| | Term 1: Sept –Dec Content | Term 2: Jan-April Content | Term 3: April - July Content | Desired end of year outcomes |
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| **Year 11** | **Continuation of the Entry Level 1 Curriculum content.**<br><br>Students have to this point, undertaken assessments in Entry Level 1 and Entry Level 2 ICT Functional Skills. This term students work toward the Entry Level 3 qualification | The following content for Level 1 is studied for the remainder of the year.<br><br>**Learners must know how to:**<br>**Use ICT**<br><br>▪ identify the ICT requirements of a straightforward task<br>▪ use ICT to plan and organise work<br><br>interact with and use ICT systems to meet requirements of a straightforward task in a familiar context<br>▪ select and use software applications to meet needs and solve straightforward problems<br>▪ select and use interface features effectively to meet needs 2.3 adjust system settings as appropriate to individual needs<br><br>manage information storage<br>work with files, folders and other media to access, organise, store, label and retrieve information<br><br>follow and demonstrate understanding of the need for safety and security practices<br>▪ demonstrate how to create, use and maintain secure passwords<br>demonstrate how to minimise the risk of computer viruses<br><br>**Learners must know how to:**<br>**Find and select information** | ***Use search techniques to locate and select relevant information***<br>▪ search via search engines and queries<br><br>select information from a variety of ICT sources for a straightforward task<br><br>▪ recognise and take account of currency, relevance, bias and copyright when selecting and using information of straightforward tasks<br><br>**Learners must know how to:**<br>**Develop, present, and communicate information**<br><br>***Enter and develop and refine different types of information using appropriate software to meet requirements of straightforward tasks***<br><br>▪ apply editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numbers, charts, graphs or other digital content<br><br>***Use appropriate software to meet requirements of straightforward data-handling task***<br>▪ process and display numerical data in a graphical format<br>▪ use field names and data types to organise information<br>▪ enter, search, sort and edit records | Students will have a firm grounding in the basics when using ICT Systems and tools, in both everyday life and work.<br><br>Students will be able to demonstrate their knowledge and understanding by undertaking relevant tasks.<br><br>Students will have the ability to achieve either the Entry Level 3 or Level 1 qualification. |

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| ▪ | | ***Use communications software to meet requirements of a straightforward task***<br><br>▪ read, send and receive electronic messages with attachments<br>▪ demonstrate understanding of the need to stay safe and to respect others when using ICT-based communication<br><br>***Combine information within a publication for a familiar audience and purpose***<br>▪ for print and for viewing on screen - checking for accuracy and meaning<br><br>***Evaluate own use of ICT tools***<br>▪ at each stage of a task and at the task's completion | |

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| **Assessment** | Students will undertake a variety of practical tasks to demonstrate their knowledge and key skills.<br><br>Student folders will be regularly checked and feedback given.<br><br>Students will undertake sample tests in order to prepare for the Entry Level 3 assessment. | One externally assessed computer based assessment will be taken. Exams are flexible and can be taken at different times through the year.<br><br>Students undertake a variety of practical tasks to demonstrate knowledge at Level 1.<br>Student folders will be regularly checked and feedback given. | One externally assessed computer based assessment will be taken at Level 1.<br><br> Exams are flexible and can be taken at different times through the year. | Mrs M Jenkins (HOD ICT)<br>Email:<br>mjenkins@glebe.bromley.sch.uk |