages of CFL light bulbs?

Also use the internet to find an image of a CFL light bulb. Email me the information you’ve found and attach the image. Include the addresses of the websites where you found the information and image.

Thanks,

Manager

Hospital Lighting Ltd.

**Subject:** Accounts - Management meeting

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Sorry, I won’t make the next management meeting.

Accounts Manager

Hospital Lighting Ltd.

**Subject:** IT -Management meeting

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Just to confirm, we will be able to provide someone for the next management meeting in case you have any IT requests.

All the best,

IT Support

Hospital Lighting Ltd.

**Subject:** Files

**Attachments:** PFMA.doc, Ingredients.doc, dog.png, cat.png

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

Thanks for your help today.

I’m attaching some files I want you to store on your computer for me. There are image files and document files. Create folders on your computer to hold these files so that they will be easy for me to find. Save the attached files into the appropriate folders.

Please also make sure you have added my details to your email address book.

Jim Green

Manager

[Manager@rainingcatsanddogs.co.uk](mailto:Manager@rainingcatsanddogs.co.uk)

Raining Cats and Dogs Ltd.

**Subject:** Inoculations

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi,

I need some information for our website. Please can you use the internet to find out: at what age should cats and dogs first be inoculated?

Also use the internet to find one image of a puppy and a kitten together. It’s for our website. I don’t want anything else in the image, and it should have a white, or very light, background.

Email me the information and attach the image you find. Include the addresses of the websites where you found the information and image.

Thanks,

Jim Green

Manager

Raining Cats and Dogs Ltd.

**Subject:** New Stock

**Attachments:** stocklist.docx

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

A lot of stock has arrived from a new supplier. The details of this stock are in the attached file. Please create a new folder for this, with a suitable name and save the attached file to that folder.

Please also add the supplier's details to your email address book:

Supplier Name: Sam Dillon

Company: Dillon Books

Email: dillon@books.com

Thanks

Mr Kumar

**Subject:** Book Search

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

One of our good customers has asked us to find a book for him. He is looking for a book about Asterix by Peter Kessler. Search the internet to see where we might be able to order this for him.

I want you to find 2 websites so I can compare prices. I will need the full title of this book, the name of the publisher and the prices you have found.

Email me the information you found and the search terms you used to find it.

Thanks,

Mr Kumar

**Subject:** Local Energy Trust - Files

**Attachments:** team meeting.doc, smart.doc

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

Thanks for your help today.

I'm attaching some files, I want you to store them on your computer for me. Put them in a folder with my name on it so I can find them easily.

Also there is a team meeting, a week from today from 9:00am until 10:00am, in Meeting Room 3. Add an appointment to the calendar on your computer for this meeting.

Thanks,

W. Hamilton

Manager

The Local Energy Trust

**Subject:** Search

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi,

I need some information and an image for our website.

* Biomass fuel is becoming more popular as a source of energy. Use the internet to find one advantage and one disadvantage of using biomass fuel.
* Use the internet to find an image of a wood burning stove.

Email me the information you find and attach the image. Include the addresses of the websites where you found the information and image.

Thanks,

W. Hamilton

Manager

The Local Energy Trust

**Subject:** Environmental Education Conference

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi,

We will be organising an Environmental Education Conference for Melton University.

You may receive other emails regarding this conference. Please create an email folder where they can be kept together. Move this email to the folder you just created.

Please also add Melton University contact details to your email address book:

Name: Kevin Myers

Company: Melton University

Email: k.s.myers@melton.ac.uk

Thanks,

Frances Burns

**Subject:** Venue Search

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

The Environmental Education Conference is going to be held in Northumberland. A colleague has suggested that Hexham in Northumberland would be a good location. Search the internet to find hotels in Hexham which also have conference facilities.

I want you to find websites of 2 suitable hotels. I will need the hotel names and the website address of the hotels. Email me the information you find and the search terms you used to find it.

Thanks,

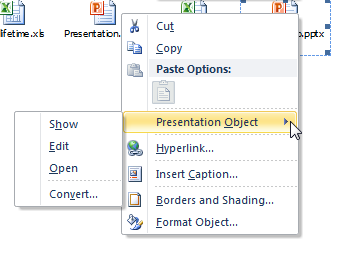
Frances Burns

**Attachments to be sent with emails:**

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**Files to be made available in appropriate location on PC such as work folder:**

**Note:** For PowerPoint files you will need to right click the object icon and select open as shown in the image below before saving the file.

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