**NCFE Functional Skills Qualification in ICT at Level 1**

**Pre-Release Data files**

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| Pre-release data files are needed by learners taking their Level 1 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:** Mike - My Business

**Attachment:** Website guide.doc

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Thanks for helping me. I'm attaching a business website guide I was sent. Please save the file to your computer, I want to make sure you have a copy in case I lose mine.

Thanks,

Mike

**Subject:** Mr Forer - Circus!

**Attachment:** Council Permission.doc

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

Big Top Circus is coming to town next month. They want us to take care of their advertising and promotion. I’ve attached a letter we received from the council giving us permission to run some promotional activities in the town centre.

Save the attached file to your computer.

Thanks,

Jason

**Subject:** Mr Forer - Circus Equipment

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

As a part of the promotion for the circus, we are going to set up a circus workshop in the town centre. We will need some equipment for this. Search the internet to find where we can buy some Juggling Rings online. Email me:

* the names and website addresses of at least 2 suppliers
* the search terms you used.

Thanks,

Jason

**Subject:** Samuel St.Leger

**Attachment:** Sam StLeger CV.docx

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

We have managed to get the up and coming young artist Samuel St.Leger to show his work at our gallery. I have attached his CV to this email.

Save the attached file to your computer.

Thanks,

Gillian

**Subject:** St.Leger Profile

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

The artist and illustrator Samuel St.Leger will show his work in our gallery. I've seen his CV but I would like a bit more information about him. Do a web search and see if you can find out where he studied and the name of the company he works for.

Also find two websites where I will be able to see some of his work.

Email me:

- the information that you find

- the search terms you used to find the information

- the address of the website(s) where you found the information.

Thanks

Gillian

**Subject:** Booking

**Attachments:** School Invitation.doc

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

We have received a booking form from the local school. They want us to attend their school fete.

Save the attached document to your computer.

Thanks,

Susan

**Subject:** Animal Feed

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

I have been offered a llama by a farmer who can no longer keep it. I'm not sure if we should take it or not. Have a look on the internet to see what llamas eat.

Email me with information on at least 2 things they can eat.

Include the search terms that you used and the names and website addresses of at least 2 sources of information so I can look at it myself.

Thanks,

Susan

**Subject:** Festival Booking

**Attachments:** booking confirmation.doc

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

We have received a message from the organisers of the Wakefield Food Festival. They have sent us a document confirming our booking.

Please create a new folder on your computer for this. Use a suitable name and save the attached document to that folder, so it can be retrieved when we need it.

Thanks,

Mike

**Subject:** Wakefield Festival

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

We will be going to the Wakefield Food Festival in Yorkshire. I want to rent a food stall and tow it there with my car.

Search the internet to find the UK national speed limit for a car towing a trailer on the motorway. Email me the information you find. Include the search terms you used and the website addresses of at least 2 sources of information so that I can check the information is correct.

Thanks,

Mike

**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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