

# Scheme of Work



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<b>Course title: ICT for Work</b>	<b>Accreditation opportunities (Including Functional Skills)</b>
<b>Course code:</b>	
<b>Tutor:</b>	<b>Length, start and end date: 6 weeks</b>
<b>Course aim(s):</b> <ol style="list-style-type: none"> <li>1. Learn the basic and more advance functions of MS Word</li> <li>2. Increase confidence using web-based ICT</li> <li>3. Increase knowledge and confidence using the internet</li> <li>4. Unlock ICT barriers to finding employment</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	Use a search engine to find information	Sort through a variety of pages to find the most relevant	Copy and paste selected text					<b>Confidence wheel.</b>
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	Plan a journey using Google Maps	Change routes between different methods of transport	Alter routes					
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>What were the results of your Initial Assessment? How will you apply this to meet the needs of specific learners?</b>
6	Locate files in folders	Copy and paste files	Search for files in folders	
7	Send and receive emails	Attach documents to emails	Save attachments to a folder	
<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		Tutor led discussion, Learner discussion input Paperwork completed including IA Observation of learners completing tasks on own laptops Set tasks completed with low / no support.	<b>Navigating Windows</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Housekeeping</li> <li>• Course Overview and Session Overview</li> <li>• Group Agreement</li> <li>• Initial Assessment</li> <li>• How are computers / the internet useful?</li> <li>• Navigating Windows, Files, Folders and Programs</li> </ul>
2		Tutor led Discussion Tutor observation of learners completing tasks ILPs completed	<b>Using the Internet</b> <ul style="list-style-type: none"> <li>• Using YouTube</li> <li>• Introduction to session outcomes</li> <li>• Baseline</li> <li>• Using a web browser</li> <li>• Webpage viewing</li> <li>• Using a search engine</li> <li>• Bookmarks and favourites</li> </ul>
3		Email set up, email sent, received and replied to Dropbox account created and files uploaded and shared Discussion, tutor observation of learners performing tasks	<b>Email and Online storage</b> <ul style="list-style-type: none"> <li>• Setting up an email account</li> <li>• Setting up a Dropbox account</li> <li>• Scams &amp; malware</li> <li>• Job searching</li> </ul>
4		Tutor led Discussion Tutor observation Tutor observations and support – rotate between learners Tutor observations Written work	<b>MS Word</b> <ul style="list-style-type: none"> <li>• Introduction to session outcomes</li> <li>• Baseline</li> <li>• Familiarisation</li> <li>• Basic tutorial</li> <li>• Inserting objects task</li> <li>• Reflection on learning</li> <li>• Evaluation of session.</li> <li>• Learners record own progress.</li> </ul>

### Good practice checklist

Have you planned:

- Assessment/checking with learners of Functional Skills English, Maths, IT as appropriate
- Differentiation
- Embedded FS learning opportunities?
- Methods/format for regular recording progress and achievement with learners?
- Timely reviews and recording of learning and progress
- Embedded equality and diversity?
- Enhancement of learning by using digital technologies?
- Attention to health and safety?
- Ensuring learners feel safe and able to raise issues and concerns?
- Timely and sufficient opportunities to raise aspiration and reflect on progression opportunities?

5		Tutor led discussion Learner discussion / input on ability / awareness / experience Learner input in group tasks Observation of learners completing tasks on laptops Tasks completed Learning diaries	<b>Planning Journeys</b> Google Maps Public Transport Using learning from previous weeks – email, storage, Word, files. Consolidating learning
6		Tutor led Discussion Tutor observations of learners completing tasks on PCs Task completed and saved ILPs completed	<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><b>How will you know the course aims and LOs have been achieved?</b></p> <p>Assessment of work completed / saved and learner diaries.</p> <p>Initial assessment.</p>			
<p><b>Tutor reflection / Notes for future delivery</b></p>			