

Long Term Plan

E1/E2

Subject	ICT	Academic Year	2016-2017	Class	Y10
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The Long Term Plan for Key Stage 4 is based around students following the Functional Skills ICT Qualification. These qualifications are designed for learners of all abilities. It develops and recognises learners' IT skills and knowledge to enable them to use IT effectively in their daily lives.

Autumn Term 1	Autumn Term 2
<ul style="list-style-type: none"> Assess current skills for Functional Skills Work with files and folders and different storage media Understand the need for safety and security practices and follow the procedures Develop digital information using Word and PowerPoint 	<ul style="list-style-type: none"> Use Email to send and receive information Use the Internet to search for information Understand about security and safety issues and identify common threats to user safety PowerPoint project about online safety and security
Spring Term 1	Spring Term 2
<ul style="list-style-type: none"> Use Word to produce adverts and articles Use formatting to develop presentation 	<ul style="list-style-type: none"> Enter and edit data using spreadsheets Use simple formulas to solve problems Create graphs
Summer Term 1	Summer Term 2
<ul style="list-style-type: none"> Programming languages and coding Using Scratch to create computer programs 	<ul style="list-style-type: none"> Revision and mock Functional Skills assessment Video project

Long Term Plan

E1/E2

Subject	ICT	Academic Year	2016-2017	Class	Y11
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The Long Term Plan for Key Stage 4 is based around students following the Functional Skills ICT Qualification. These qualifications are designed for learners of all abilities. It develops and recognises learners' IT skills and knowledge to enable them to use IT effectively in their daily lives. Some students will also study units for the BTEC IT Users Qualification (ITQ).

Autumn Term 1	Autumn Term 2
<ul style="list-style-type: none"> Assess current skills for Functional Skills Review and understand the need for safety and security practices and follow the procedures Using Word to present information 	<ul style="list-style-type: none"> Using the Internet to search for information, understand copyright issues Use email to send and receive information Project on the Internet
Spring Term 1	Spring Term 2
<ul style="list-style-type: none"> Use PowerPoint to present information Use presentation software tools to structure, format and edit slides PowerPoint Project 	<ul style="list-style-type: none"> Enter and edit data using spreadsheets Use simple formulas to solve problems Create graphs and use tools to present data effectively
Summer Term 1	Summer Term 2
<ul style="list-style-type: none"> Programming languages and coding Using Scratch to create computer programs 	<ul style="list-style-type: none"> Revision and Functional Skills assessment Using Publisher - project

Possible course to be researched: OCR Entry Level Certificate in Computer Science R354

Long Term Plan

E3/L1/L2

Subject	ICT	Academic Year	2016-2017	Class	Y10
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The Long Term Plan for Key Stage 4 is based around students following the Functional Skills ICT Qualification. These qualifications are designed for learners of all abilities. It develops and recognises learners' IT skills and knowledge to enable them to use IT effectively in their daily lives. Students will also study units to work towards the BTEC IT Users Award.

Autumn Term 1	Autumn Term 2
<ul style="list-style-type: none"> Assess current skills for Functional Skills and BTEC ICT Work with files and folders and different storage media Understand the need for safety and security practices and follow the procedures Understand about different IT systems and networks Develop digital information using Word and PowerPoint 	<ul style="list-style-type: none"> Using Email (E09/109) Respond to Email problems Using the Internet to search for information, understand copyright issues Understand about security and safety issues and identify common threats to user safety PowerPoint project about online safety and security
Spring Term 1	Spring Term 2
<ul style="list-style-type: none"> Use Word (E29/129) to produce adverts, flyers, articles, leaflets Use existing templates and use the software tools to format and present documents 	<ul style="list-style-type: none"> Enter and edit data using spreadsheets Use formulas and functions to solve problems Create graphs and use tools to present data effectively
Summer Term 1	Summer Term 2
<ul style="list-style-type: none"> Programming languages and coding Using Scratch to create computer programs 	<ul style="list-style-type: none"> Revision and mock Functional Skills assessment Blogs, Vlogs and websites

Long Term Plan

Subject	ICT	Academic Year	2016-2017	Class	Y11
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The Long Term Plan for Key Stage 4 is based around students following the Functional Skills ICT Qualification. These qualifications are designed for learners of all abilities. It develops and recognises learners' IT skills and knowledge to enable them to use IT effectively in their daily lives. Some students will also study units for the BTEC IT Users Qualification (ITQ).

Autumn Term 1	Autumn Term 2
<ul style="list-style-type: none"> Assess current skills for Functional Skills or BTEC ITQ IT User Fundamentals (E02/102) Review and understand the need for safety and security practices and follow the procedures Develop digital information using Word 	<ul style="list-style-type: none"> Using the Internet and World Wide Web (E07, E31/107,131) Respond to Email problems Using the Internet to search for information, understand copyright issues Project on the Internet
Spring Term 1	Spring Term 2
<ul style="list-style-type: none"> Use PowerPoint to present information (E25/125) Use presentation software tools to structure, format and edit slides 	<ul style="list-style-type: none"> Enter and edit data using spreadsheets (E27/107) Use formulas and functions to solve problems Create graphs and use tools to present data effectively
Summer Term 1	Summer Term 2
<ul style="list-style-type: none"> Programming languages and coding Using Scratch to create computer programs 	<ul style="list-style-type: none"> Revision and Functional Skills assessment Desktop Publishing Software (E23/103)

Possible course to be researched: OCR Entry Level Certificate in Computer Science R354