

Long Term Plan KS4: Functional Skills ICT



FS ICT – Entry Level 1-3

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic: Entry 1-3	Using ICT	Using ICT	Finding and Selecting information	Finding and Selecting information	Developing, Presenting and Communicating Information	Developing, Presenting and Communicating Information
Skills, Knowledge, and Learning	<p>In this term pupils will develop and understanding of how to keep themselves safe within the digital world. This includes ensuring workstations are safe for use, using simple assessment skills to recognise safe working environments. This continues to whilst online including securing with passwords.</p> <p>Pupils at Entry Level 1 pupils will use basic interfaces identifying key icons and building basic computational thinking skills. As they advanced to Entry Level 2, pupils build a deeper understanding of the purpose of keeping station safe and will be introduced to computer hardware, supporting pupils understanding of the functionality of a computer, enhancing reasoning skills as they build their information technology vocabulary. As we move through to Entry Level 3, pupils explore hardware in greater depth, applying fluency skills to identify key components of a computer and their purpose. Pupils continue to fluently apply correct and safe procedures to their work. Pupils will call upon prior learning with software to more advanced features/settings using computational thinking skills whilst applying creative skills within software to produce final products.</p>		<p>In this term pupils will begin to examine searching for given information from several different sources. Pupils will use their research skills when online so that they become aware of what is biased and valid information.</p> <p>At entry level 1 pupils will look at various searching techniques to locate and select relevant information, this then expands to using simple search facilities at entry level 2 and then expanding to using more complex search techniques to find and look at web-based sources of information at entry level 3. Key skills here are that pupils build upon key concepts relating to the purpose & properties of the search they are implementing as well as the information they are viewing in relation to the context they have been asked to look at, this should support pupils understanding of safe and effective searching. Pupils will gain the knowledge and confidence to perform such everyday tasks independently. Pupils will also use prior knowledge when constructing a file and folder structure to ensure that documents produced are saved and named correctly whilst ensuring that they are easily retrievable. This will all help in preparation for the section on searching for information on the exam.</p>		<p>In this term pupils will present, develop, and use communication techniques to enter and edit items of information. Through a variety of skills including creativity and using digital literacy, pupils will gain an understanding of the thinking about ways in which information can be displayed and given.</p> <p>Pupils at Entry level 1 will have the opportunity to interact with bits of data to the produce final documents that have been developed and presented well, through their creative, analytical, and reasoning skills pupils at Entry level 1 should be able to identify and correct simple errors. Moving towards Entry level 2 pupils will then further develop their digital literacy and creative skills to apply simple edits and formatting techniques to produce well presented information. Using ICT based communication such as email, pupils should gain knowledge on the steps of how to construct an email as well as identify any errors when sending attachments all by using computational skills. Finally moving through to Entry level 3, using prior knowledge and using techniques to become a more efficient ICT user, whilst understanding the need to stay safe and to respect others when using ICT based communication such as e-mail.</p>	
NC/Qualification Objectives	Entry Level 1: 1.1 - 2.2 Entry level 2: 1.1 - 2.3 Entry level 3: 1.1 - 3.2		Entry Level 1: 3.1 Entry Level 2: 2.1 - 2.3 Entry Level 3: 4.1 - 4.2		Entry Level 1: 4.1 - 5.1 Entry Level 2: 5.1 - 7.1 Entry Level 3: 6.1 - 8.3	
Curriculum End Point / Goal	Pupils will have gained a range of basic information technology skills including how to keep themselves safe online, whilst ensuring working environments are safe for use. Pupils will have developed their creativity skills through as range of software-based tasks, in which they have had to fluently apply evaluation and analysis skills to review their work and make appropriate and effective decisions. By the end of Entry Level 3, pupils should have a secure skill set on basic information technology that allows them to access the more advanced features of the Level 1 and Level 2 curriculums.					

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FS ICT –Levels 1 & 2

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic Level 1	Using ICT	Using ICT	Finding and Selecting information	Finding and Selecting information	Developing, Presenting and Communicating Information	Developing, Presenting and Communicating Information
Skills, Knowledge and Learning: Level 1 -2	<p>In this term pupils will develop their analytical skills to an understanding of planning solutions to complex tasks by analysing the necessary stages. By doing so pupils will use ICT to plan and make decisions about suitable approaches. This will help pupils select, interact with, and use ICT systems safely and securely for a complex task.</p> <p>At the end of level 1 pupils will manage files, folders, and other media storage to enable efficient information retrieval. At level 2, pupils will call upon prior learning file on folder structure and ensure unawareness of setting read only permissions have been applied where necessary pupils should be able to clarify using their reasoning skills reasons why and what the outcome of these permissions are once set. Within level 2 pupils will also think about recognising and taking into account of copyright and other constraints when selecting information from a variety of sources.</p>		<p>In this term pupils will explore and deepen their data literacy skills by using search techniques to locate and select relevant information from several different sources. Pupils will develop their knowledge from previous entry levels using basic search techniques to reveal relevant information. Through using information from a variety of sources pupils will develop their digital literacy skills and be able to recognise and take account of relevance, bias and copyright when selecting and using information.</p> <p>At level 2 pupils will further develop their analytical skills to use appropriate search techniques to locate and select relevant information. Using Boolean and wild cards pupils will gain an understanding of being able to locate and gather relevant information which will deepen their evaluative and reasoning skills as they can progress onto evaluating the fit for purpose of the information found. Pupils will end with a strong knowledge around using the best search techniques to find and select appropriate information for the given task.</p>		<p>In this term pupils will begin to examine ways in which to present information using appropriate software so that they are able to meet the requirements of a task. Through exploring a database pupils will acquire the skills to complete simple data handling tasks such as entering, searching, sorting, and editing records at level 1. Using data files provided for each task pupils will progress onto analysing and drawing conclusions from a data set by searching, sorting, and editing records. Using a wide range of techniques and building on their computational thinking pupils at level 2 will have the opportunity to display numerical data to meet the requirements of a complex data handling task. Pupils will be able to embed and further develop their analytical skills from previous entry levels to integrate, organise and present information in ways that are fit for purpose and audience. Pupils will understand using accepted layouts and conventions. Throughout each stage pupils will be evaluating the effectiveness of the ICT tools and facilities used to present information</p>	
NC/Qualification Objectives: Level 1- 2	Level 1: 1.1 - 4.2 Level 2: 1.1 – 3.1		Level 1: 5.1 – 6.1 Level 2: 4.1 - 5.2		Level 1: 7.1 – 11.1 Level 2: 6.1 – 8.3	
Curriculum End Point / Goal: Level 1 and 2	<p>Pupils will have acquired the deeper level of understanding to help keep themselves safe online, whilst being able to explain the strategies to ensure that working environments are safe for use, whilst being able to justify the consequences of not being safe. Pupils will have expanded their creativity skills through a range of software-based tasks, by using more advanced features and icons in the programs this will help solidify their basic knowledge and understanding and progress to further developing their skills in using ICT as well as finding, selecting, developing, presenting, and communicating information. All of which these skill standards they have been built on a foundation to fluently apply, evaluate, and use analysis skills to review their work and make appropriate and effective decisions. By the end of Level 2, pupils will have built upon the basic features at entry levels 1-3 for them to have developed the advanced skills. Pupils will have gained the skills to operate confidently, effectively, and independently in education, work, and everyday life.</p>					