

Elm Court School



ICT Curriculum Overview

At Elm Court School, the ICT curriculum supports pupils in developing the practical ICT skills that are used in everyday life and the world of work. Pupils complete a range of tasks that simulate how ICT is used in business: they will learn about computer security, online safety, how to layout documents, how to handle data, and how to use electronic mail. They will also learn how to evaluate information from different sources, understand copyright issues, and make assessments of businesses online.

Pupils usually complete a formal assessment each term, as well as a regular assessment of their work on an ongoing basis. The results of these assessments are used to support learning and also to determine which AQA Unit Awards certificate of achievement pupils in Years 7, 8, and 9 will be entered. In Key Stage 4 (KS4), pupils who will choose ICT as their pathway will work towards BTEC Entry Level 3–Level 1 qualifications. In Key Stage 5 (6th Form), pupils will be working towards Level 1–Level 2 qualifications depending on their prior knowledge and qualifications, where appropriate.

Year 7	Year 8	Year 9
<p>All pupils in Year 7 have one ICT lesson per week. They follow a curriculum that aims at building essential basic skills and also prepares them for the AQA Unit Award certificate of achievements.</p> <p>The course covers: - Computer Security</p> <ul style="list-style-type: none"> Physical Safety, Seating, and Lighting Logging on and Passwords <p>Online Safety</p> <ul style="list-style-type: none"> Online Hazards Searching for information <p>the File System</p> <ul style="list-style-type: none"> Files and Folders Creating, moving, and deleting files <p>Word Processing</p> <ul style="list-style-type: none"> Creating documents 	<p>All pupils in Year 8 have one ICT lesson per week. They will continue to build on their ICT skills and achievements. They will also continue to prepare for AQA Unit Awards.</p> <p>The course covers: - Computer Security</p> <ul style="list-style-type: none"> Physical environment Importance of computer security <p>Online Safety</p> <ul style="list-style-type: none"> Searching for information Viruses and Malware Other online hazards <p>the File System</p> <ul style="list-style-type: none"> Maintaining Files and Folders <p>Software choices</p> <ul style="list-style-type: none"> Analysing tasks Choosing appropriate software 	<p>All pupils in Year 9 have one ICT lesson per week. They continue to build on more skills used in the office environment and everyday life. They will also continue to prepare for AQA Unit Awards</p> <p>The course covers: - Online Safety</p> <ul style="list-style-type: none"> Validating online information Assessing online information Financial Safety <p>the File System</p> <ul style="list-style-type: none"> Folder structures Managing files <p>Software choices</p> <ul style="list-style-type: none"> Analysing tasks More software applications <p>Word Processing</p> <ul style="list-style-type: none"> Creating documents

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<ul style="list-style-type: none"> • Formatting text • Formatting images • Printing <p>Graphics</p> <ul style="list-style-type: none"> • Creating and manipulating images <p>Email</p> <ul style="list-style-type: none"> • Sending and receiving electronic messages 	<p>Word Processing</p> <ul style="list-style-type: none"> • Editing documents • Layouts of different document styles • Formatting text • Formatting images <p>Spreadsheets</p> <ul style="list-style-type: none"> • Cells and addresses • Formatting • Basic mathematical functions <p>Graphics</p> <ul style="list-style-type: none"> • Selecting and manipulating images • Pen and Brush styles • Background styles • Shapes <p>Email</p> <ul style="list-style-type: none"> • Netiquette • Sending and receiving electronic messages • Attachments 	<ul style="list-style-type: none"> • Layouts • Formatting text • Formatting images • Printing <p>Document Layout (Desktop Publishing)</p> <ul style="list-style-type: none"> • Layers • Text Boxes • Manipulating images <p>Spreadsheets</p> <ul style="list-style-type: none"> • More mathematical functions • Aggregate functions • Financial terminology <p>Email</p> <ul style="list-style-type: none"> • More email commands • Attachments
<p>Key Stage 4 (KS4) and Key Stage 5 (KS5) ICT Pathways follow BTEC ICT in Workskills. Pupils starting in KS4 will be developing their knowledge and skills building on their learning experience from Key Stage 3 (KS4). They will be working towards Entry Level 3/Level 1 qualification and could progress to Level 2 when they are in KS5. All the qualification is project-based, with work assessed internally and then moderated externally.</p>		
<p>BTEC Workskills (ICT) Entry Level 3</p>	<p>BTEC Level 1</p>	<p>BTEC Level 2</p>
<p>BTEC Entry Level 3 - “Using IT to Collect and Share Information at Work”.</p>	<p>BTEC Level 1- “Using IT to Store and Present Information at Work”. Level 1 includes more complex use of spreadsheet functions, data tables, and charts.</p>	<p>Pupils further expand on their knowledge and skills and work towards achieving a BTEC Level 2- “Using IT to Manage Information at Work”.</p>

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Understand different software applications used by business organisations.

- understand why and how organisations use digital products and services
- understand what different types of software organisations may use in their business
- research the features and benefits of different types of software used by a particular organisation
- present findings in an appropriate format

Recognise software applications that are used in the workplace.

- be aware of:
 - different software applications used for different purposes
 - different types of information
 - why and how businesses keep and use information
 - know how to use software to aid in completing tasks

Use a work-based software application

- Collect and handle data
- Project: Share and present information based on the research carried out by Pupils

Understanding different types of business organisations and the different software applications they need to use

- Identify different types of business and the generic and industry-specific software they need to use.
- Identify the benefits and drawbacks of different software providers (such as the differences between MS Word and Google Docs or between MS PowerPoint and Google Slides)
- Understand how and why organisations collect and store information.
- Understand the need for safety and security practices.

Finding and selecting information

- Use search techniques to locate relevant information.
- Select information from a variety of sources.
- Review and decide how best to present the information they find for use with different audiences.
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Developing presenting and communicating information

- Enter, develop, and refine information using appropriate software.
- Carry out straightforward data-handling tasks.
- Use communications software.

Level 2 also includes the creation of a multimedia presentation, using all of the knowledge and skills developed in Entry Level 3 and Level 1.

Using ICT

- Plan solutions to complex tasks in stages.
- Use ICT systems safely and securely for complex tasks in unfamiliar contexts.
- Manage information storage to enable efficient retrieval.

Finding and selecting information

- Use search techniques to locate and select relevant information, looking at the software applications used by a particular organization chosen by the Pupil in detail, including:
 - Which software applications are used to manage the day-to-day running of the organisation
 - Who within the organisation uses each software application and for what purpose
 - An evaluation of how important each software application is to the operations of the organization; and
 - Whether the software applications are used for internal colleagues or external stakeholders.

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- Give and receive feedback from their peers on their presentations and

- Combine information within a presentation for a specific audience and purpose.
- Evaluate own use of ICT tools, and receive and consider feedback on their presentations.

Research Project

- Use the skills developed to research and present an Information Pack on a school trip proposal, incorporating Word, Excel and PowerPoint elements to present different information in an appropriate format.

- Select information from a variety of sources.

Developing presenting and communicating information

- Enter, develop, and refine information for a complex task.
- Carry out a complex data-handling task
- Use communications software to meet the requirements of a complex task
- Combine and present information in different ways that are fit for purpose and specific audience.
- Evaluate the selection, use, and effectiveness of ICT tools and facilities.

Multimedia Project

- Create a multimedia presentation about the products, services and work done by their chosen organization.
- The Presentation will include details on both the organization the Pupils have researched together with summaries and evaluations of the software used by that organization.
- Students will give their Presentations to their peers, give and receive feedback and evaluate the feedback they receive.

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How you can support your child in ICT:

If you have access to a computer at home, encourage your child to use it for more than just gaming or watching videos: they can make cards and pictures, keep lists, do research for homework, and use it to keep in touch with friends and family. Contact us for more ideas, and for templates of specific documents.

Please contact the ICT department if you feel your child is struggling, needs a greater challenge, or if you just need more information.

Emails can be sent to: admin@elmcourt.lambeth.sch.uk.