

BTAH KS3 and KS4 Functional Skills ICT Overview

<u>YR</u>	<u>AUT 1</u>	<u>AUT 2</u>	<u>SPR 1</u>	<u>SPR2</u>	<u>SUM 1</u>	<u>SUM 2</u>
Year 9/KS3	Publishing applications - Clear messaging in digital media	Introduction to Spreadsheets	My digital world/E-Safety	Digital Literacy – Gaining support for a cause	Media – Vector Graphics	Cybersecurity
11 (level 2)	Using ICT Selecting and use software applications appropriately (Word processing, Spreadsheets, Desktop publishing & presentation software)	Using ICT Planning, ,using ICT safely and securely and organising	Finding and selecting information- using search engines and queries to locate and select relevant information Practise papers Functional Skills Level 2 ICT Exam	Developing presenting and communicating information Developing use of techniques to meet audience needs (presentations, letters, posters, spreadsheets)	Developing presenting and communicating information Use of email Practise papers Functional Skills Level 2 ICT Exam	

N.B – Functional skills Level 2 ICT exams to be booked for YEAR 11 students at half termly stages from September 2023 dependent on the needs of individual students.