

	use of specific software and hardware).
<i>Monitor progress and adapt your strategy, as necessary, to achieve the quality of outcomes required in work involving the use of IT for two different, complex tasks.</i>	
Prepare, and use IT to aid efficient searching, evaluation and selection of information, exploring alternative lines of enquiry where appropriate.	Summarise the methods and techniques you used to help you achieve your goals (e.g. in creating macros, linking spreadsheets, defining styles, creating database structures, monitoring experimental results, organising conferencing). Use search strategies effectively (e.g. to assist in finding, organising and comparing information). Establish and use criteria to evaluate and select information. Make judgements (using criteria and feedback from others) on the reliability and quality of the information. Explore different lines of enquiry (e.g. use and evaluate critically different search strategies, or different rules in spreadsheet models to make predictions and test alternative hypotheses). Keep an accurate record and note your progress towards your goals. Choose appropriate ways of communicating and exchanging information (e.g. using email, online conferencing, shared access to documents, video conferences, web-based systems). Describe how you are deriving new information (e.g. by making calculations, integrating information from a variety of sources to reach your own conclusions). Reflect on how well you are meeting your purposes and your targets.
Develop and exchange relevant information, and derive new information, to meet your purpose.	Establish and use criteria to help you monitor your progress and critically evaluate your results to check that they are meeting your requirements. Use feedback and self-assessment to check your skills development. Identify the choices you have made in achieving your targets, and judge how
Monitor and critically reflect on your use of IT skills, adapting your strategy as necessary to produce the quality of outcomes required.	

	<p>effective they have been (e.g. in their impact on the quality of your work). Reflect on your progress, and performance, identifying any changes you have made to your plan and the reasons for them.</p>
<p align="center"><i>Evaluate your overall strategy and present the outcomes from your work using at least one presentation, showing integration of text, image and number.</i></p>	
<p>Develop the structure for presenting your work, integrating different types of information and using the views of others, where appropriate, to guide refinements.</p> <p>Present information effectively, using a format and style to suit your purpose, subject and audience, and ensure it is accurate and makes sense.</p>	<p>Identify the requirements for presenting your work.</p> <p>Integrate different types of information to ensure consistency in the display of text, numbers and images. Seek and record feedback comments from others, your response to it and the actions you took. Identify the audience(s) for your work and make judgements about how best to present your information.</p> <p>Give reasons for the style and format you chose. Check accuracy in terms of content and conventions (e.g. spelling, grammar, punctuation, labelling of images, charts, diagrams and graphs, word limit, layout, style of references). Proofread and amend your work so that it makes sense.</p>
<p>Assess the effectiveness of your strategy, including factors that had an impact on the outcomes, and identify ways of further improving your IT skills.</p>	<p>Use criteria to judge the quality of your presentation. Assess the quality of your information technology work by making connections between criteria, feedback comments and your own judgement of your performance. Identify those factors that affected the production and presentation of your work (e.g. availability and quality of resources, working environment, level of your expertise). Assess the effectiveness of your strategy for developing your skills. What worked well and what worked less well?</p>

	Relate your goals, targets and criteria to your progress so far and to possibilities for future development.
--	--