

Inclusive Skills: IT Software Solutions for Business

Competition Brief

Who is this competition for?

The competition is suitable for learners with SEND with an Education Health & Care Plan (EHCP) on a vocational, employability or work-skills programme. It is roughly equivalent to a vocational qualification at Entry Level 3 (England and Wales), Level 2 (Ireland), Access 3 (Scotland)

The competition is an opportunity for young people who may be aspiring to work in the IT industry, or in any job where it's important to have good IT skills and knowledge, to showcase their talent and demonstrate their journey towards work-readiness. Some examples of the job roles available might be:

- a) Data entry
- b) Office Assistant
- c) Working for a club or charity

Entry Requirements

This competition is for learners working towards Entry Level 3 (England and Wales), Level 2 (Ireland), Access 3 (Scotland) and must not have progressed to the next level within 9 months of the registering for the competition

Competitors must be 16 years of age or over.

A maximum of 3 competitors per location and 6 per organisation may enter.

Applications to be made via WorldSkills UK registration portal 2nd March 2020 to 2nd April 2020

Practical Skills

Competitors should be working towards, and will be judged on, competence in the following skills:

Image Creation

- Creating an image using WordArt, Shapes and/or Paint
- Formatting an image
- Creating an original image based on a set scenario

Word-Processing

Formatting Content



- Add text and lists
- Insert images
- Format, position and resize images

Organising Content

- Use paragraph breaks
- Edit text using cut, copy and paste
- Use review tools to check document for errors

Spreadsheets

Organizing and Analysing Data

- Input data accurately
- Use simple formulas

Formatting Data and Content

- Use simple formatting tools
- Modify data type (date, currency etc.)

Managing Data and Workbooks

- Enter, edit and format information

Email (National Final Only)

- Compose electronic messages
- Format message
- Add appropriate attachments/ web links

Presentation (National Final Only)

Format Content

- Add title slide
- Adding 2 more slides
- Adding text
- Changing slide design
- Inserting images

Wider Work and Life skills

As well as being judged on their practical skills, the opportunity for learners to showcase their wider skills for work and life is a substantial and important element of the competition. Competitors will be judged on the following:

- a) Working independently to complete the competition tasks
- b) Working to a time frame by completing the tasks in the allocated time
- c) Following instructions related to each task
- d) Problem-solving – choosing the correct software and correcting errors



- e) Working under pressure
- f) Personal presentation

Preparation/Passive Stage

As well as being judged on vocational competence and work-readiness, competitors may be required to provide evidence of guided tasks carried out in preparation for the competition, and/or learning activities embedded in their normal curriculum delivery which are relevant to the competition.

Evidence for completion of these tasks can be presented in a variety of ways, depending on the needs and preferences of the individual competitor. For example:

- a) Writing
- b) Photos – annotated to describe what is being shown
- c) Audio recording
- d) Video recording
- e) Infographic or mindmap
- f) Storyboard
- g) Testimonials or witness statements of observed activity

Competitors will need to provide evidence to show that they have practised the practical skills listed in the previous section and show that they have an understanding of how to use different software applications and choose the correct software for different tasks.

Competition task

On the day of the competition you will be given a scenario to work through with set tasks to complete based on the competencies listed above. You will need to show you can do the following:

- Plan a logo to a scenario
- Create a logo using set programs provided
- Complete a word-processing task
- Modify text, identify and change Spelling and Grammar mistakes
- Insert and format a table
- Insert and modify the logo created
- Complete a spreadsheet task
- Apply formatting and simple formulas
- You will be required to work to a set timeframe within some of the tasks.

Equipment/Resources

You will be provided with a PC/laptop with appropriate software to complete the tasks, this could be either Microsoft Office or Google products.

Paper and pens/pencils for planning



Judging Criteria

A full judging scheme showing the relative weighting of marks to be awarded for practical skills, wider work skills and preparation will be provided in advance of the competition.

The tasks will be assessed and marked in accordance with the general and specific competition rules. (see additional information section)

Once marks have been agreed for each aspect of criterion, for each competitor, these will be converted to obtain an individual weighted score for each task.

A panel of judges have been drawn from industry, colleges and training providers. The judges' decisions will be independently moderated and quality assured before being confirmed.

If a competitor has a complaint this be discussed with the Competition Organising Partner,

This will ensure that any problem is cleared up as soon as it occurs. If this is not possible the complaints procedure must be used, the procedure is found in the competitions rules, which is downloadable from <http://www.worldskillsuk.org>.

NB: The top candidates achieving the highest marks from all of the heats will be invited to the UK Final. Inclusive Skills will inform finalists and their tutors following moderation of marks from the passive competitions.

Support Needs

Learners who are supported by Learning Support Assistants (LSAs), in their learning or training programme can be supported in their usual way during the competition, but it is expected that LSAs will encourage learners to work as independently as possible.

Before being able to participate in the competitions, competitors and their staff will be required to complete a Statement of Support. An automated email will be sent with a link to the Statement of Support document as part of the registration process.

Competitors must only receive agreed support that is outlined in their support statement. Support that is deemed to be outside that given in the support statement could result in the competitor being disqualified from the competition.

Additional Information

- Competitors who arrive late for the event will not receive additional time.
- Competitors will start, and finish work as instructed by the judges.
- If there is a power stoppage, breakdown of equipment or accident, the competitors must act accordingly to the instruction of the organiser.



- If during the competition a competitor feels they must leave their work (e.g.: medical reasons, toilet break), they will have the time recorded on a 'time out' sheet by a member of staff.
- No mobile telephones are allowed in the competition room.
- Photographs will be taken during the event that may be used for marketing/publicity purposes – if the competitor / support staff cannot have their photo taken it is the responsibility of the college entering the competition to notify the organisers beforehand and at the event.

If you require further information, please contact:

Competition Organising Partner:

Colin Galley - New College Durham – 0191 3754047 – colin.galley@newdur.ac.uk