

	<b>Term 1: Sept –Dec Content</b>	<b>Term 2: Jan-April Content</b>	<b>Term 3: April - July Content</b>	<b>Desired end of year outcomes</b>
Year 1	<p>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;</p> <p>The course aims to:</p> <ul style="list-style-type: none"> <li>• Provide reliable evidence of a student's achievements against content that is relevant to the workplace and real life;</li> <li>• provide assessment of a student's knowledge and skills as well as their ability to apply these in different contexts; and</li> <li>• provide a foundation for progression into employment or further education and develop skills for everyday life.</li> </ul> <p>Students follow an Independent Skills Plan with in the 6th form will study Entry Level content in preparation for an Entry Level 3 assessment.</p> <p>The course builds upon this content with students aiming to take a Level 1 assessment at the end of 6th Form.</p> <p><b><u>Entry Level Content</u></b></p> <p><b>1. Using devices and handling information)</b></p> <p><b>Learners must:</b></p>	<p><b>2. Creating and editing</b> <b>Learners must:</b></p> <p>2.1. Use a suitable application to enter, edit and format text (including bold, underline, italics, font sizes and colours, text alignment, bulleted lists, numbered lists).</p> <p>2.2. Use a suitable application to enter, edit and format graphics (including position, size).</p> <p>2.3. Combine different types of information (including text, graphics, images) for a given purpose.</p> <p>2.4. Capture digital media (including image, video) and view in a suitable application.</p> <p><b>3. Communicating</b> <b>Learners must know how to:</b></p> <p>3.1. Create and edit details in a contacts list.</p> <p>3.2. Compose and reply to online communications comprising text and other digital content to individual and multiple recipients.</p> <p>3.3. Initiate and participate in a video call.</p> <p>3.4. Know what is meant by a digital footprint, understand the implications of a digital footprint, and know the range of</p>	<p><b>5. Being safe and responsible online</b></p> <p><b>5.1.</b> Understand the need to stay safe and respect others when using the internet and communicating online.</p> <p><b>5.2.</b> Know simple methods to protect personal information and privacy online (including not sharing personal information, looking for HTTPS when logging in).</p> <p><b>5.3.</b> Set up and use security features (including authentication methods) to access devices and online services.</p> <p><b>5.4.</b> Understand the benefits of using security software (including anti-virus, firewall) to protect against online risks.</p> <p><b>5.5.</b> 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.</p>	<p>Students will have a firm grounding in the basics when using ICT Systems and tools, in both everyday life and work.</p> <p>Students will be able to demonstrate their knowledge and understanding by undertaking relevant tasks.</p> <p>Students will have the ability to achieve an Entry Level 3 qualification</p>

	<p>1.1. Know the main features and uses of different types of device (including desktop, laptop, mobile devices, and smart devices).</p> <p>1.2. Know what an application is and the main types of application software - including email clients, web browsers, mobile device applications, security applications, word processors and presentation software.</p> <p>1.3. Apply system settings (including display, sound, Wi-Fi, time, language, accessibility).</p> <p>1.4. Navigate online content to locate required information.</p> <p>1.5. Carry out searches on the internet (including information, images, videos).</p> <p>1.6. Use files to read and store information (including creating a file, opening a file, reading information from a file, editing a file, saving a file).</p> <p>1.7. Use files and folders to organise and retrieve information (including local and remote storage).</p> <p>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).</p> <p>1.9. Apply a solution to solve a simple technical problem (including restarting a device to address a system error, correcting a user error).</p>	<p>digital activities (including social media activity, web searches, emails), that leave a digital footprint.</p> <p><b>4. Transacting</b></p> <p>4.1. Complete and submit an online form (including personal details) and comply with data validation.</p> <p>4.2. Comply with verification checks to complete an online transaction.</p>		
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Assessment	<p>Learners will be initially assessed to establish their level of knowledge and ability to apply skills in different circumstances.</p> <p>Learners follow an Individual Skills Plan based on diagnostic assessment.</p> <p>One externally assessed assessment – computer based.</p> <p>Exams are flexible and can be taken at different times through the year.</p>	<ul style="list-style-type: none"> <li>Students will undertake a variety of practical tasks to demonstrate their knowledge and key skills.</li> <li>Student folders will be regularly checked and feedback given.</li> <li>Students will undertake sample tests in order to prepare for the assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Students will undertake sample tests in order to prepare for the assessment.</li> </ul>	<p>Mrs M Jenkins (HOD ICT)</p> <p>Email: mjenkins@glebe.bromley.sch.uk</p>

	<b>Term 1: Sept –Dec Content</b>	<b>Term 2: Jan-April Content</b>	<b>Term 3: April - July Content</b>	<b>Desired end of year outcomes</b>
Year 2	<p>Year 2 will give students the opportunity to continue to prepare for an Entry Level 3 assessment or progression to a Level 1 assessment.</p> <p><b><u>Level 1 Content:</u></b></p> <p><b>1. Using devices and handling information)</b></p> <p><b>Learners must:</b></p> <p>1.1. Carry out searches on the internet (including use of keywords, exact phrases, search filters).</p> <p>1.2. Take account of currency, reliability and copyright when selecting information from the internet.</p> <p>1.3. Understand that search results may include sponsored results or advertisements, and be able to recognise these.</p> <p>1.4. Carry out searches for files (including on file names, partial file names, file content).</p> <p>1.5. Create and use a hierarchical folder structure to organise files and use an appropriate file naming convention.</p> <p>1.6. Save a file on cloud storage using one device and open it on another device.</p> <p>1.7. Know and be able to appropriately use terminology (including bytes, kilobytes, megabytes, gigabytes,</p>	<p><b>2. Creating and editing</b></p> <p><b>Learners must:</b></p> <p>2.1. Use suitable applications (including word-processing, document or web presentation software), to enter, edit, format, layout and save information (including text, tables, graphics, charts) for a range of purposes and audiences.</p> <p>2.2. Use appropriate layout conventions for information (including formal and informal communication, presentation, advertisement) and audiences (including familiar, unfamiliar audience).</p> <p>2.3 Edit (including caption, crop, resize, change contrast, change colour balance) an image using an appropriate tool.</p> <p>2.4. Process numeric data using simple formulae (including sum, subtraction, multiplication, division, maximum, minimum, average) using relative cell references</p> <p>2.5. Process (including sort, filter) numeric data by values in a column. and view in a suitable application.</p> <p>2.6. Format numeric data (including font sizes, font styles, alignment, cell formatting, merging cells, splitting cells, row height, column width).</p> <p>2.7. Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels (including chart title, axis titles, data legends and data labels).</p>	<p><b>5. Being safe and responsible online</b></p> <p>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.</p> <p>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).</p> <p>5.3. Know how to backup files to the cloud.</p> <p>5.4. Know how to avoid exposure to malware (including worms, trojans and ransomware).</p> <p>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.</p>	<p>Students will have a firm grounding in the basics when using ICT Systems and tools, in both everyday life and work.</p> <p>Students will be able to demonstrate their knowledge and understanding by undertaking relevant tasks.</p> <p>Students will have the ability to achieve either an Entry Level 3 or Level 1 qualification.</p>

	<p>terabytes) describing data storage requirements.</p> <p>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.</p> <p>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.</p>	<p><b>3. Communicating</b> <b>Learners must know how to:</b></p> <p>3.1. Use email for a range of contexts and audiences.</p> <p>3.2. Use online messages (including instant message, text message, social media) for a range of contexts and audiences.</p> <p>3.3. Know what steps can be taken to limit a digital footprint (including use of privacy tools to manage cookies and website tracking, private browsing, restricting GPS information).</p> <p><b>4. Transacting</b></p> <p>4.1. Manage account settings for an online service (including personal details, login credentials, marketing and communication preferences).</p> <p>4.2. Complete online forms and upload documents or images.</p> <p>4.3. Carry out checks to reduce the risks involved in transactions online (including checking for the padlock next to the URL in the browser, checking if the website appears professional with a legitimate domain name, checking reviews).</p>		
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Assessment	<p>One externally assessed assessment – computer based.</p> <p>Exams are flexible and can be taken at different times through the year.</p>	<ul style="list-style-type: none"> <li>• Students will undertake a variety of practical tasks to demonstrate their knowledge and key skills.</li> <li>• Student folders will be regularly checked and feedback given.</li> <li>• Students will undertake sample tests in order to prepare for the assessment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students will undertake sample tests in order to prepare for the assessment.</li> </ul>	<p>Mrs M Jenkins (HOD ICT)</p> <p>Email:</p> <p>mjenkins@glebe.bromley.sch.uk</p>