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

**Pre-Release Data files – SAMPLE ONLY**

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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). 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:** Mr Shearer - Thanks

**Attachments:** Agenda.docx

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

Very glad to have your assistance today, we have quite a few tasks we need your help with.

I’ve attached the agenda for an upcoming meeting. The meeting will be held in Premier Widgets Head Office tomorrow. Please add this information to the agenda and email it to Billy Jackson.

His email address is: billy.jackson@premierwidgets.co.uk

You may need to contact me often, so please add my details to your email contacts.

Thanks,

Jim Shearer

Production Manager

Direct line: 01234 5549087

Premier Widgets

**Subject:** Mr Shearer - Internet

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hello,

I have heard that the Health and Safety Executive publish a Health and Safety law poster. I need to find out more about this. Please can you:

1. Find the web address of the Health and Safety Executive and bookmark it.
2. Find out how much it costs to buy the Health and Safety law poster from the Health and Safety Executive. I need prices for an A2 size poster and an A3 size poster.

Thanks,

Jim Shearer

Production Manager

Direct line: 01234 5549087

Premier Widgets

**Subject:** Mr Smith - Survey of Garden Birds

**Attachments:** Welcome Letter.docx

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi,

Thanks for helping the charity today! I have attached a welcome letter from our President. Please save a copy to your computer.

Please reply to this email to let me know you received it OK. Also make sure you have added my work contact details to your email address book.

My email address is: peter.smith@gardenbirdcharity.org.uk

Thanks,

Peter Smith

Charity Manager

**Attachments to be sent with emails:**

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

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