

# Scheme of Work



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<b>Course title: ICT</b>	<b>Accreditation opportunities (Including Functional Skills)</b>
<b>Course code:</b>	
<b>Tutor:</b>	<b>Length, start and end date: 5 – 7 weeks</b>
<b>Course aim(s):</b> <ol style="list-style-type: none"> <li>1. Increase confidence uploading and editing digital photos</li> <li>2. Learn the basic and more advance functions of MS Word</li> <li>3. Increase confidence using web based ICT</li> <li>4. Increase knowledge and confidence creating data tables in Excel</li> <li>5. Increase knowledge and confidence using the internet</li> </ol>	
<b>Progression opportunities:</b>	

No	Differentiated learning outcomes							What have you planned for Initial Assessment and does it include functional skills?
	Basic	>	>	>	>	>	Advanced	
	Outcome A	Outcome B		Outcome C				
1	Take, upload and view at least 5 digital photos	Take, upload and view at least 10 digital photos and basic edit each one		Take, upload view and edit at least 10 digital photos then create Photo Story video file				Confidence wheel.
2	Write a basic set of instructions using a variety of font styles and bullet points	Write a set of instructions using a variety of font styles, bullets / numbers and insert a photo		Write a set of instructions including a variety of font styles, a photo, table and a shape				
3	Create a basic presentation using title and body text on at least one slide	Create a presentation using text and photos on at least 2 slides		Create a presentation using a range of media, font styles and colours and personalise it using advanced features				What were the results of your Initial Assessment? How will you apply this to meet the needs of specific learners?
4	Create a basic spreadsheet including text and numbers and demonstrate moving and copying cell data	Create a spreadsheet showing a list in a well formatted table including numbers and text		Create a spreadsheet showing a table including formula showing addition and multiplication sums				

5	Demonstrate a range of search tips for using search engines, recall how to deal with scams and malware	Demonstrate the use of search tool tips, set up an online account, upload files and recall dealing with scams and malware	Demonstrate browser and search engine techniques, upload to cloud, recall scams, malware and online shopping techniques	
<b>Outcomes for children (if family learning)</b>				

Date	Learning outcomes number	Assessment / learning checks	Notes - including teaching methods / learner activities and resources, opportunities for functional Skills development
1		Learner input Tutor led Learner input, discussion Paperwork completed Tutor observation of learners' ability to use camera functions Tutor observation and photos taken. Tutor to circulate and support Tutor observation circulating and photos taken and saved Tutor observations and documents saved with imported photos Photo Story files created. ILPs completed	<b>Digital Photos</b> Introduction to session outcomes Overview How we use ICT Initial assessment Digital cameras – intro / tutorial Taking photos Uploading photos Editing photos Importing photos Photo Story slideshow Sharing Reflection on learning Evaluation of session. Learners record own progress.
2		Tutor led Discussion Tutor observation Tutor observations and support – rotate between learners Tutor observations Written work	<b>MS Word</b> Introduction to session outcomes Baseline Familiarisation Basic tutorial Inserting objects Task Reflection on learning Evaluation of session. Learners record own progress.
3		Tutor led Discussion Tutor observation Work completed – presentation saved ILPs	<b>Prezi Presentation</b> Introduction to session outcomes. Setting the scene Setup Familiarisation Basic tutorial Advanced feature Task Reflection on learning Evaluation of session. Learners record own progress.

Good practice checklist
Have you planned: <ul style="list-style-type: none"> <li><input type="checkbox"/> Assessment/checking with learners of Functional Skills English, Maths, IT as appropriate</li> <li><input type="checkbox"/> Differentiation</li> <li><input type="checkbox"/> Embedded FS learning opportunities?</li> <li><input type="checkbox"/> Methods/format for regular recording progress and achievement with learners?</li> <li><input type="checkbox"/> Timely reviews and recording of learning and progress</li> <li><input type="checkbox"/> Embedded equality and diversity?</li> <li><input type="checkbox"/> Enhancement of learning by using digital technologies?</li> <li><input type="checkbox"/> Attention to health and safety?</li> <li><input type="checkbox"/> Ensuring learners feel safe and able to raise issues and concerns?</li> <li><input type="checkbox"/> Timely and sufficient opportunities to raise aspiration and reflect on progression opportunities?</li> </ul>

4		<p>Tutor led Discussion Tutor observations of learners completing tasks on PCs Task completed and saved ILPs completed</p>	<p><b>MS Excel Spreadsheets</b> Introduction to session outcomes. Baseline Familiarisation Basic tutorial Tricks and sorting Simple formula Task Reflection on learning Evaluation of session. Learners record own progress.</p>
5		<p>Tutor led Discussion Tutor observation of learners completing tasks Email set up, email sent, received and replied to Dropbox account created and files uploaded and shared Discussion, tutor observation of learners performing tasks ILPs completed</p>	<p><b>Using the Internet</b> Introduction to session outcomes Baseline Using a search engine Webpage viewing Bookmarks and favourites Setting up an email account Setting up a Dropbox account Scams &amp; malware Online shopping Reflection on learning Evaluation of session. Learners record own progress.</p>
6		Optional extra	<b>Programming (Scratch)</b>
7		Optional extra	<b>MS PowerPoint</b>

How will you know the course aims and LOs have been achieved?

Assessment of work completed / saved and learner diaries.

Post-course confidence wheel – compare to initial assessment.

Tutor reflection / Notes for future delivery