Provision Curriculum Map – IT

	Term 1 Content Autumn 1	Term 2 Content Autumn 2	Term 3 Content Spring 1	Term 4 Content Spring 2	Term 5 Content Summer 1	Term 6 Content Summer 2	Desired end of year outcomes
Key Stages 3 and 4 jhicks@glebe.bromley.sch.uk	**Using Devices** Know the main features and uses of different types of device. Types of devices: • Desktop • Laptop • Mobile devices (handheld, wearable) • Smart devices Functional use of a mouse, keyboard, touchscreen and voice assistance. *Start up, shut down, save, application, text, program, mouse, keyboard*	**Using Devices and handling information** Build on skills from Autumn 1 Know what an application is, the main types of application software and their uses. • Email clients • Web browsers Mobile device applications (lifestyle, social media, news, entertainment) • security applications • Word processors Presentation software	**Being safe and responsible online** Understand the need to stay safe and respect others when using the internet and communicating online. Know simple methods to protect personal information. Respecting others online. What to do if something unsafe happens online.	**Internet & Information** Navigate online content to locate required information. Search bars Menus Hyperlinks Browser navigation controls (back and forward buttons, bookmarks) Search criteria, key words Carry out searches on the internet. Searching for specific and clearly defined content o Information o Images o Videos	**Creating and Editing** Use a suitable application to enter, edit and format text. **Enter and edit text** including numbers: o Enter o Edit o Select o Copy o Cut o Paste o Currency (£ and pence in whole numbers) o Date/time **Format text** including numbers: o Font style (bold, underline, italics) o Font size and colour. o Alignment (left, right, centre, justified) o Bullets and numbered lists	**Transacting** Complete and submit an online form (including personal details) Safety with online shopping and payments.	Enable learners to initiate and participate in digital and online activities safely in the workplace and other real-life contexts. Enable learners to develop an appreciation of the importance of digital skills. Enable learners to demonstrate their knowledge and skills by applying these to short tasks and activities.
Assessment							
Students are assessed formatively, checking knowledge and understanding during tasks and are provided with feedback. Students engage in quizzes to assess learning.							

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		Term 1 Content Autumn	Term 3 Content Spring	Term 5 Content Summer	Desired end of year outcomes
Key Stage 5 mjenkins@glebe.bromley.sch.uk	Year 1	**1. Using devices and handling information)** 1.1. Know the main features and uses of different types of device (desktop, laptop, mobile devices, and smart devices). 1.2. Know what an application is, such as email, web browsers, mobile apps etc. 1.3. Apply system settings, such as display, sound, Wi-Fi, time, language, accessibility. 1.4. Navigate online content to locate required information. 1.5. Carry out internet searches. 1.6. Create, open, read, edit and save files. 1.7. Use folders to organise files. 1.8. Know when there is a problem with a device or software and know the difference between system errors (including device crashing or freezing, slow response) and user errors (including using incorrect credentials, incorrectly connecting hardware). 1.9. Apply a solution to solve a simple technical problem (including restarting a device to address a system error, correcting a user error).	**2. Creating and editing** 2.1. Edit and format text (including bold, underline, italics, font sizes and colours, text alignment, bulleted/numbered lists). 2.2. Add, edit and format graphics (including position, size). 2.3. Combine different types of information (including text, graphics, images). 2.4. Capture digital media (including image, video) and view in a suitable application. **3. Communicating** 3.1. Create and edit contacts' details. 3.2. Compose and reply to communications to individual and multiple recipients. 3.3. Initiate and participate in a video call. 3.4. Know about "digital footprints" and how they are left behind (including social media activity, web searches, emails). **4. Transacting** 4.1. Complete and submit an online form (including personal details) and comply with data validation. 4.2. Comply with verification checks to complete an online transaction.	**5. Being safe and responsible online** **5.**1. Understand the need to stay safe and respect others when using the internet and communicating online. 5.2. Know simple methods to protect personal information and privacy online (including not sharing personal information, looking for HTTPS when logging in). 5.3. Set up and use security features (including authentication methods) to access devices and online services. 5.4. Understand the benefits of using security software (including anti-virus, firewall) to protect against online risks. 5.5. Know of and know how to minimise the effects of physical stresses (including pain from poorly positioned equipment and/or bad posture, repetitive strain injury, eyestrain) that may result from using devices.	Digital Functional Skills enables students to gain confidence and fluency in their use of digital knowledge and skills, and develop a positive attitude towards the use of digital skills; Sixth Form students will study Entry Level content in preparation for an Entry Level 3 assessment. The course builds upon this content with students aiming to take a Level 1 assessment at the end of Sixth Form.

Assessment
One externally assessed assessment – computer based – that can be taken at different times through the year. To prepare for this: • Students will undertake a variety of practical tasks to demonstrate their knowledge and key skills. • Student folders will be regularly checked and feedback given. • Students will undertake sample tests in order to prepare for the assessment.

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		Term 1 Content Autumn	Term 3 Content Spring	Term 5 Content Summer	Desired end of year outcomes
Key Stage 5 mjenkins@glebe.bromley.sch.uk	Year 2	**1. Using devices and handling information)** 1.1 Carry out internet searches. 1.2 Take account of reliability and copyright when selecting information from the internet. 1.3. Understand and recognise search results that are sponsored results or advertisements. 1.4. Carry out searches for files. 1.5. Create and use folders organise files and use an appropriate file naming. 1.6. Save a file on cloud storage using one device and open it on another device. 1.7. Know and be able to appropriately use terminology describing data storage. 1.8. Know and understand limitations on file sizes when using some online services, and the benefits of using file compression to make effective use of storage capacity and to reduce data transfer times. 1.9. Use online resources to identify solutions to common technical problems (including when to reinstall an application, change Wi-Fi settings, change a system or software setting) and apply the solution.	**2. Creating and editing** 2.1. Use suitable applications to enter, edit, format, layout and save information for a range of purposes and audiences. 2.2. Use appropriate layout conventions for information and audiences. 2.3 Edit an image using an appropriate tool. 2.4. Process numeric data using simple formulae and cell references. 2.5. Process numeric data by values in a column and view in a suitable application. 2.6. Format numeric. 2.7. Create a chart from numeric data. **3. Communicating** 3.1. Use email for a range of contexts. 3.2. Use online messages for a range of contexts and audiences. 3.3. Know how to limit a digital footprint. **4. Transacting** 4.1. Manage online account settings. 4.2. Complete online forms and upload documents or images. 4.3. Carry out checks to reduce the risks involved in transactions online.	**5. Being safe and responsible online** 5.1. Understand key rights under data protection laws (including right to see what personal data organisations hold about you, right to withdraw consent) and the circumstances where you can request that personal data be rectified or deleted. 5.2. Understand the importance of protecting personal information and privacy online and know methods to do so (including private browsing, social media settings, settings on a mobile device to restrict or grant GPS location information, using a secondary email address). 5.3. Know how to backup files to the cloud. 5.4. Know how to avoid exposure to malware (including worms, trojans and ransomware). 5.5. Know of and know how to minimise the effects of health risks (including weight gain, decline in physical fitness, poor sleep patterns) that may result from using devices and the internet.	Year 2 will give students the opportunity to continue to prepare for an Entry Level 3 assessment or progression to a Level 1 assessment. Students will have a firm grounding in the basics when using ICT Systems and tools, in both everyday life and work. Students will be able to demonstrate their knowledge and understanding by undertaking relevant tasks.
		Assessment			
		One externally assessed assessment – computer based – that can be taken at different times through the year. To prepare for this: • Students will undertake a variety of practical tasks to demonstrate their knowledge and key skills. • Student folders will be regularly checked and feedback given. Students will undertake sample tests in order to prepare for the assessment.			