

Curriculum Intent 2022-2023






Course Title	NOCN Functional Skills ICT	Level	Entry Level 1-3, Level 1-2		
Subject / Unit Title	ICT	SOW prepared by	Louis Meller	Verified by	
		N° of weeks	27+ Scaffold	Hours per week	2
Tutor(s)	Louis Meller	Awarding Body	NOCN	Course code	500/9762/3 500/9763/5 501/0749/5 500/9764/7 500/9765/9

Curriculum Intent Statement	<p>Using ICT with a variety of mobile devices to.</p> <ul style="list-style-type: none"> ○ Follow and understand the need for safety and security practices ○ Manage information storage ○ Select and use appropriate sources of information that matches given requirements ○ Enter, enter, develop, and format information to suit its meaning and purpose, including text and tables, images, numbers, graphs, and records ○ Bring together information to achieve a purpose ○ Select and use ICT to communicate <p>To provide learners with the ICT skills and abilities they need to take an active and responsible role in their communities, everyday life, the workplace, and educational settings.</p> <p>Enable learners to find and present information in ways that make them effective and involved as citizens, to operate confidently and to convey their ideas and opinions clearly.</p> <p>Support learner's progression and achievement by identifying, recording and tracking individual E & D issues. Providing adapted learning resources and support materials when necessary and selecting topics, when appropriate, that give the opportunity to cover E & D issues.</p> <p>Encourage learners to demonstrate their computer and presentation skills in a range of contexts and for various purposes.</p> <p>Develop and recognise the ability of learners to apply and transfer skills in ways that are appropriate to their situation</p>
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Week number	Topic	Session learning objectives Entry Level 1	Session learning objectives Entry Level 2	Session learning objectives Entry Level 3	Session learning objectives Level 1	Session learning objectives Level 2	Notes
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1	Induction	Induction week activity – initial assessment for ICT	Induction week activity – initial assessment for ICT	Induction week activity – initial assessment for ICT	Induction week activity – initial assessment for ICT	Induction week activity – initial assessment for ICT	
2	Hardware	<ul style="list-style-type: none"> Identify Input & Output devices Identify components of a PC 	<ul style="list-style-type: none"> Identify Input & Output devices Identify components of a PC 	<ul style="list-style-type: none"> Identify Input & Output devices Identify components of a PC Explain what makes a device an input or an output 	<ul style="list-style-type: none"> Identify Input & Output devices Identify components of a PC Explain what makes a device an input or an output 	<ul style="list-style-type: none"> Identify Input & Output devices Identify components of a PC Explain what makes a device an input or an output Identify different connection ports of a computer 	<p>Introduction to Functional Skills Information regarding assessment and levels</p> <p>Assessment period to accurately identify levels for all learners</p>
3	Hardware	Select suitable PC hardware to meet user needs	Select suitable PC hardware to meet user needs	<ul style="list-style-type: none"> Select suitable PC hardware to meet user needs Explain how we can identify specifications and standards of components 	<ul style="list-style-type: none"> Select suitable PC hardware to meet user needs Explain how we can identify specifications and standards of components 	<ul style="list-style-type: none"> Select suitable PC hardware to meet user needs Explain how we can identify specifications and standards of components 	<p>Completed Q&A tasks</p> <p>Correctly choose suitable PC equipment to meet user needs</p>
4	Software	<ul style="list-style-type: none"> Identify common software applications Select software applications for different uses and to solve problems 	<ul style="list-style-type: none"> Identify common software applications Select software applications for different uses and to solve problems 	<ul style="list-style-type: none"> Identify common software applications Select software applications for different uses and to solve problems 	<ul style="list-style-type: none"> Identify common software applications Select software applications for different uses and to solve problems Identify common icons and terminology across different categories of software 	<ul style="list-style-type: none"> Identify common software applications Select software applications for different uses and to solve problems Identify common icons and terminology across different categories of software 	
5	Software	<ul style="list-style-type: none"> Identify key words and what they mean i.e., Malware, Virus. Identify common threats with PC software 	<ul style="list-style-type: none"> Identify key words and what they mean i.e., Malware, Virus. Identify common threats with PC software 	<ul style="list-style-type: none"> Identify key words and what they mean i.e., Malware, Virus. Identify common threats with PC software 	<ul style="list-style-type: none"> Identify key words and what they mean i.e., Malware, Virus. Identify common threats with PC software 	<ul style="list-style-type: none"> Identify key words and what they mean i.e., Malware, Virus. Identify common threats with PC software 	<p>Key Words:</p> <ul style="list-style-type: none"> Malware Trojan Virus Anti-Virus

Week number	Topic	Session learning objectives Entry Level 1	Session learning objectives Entry Level 2	Session learning objectives Entry Level 3	Session learning objectives Level 1	Session learning objectives Level 2	Notes
				<ul style="list-style-type: none"> Identify what an anti-virus is, and where they're available 	<ul style="list-style-type: none"> Understand what to do when your computer is infected with a virus. Identify what an anti-virus is, and where they're available 	<ul style="list-style-type: none"> Understand what to do when your computer is infected with a virus. Identify what an anti-virus is, and where they're available 	Phishing
6	Safe Procedures	<ul style="list-style-type: none"> Identify and apply correct seating and lighting whilst using a computer 	<ul style="list-style-type: none"> Identify and apply correct seating and lighting whilst using a computer 	<ul style="list-style-type: none"> Identify and apply correct seating and lighting whilst using a computer Explain what types of injury people can suffer from, from incorrect computer use – RSI, Eyestrain 	<ul style="list-style-type: none"> Identify and apply correct seating and lighting whilst using a computer Explain what types of injury people can suffer from, from incorrect computer use – RSI, Eyestrain Identify what act of parliament introduced law relating to the use of a computer 	<ul style="list-style-type: none"> Identify and apply correct seating and lighting whilst using a computer Explain what types of injury people can suffer from, from incorrect computer use – RSI, Eyestrain Identify what act of parliament introduced law relating to the use of a computer 	<p>Create a poster to demonstrate knowledge</p> <p>Discuss strong password</p> <p>Key Words</p> <ul style="list-style-type: none"> Health and Safety Log on/in Shut down RSI Eye Strain
7	Safe Procedures	<ul style="list-style-type: none"> Identify different ways of keeping access to information secure and effective file management Identify common threats in ICT and how to prevent or eliminate them. 	<ul style="list-style-type: none"> Identify different ways of keeping access to information secure and effective file management Identify common threats in ICT and how to prevent or eliminate them. 	<ul style="list-style-type: none"> Identify different ways of keeping access to information secure and effective file management Identify common threats in ICT and how to prevent or eliminate them. 	<ul style="list-style-type: none"> Identify different ways of keeping access to information secure and effective file management Identify common threats in ICT and how to prevent or eliminate them. Be able to change password 	<ul style="list-style-type: none"> Identify different ways of keeping access to information secure and effective file management Identify common threats in ICT and how to prevent or eliminate them. Be able to change password 	
8	File Management	<ul style="list-style-type: none"> Identify effective file management Save and file documents effectively Identify various types of storage media 	<ul style="list-style-type: none"> Identify effective file management Save and file documents effectively Identify various types of storage media 	<ul style="list-style-type: none"> Identify effective file management Save and file documents effectively Identify various types of storage media 	<ul style="list-style-type: none"> Identify effective file management Save and file documents effectively Identify various types of storage media 	<ul style="list-style-type: none"> Identify effective file management Save and file documents effectively Identify various types of storage media 	<p>Create ICT folder</p> <p>Discuss the pros and cons of different storage media</p>

Week number	Topic	Session learning objectives Entry Level 1	Session learning objectives Entry Level 2	Session learning objectives Entry Level 3	Session learning objectives Level 1	Session learning objectives Level 2	Notes
					<ul style="list-style-type: none"> Understand the purpose of back-up 	<ul style="list-style-type: none"> Understand the purpose of back-up 	
9	File Management	<ul style="list-style-type: none"> Create folders and subfolders 	<ul style="list-style-type: none"> Create folders and subfolders 	<ul style="list-style-type: none"> Create folders and subfolders Navigate with file explorer to locate files and documents 	<ul style="list-style-type: none"> Create folders and subfolders Navigate with file explorer to locate files and documents Explain what the start menu is for; demonstrate how to use it 	<ul style="list-style-type: none"> Create folders and subfolders Navigate with file explorer to locate files and documents Explain what the start menu is for; demonstrate how to use it 	<ul style="list-style-type: none"> Folder Sub folder File name Online drive Portable storage Back-up
10	Internet	<ul style="list-style-type: none"> Select and compare different search engines Search using keyword and advanced search techniques Understand copy right Copy and save images for a specific purpose Identify security issues associated with internet usage and preventive measure to take. 	<ul style="list-style-type: none"> Select and compare different search engines Search using keyword and advanced search techniques Understand copy right Copy and save images for a specific purpose Identify security issues associated with internet usage and preventive measure to take. 	<ul style="list-style-type: none"> Select and compare different search engines Search using keyword and advanced search techniques Understand copy right Copy and save images for a specific purpose Identify security issues associated with internet usage and preventive measure to take. 	<ul style="list-style-type: none"> Select and compare different search engines Search using keyword and advanced search techniques Understand copy right Copy and save images for a specific purpose Identify security issues associated with internet usage and preventive measure to take. Understand the functionality of a web browser Be able to navigate directly to a website 	<ul style="list-style-type: none"> Select and compare different search engines Search using keyword and advanced search techniques Understand copy right Copy and save images for a specific purpose Identify security issues associated with internet usage and preventive measure to take. Understand the functionality of a web browser Be able to navigate directly to a website 	<p>Discuss online shopping and social media</p> <p>Security risks when accessing different websites and social media</p> <p>Cyber Bullying</p>
11	Internet						Previous week objectives will run through 2 weeks.
12	Email	<ul style="list-style-type: none"> Log onto students' email (Outlook) Understand and explain who provides email accounts 	<ul style="list-style-type: none"> Log onto students' email (Outlook) Understand and explain who provides email accounts 	<ul style="list-style-type: none"> Log onto students' email (Outlook) Understand and explain who 	<ul style="list-style-type: none"> Log onto students' email (Outlook) Understand and explain who 	<ul style="list-style-type: none"> Log onto students' email (Outlook) Understand and explain who 	Discuss the difference between bcc and cc

Week number	Topic	Session learning objectives Entry Level 1	Session learning objectives Entry Level 2	Session learning objectives Entry Level 3	Session learning objectives Level 1	Session learning objectives Level 2	Notes
				provides email accounts <ul style="list-style-type: none"> Use email for a specific purpose 	provides email accounts <ul style="list-style-type: none"> Use email for a specific purpose 	provides email accounts <ul style="list-style-type: none"> Use email for a specific purpose 	
13	Email	<ul style="list-style-type: none"> Understand the terms associated with email Send and receive email with file attachment 	<ul style="list-style-type: none"> Understand the terms associated with email Send and receive email with file attachment 	<ul style="list-style-type: none"> Understand the terms associated with email Send and receive email with file attachment 	<ul style="list-style-type: none"> Understand the terms associated with email Send and receive email with file attachment Use cc and bcc 	<ul style="list-style-type: none"> Understand the terms associated with email Send and receive email with file attachment Use cc and bcc 	Key Words <ul style="list-style-type: none"> bcc and cc file attachment Sender and recipient
14	Word Processing	<ul style="list-style-type: none"> Familiarise toolbar icons and its purpose Use word to create simple documents 	<ul style="list-style-type: none"> Familiarise toolbar icons and its purpose Use word to create simple documents 	<ul style="list-style-type: none"> Familiarise toolbar icons and its purpose Use word to create simple documents 	<ul style="list-style-type: none"> Familiarise toolbar icons and its purpose Use word to create simple documents Use Word to insert images and tables to present information 	<ul style="list-style-type: none"> Familiarise toolbar icons and its purpose Use word to create simple documents Use Word to insert images and tables to present information 	Series of completed tasks to check understanding and cover gaps Guided Word tasks completed in class
15	Word Processing	<ul style="list-style-type: none"> Format documents to aid clarity and enhance presentation 	<ul style="list-style-type: none"> Format documents to aid clarity and enhance presentation 	<ul style="list-style-type: none"> Format documents to aid clarity and enhance presentation Use layout tools to aid presentation of document 	<ul style="list-style-type: none"> Format documents to aid clarity and enhance presentation Use layout tools to aid presentation of document Print preview / printing documents 	<ul style="list-style-type: none"> Format documents to aid clarity and enhance presentation Use layout tools to aid presentation of document Print preview / printing documents 	
16	Word Processing	<ul style="list-style-type: none"> Use formatting tools to present information effectively 	<ul style="list-style-type: none"> Use formatting tools to present information effectively 	<ul style="list-style-type: none"> Use formatting tools to present information effectively 	<ul style="list-style-type: none"> Use formatting tools to present information effectively Understand different types of documents (PDF, Doc) Apply different page sizes 	<ul style="list-style-type: none"> Use formatting tools to present information effectively Understand different types of documents (PDF, Doc) Apply different page sizes 	Completed poster/leaflet Presenting information, printing techniques
17	Word Processing	<ul style="list-style-type: none"> Create forms and tables Use borders Insert and edit shapes 	<ul style="list-style-type: none"> Create forms and tables Use borders Insert and edit shapes 	<ul style="list-style-type: none"> Create forms and tables Use borders Insert and edit shapes 	<ul style="list-style-type: none"> Create forms and tables Use borders Insert and edit shapes 	<ul style="list-style-type: none"> Create forms and tables Use borders Insert and edit shapes 	

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					<ul style="list-style-type: none"> Effectively use the ribbon tabs to access Fonts, Paragraphs, and styles 	<ul style="list-style-type: none"> Effectively use the ribbon tabs to access Fonts, Paragraphs, and styles 	
18	Presentations	<ul style="list-style-type: none"> Find and organise information of different forms to achieve a purpose Bring together and organise components of images and text 	<ul style="list-style-type: none"> Find and organise information of different forms to achieve a purpose Bring together and organise components of images and text 	<ul style="list-style-type: none"> Find and organise information of different forms to achieve a purpose Bring together and organise components of images and text 	<ul style="list-style-type: none"> Find and organise information of different forms to achieve a purpose Bring together and organise components of images and text Use Master Slide view to create, amend or delete design theme components 	<ul style="list-style-type: none"> Find and organise information of different forms to achieve a purpose Bring together and organise components of images and text Use Master Slide view to create, amend or delete design theme components 	Key Words: <ul style="list-style-type: none"> Slide Slide show Theme Animation Transition
19	Presentations	<ul style="list-style-type: none"> Use a variety of media within a PP presentation 	<ul style="list-style-type: none"> Use a variety of media within a PP presentation 	<ul style="list-style-type: none"> Use a variety of media within a PP presentation Use animations and slide transitions to aid effect 	<ul style="list-style-type: none"> Use a variety of media within a PP presentation Use animations and slide transitions to aid effect 	<ul style="list-style-type: none"> Use a variety of media within a PP presentation Use animations and slide transitions to aid effect Use the transition panel to manage timings and automation. 	
20	Presentations	Continue/Repetition from previous week(s)	Continue/Repetition from previous week(s)	<ul style="list-style-type: none"> Present information to a group 	<ul style="list-style-type: none"> Present information to a group Display information to an audience Give feedback on others use of software 	<ul style="list-style-type: none"> Present information to a group Display information to an audience Give feedback on others use of software 	Review of presentations and feedback on tools used
21	Spreadsheets	<ul style="list-style-type: none"> Understand the purpose of Excel Identify the advantages and disadvantages of using Excel in various setting 	<ul style="list-style-type: none"> Understand the purpose of Excel Identify the advantages and disadvantages of using Excel in various setting 	<ul style="list-style-type: none"> Understand the purpose of Excel Identify the advantages and disadvantages of using Excel in various setting 	<ul style="list-style-type: none"> Understand the purpose of Excel Identify the advantages and disadvantages of using Excel in various setting 	<ul style="list-style-type: none"> Understand the purpose of Excel Identify the advantages and disadvantages of using Excel in various setting 	Key Words: <ul style="list-style-type: none"> cell reference Filtering Borders Alignment Page Layout and printing Header and Footer Merge

Week number	Topic	Session learning objectives Entry Level 1	Session learning objectives Entry Level 2	Session learning objectives Entry Level 3	Session learning objectives Level 1	Session learning objectives Level 2	Notes
					<ul style="list-style-type: none"> Familiarise the menu and tool bar and its functions 	<ul style="list-style-type: none"> Familiarise the menu and tool bar and its functions Identify terminology used in Excel 	<ul style="list-style-type: none"> Insert
22	Spreadsh eets	<ul style="list-style-type: none"> Familiarise the menu and tool bar and its functions Use basic formatting tools to present information 	<ul style="list-style-type: none"> Familiarise the menu and tool bar and its functions Use basic formatting tools to present information 	<ul style="list-style-type: none"> Familiarise the menu and tool bar and its functions Use basic formatting tools to present information 	<ul style="list-style-type: none"> Create spreadsheet for a specific purpose Use formatting tools in excel to present information clearly 	<ul style="list-style-type: none"> Create spreadsheet for a specific purpose Use formatting tools in excel to present information clearly 	
23	Spreadsh eet	<ul style="list-style-type: none"> Understand the difference between functions and formula Use functions and formula to calculate maths 	<ul style="list-style-type: none"> Understand the difference between functions and formula Use functions and formula to calculate maths 	<ul style="list-style-type: none"> Understand the difference between functions and formula Use functions and formula to calculate maths 	<ul style="list-style-type: none"> Understand the difference between functions and formula Use functions and formula to calculate maths IF statements/Absolute referencing 	<ul style="list-style-type: none"> Understand the difference between functions and formula Use functions and formula to calculate maths IF statements/Absolute referencing 	<p>Key Words:</p> <ul style="list-style-type: none"> Replicate Formula Functions
24	Spreadsh eet	<ul style="list-style-type: none"> Create charts and graphs in Excel 	<ul style="list-style-type: none"> Create charts and graphs in Excel 	<ul style="list-style-type: none"> Create charts and graphs in Excel Layout and printing 	<ul style="list-style-type: none"> Create charts and graphs in Excel Layout and printing Conditional formatting and fliting data 	<ul style="list-style-type: none"> Create charts and graphs in Excel Layout and printing Conditional formatting and fliting data 	
25	Problem Solving	<ul style="list-style-type: none"> Bring together information to suit content and purpose 	<ul style="list-style-type: none"> Bring together information to suit content and purpose 	<ul style="list-style-type: none"> Bring together information to suit content and purpose Identify requirements and key information needed 	<ul style="list-style-type: none"> Bring together information to suit content and purpose Identify requirements and key information needed 	<ul style="list-style-type: none"> Bring together information to suit content and purpose Identify requirements and key information needed 	
26	Problem Solving	<ul style="list-style-type: none"> Identify requirements and key information needed 	<ul style="list-style-type: none"> Identify requirements and key information needed 	<ul style="list-style-type: none"> Identify and correct documentation issues – create folders, move files, archive files 	<ul style="list-style-type: none"> Identify and correct documentation issues – create folders, move files, archive files that are no longer needed. 	<ul style="list-style-type: none"> Identify and correct documentation issues – create folders, move files, archive files that are no longer needed. 	

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				that are no longer needed.			
27	Mock Assessments	Complete practice test at identified level	Complete practice test at identified level	Complete practice test at identified level	Complete practice test at identified level	Complete practice test at identified level	

Subject links	English	Maths	Science	ICT	Humanities	PSHE	Employability
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