

CaptureIT Best Practice

CaptureIT text is **descriptive** of the activity taken place and should exceed 5 words at a minimum.



Examples of how activities can be added onto CaptureIT:

- 121 support: Supported learner downloading NHS Test and Trace on Device
- Group session: learners downloaded Zoom App from the App Store and set up
- 121: Via Zoom - supported learner to complete online form gov.uk to check on Universal Credit Application
- Whatsapp video call with learner - set up Gmail account to register on Tesco.com



Example CaptureIT entries which are not acceptable:

- 121 learning
- Downloaded App
- Whatsapp Call
- Group session
- Zoom session

