Functional Skills ICT – Scheme of Work

This scheme of work comes with 22 lesson plans and accompanying digital resources. They have developed to be used in conjunction with free Functional Skills Study Modules as part of a programme of study for ICT.

The Study Modules aim to help learners acquire the skills that are outlined in the Edexcel specification for Functional Skills ICT, Levels 1 & 2.

The structure of Study Modules and lessons
Topics have been organised in a logical order, which does not always reflect the sequence in which they appear in the specification. The standards covered are given at the start of each Study Module and lesson.

It is expected that teachers will organise their teaching sessions according to the needs, level of experience and interest of their learners, and the contexts in which they are working.

These materials work in conjunction with the **Complete Delivery Guide** to the Edexcel specification.

Module No	Module Title	Number of Lessons
1	Making the most of your computer	1
2	Managing information	2
3	Finding and selecting information	2
4	Working with structured data	3
5	Working with numbers and charts	3
6	Working with text and images	3
7	Combining and presenting information	6
8	Using ICT to communicate	2
	Total:	22

Level differentiation
These materials are for learners working at Levels 1 and 2.

The basis of the design of the materials is that, as in the specification, differentiation will be as much by outcome as by activity. The other key level differentiators – complexity, familiarity, technical demand and independence – are reflected in the tasks, which are designed to show the progression that is a feature of the standards:

	At Level 1, learners would be expected to:	At Level 2, learners would be expected to:	
	• identify the ICT requirements needed to solve a straightforward task and apply their knowledge and understanding to produce an appropriate solution (complexity) • apply their knowledge and skills within a non-routine but familiar context (familiarity) • apply a range of techniques in a number of applications to produce an appropriate outcome (technical demand) • solve problems that are essentially instructor/ tutor guided, demonstrating the confidence to make informed choices and knowing when to seek guidance (independence)	• analyse multi-step tasks and separate the components, identifying the relevant ICT requirements and applying their knowledge and understanding to produce an appropriate solution (complexity) • apply their knowledge, skills and understanding within non-routine and non-familiar contexts (familiarity) • demonstrate the application of a wide range of techniques across several applications to produce an appropriate outcome (technical demand) • solve problems independently, overcoming challenges to produce successful outcomes (independence)	

A note on resources and providing a safe working environment for learners
Any suggestion for software to be used with activities is not meant to be exclusive. It is understood that different centres will have different resources.

Teachers can adapt activities so that they can be used with the resources that are available to them.

Assumptions
- Students have some experience of using ICT, in particular word processing, spreadsheets and presentation software.
- Lessons are 60 minutes long
- Students have access to computers outside timetabled lessons
- Students have access to the internet.

Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	
1	• customise computer settings to increase their own efficiency	• personalise the desktop • adjust system settings • resolve straightforward problems	Study Module 1: Making the most of your computer SAM and Mark Scheme Digital images: 　　　L1.1-PC-in-the-box 　　　L1.2-PC-out-of-the-box 　　　L1.3-PC-effective-settings 　　　L1.4-Mark-Scheme-Lesson1 Key vocabulary 　　　see Lesson Plan 1	Level 1: 2.1 – 2.3	Level 2: 2.1 – 2.4
2	• manage information storage	• create and work with files and folders • build appropriate folder structures • control access to files	Study Module 2: Managing Information SAM and Mark Scheme Digital images: 　　　L2.1-Filing-systems 　　　L2.2-Files-in-folders 　　　L2.3-File-security 　　　L2.4-Mark-Scheme-Lesson2 　　　L2.5-Storage-uncompressed Key vocabulary 　　　see Lesson Plan 2	Level 1: 3.1 4.1 – 4.2	Level 2: 3.1 5.2

Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	

3	• manage storage areas
	• work safely and securely
		• select appropriate storage areas
		• check available free storage space
		• compress files into a folder
		• take action against loss of information in files and folders
			Study Module 2: Managing Information
			SAM and Mark Scheme
			Memory Stick
			Digital images:
			    L3.1-Storage-outdoor-indoor
			    L3.2-Storage-different-kinds
			    L3.3-Storage-full
			    L3.4-Storage-uncompressed
			    L3.5-Storage-compressed
			    L3.6- Storage-external-insecure-
			Key vocabulary
			    see Lesson Plan 3
				Level 1:
				3.1
				4.1, 4.2
					Level 2:
					3.1
					5.2

Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	

4	• find and select reliable information appropriate for purpose and audience	• identify the information requirements and audience of a task
		• construct efficient searches
		• evaluate websites
			Study Module 3: Finding and selecting information
			SAM and Mark scheme
			Digital images:
			      L4.1-Road-layout
			      L4.2-Real-road-junction
			      L4.3-Rail-crossing-audio
			      L4.4-Give-Way-text
			      L4.5-Give-Way-sign
			      L4.6-Lesson4-Objectives
			      L4.7-Fit-for-purpose
			      L4.8-Copyright-not-right-to-copy
			Key vocabulary
			      see Lesson Plan 4
				Level 1:
				2.1
				5.1
				6.1
					Level 2:
					2.1
					4.1
					5.1 – 5.2

5	• manage and acknowledge information selected for use in own work	• save information appropriately
		• acknowledge sources and information they use
		• evidence how they manage information saved from the internet
			Study Module 3: Finding and selecting information
			SAM and Mark scheme
			Digital images:
			      L4.8-Copyright-not-right-to-copy
			      L5.1-Copyright-protected
			      L5.2-Task1-Task3
			Key vocabulary
			      see Lesson Plan 5
				Level 1:
				2.1
				5.1
				6.1
					Level 2:
					2.1
					4.1
					5.1 – 5.2

Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	
6	• structure and present data in a table	• build a data table • enter meaningful field names • work with different types of data • format data • sort data in different ways	Study Module 4: Working with structured data SAM and Mark Scheme Key vocabulary see Lesson Plan	Level 1: 2.1 5.1 7.1 8.3 - 8.4	Level 2: 2.1 4.1 6.1 7.3 - 7.4
7	• search structured data	• use Find to locate data • set and customise Filters (AutoFilter) • use Filters on single and multiple columns	Study Module 4: Working with structured data SAM and Mark Scheme Key vocabulary see Lesson Plan 7	Level 1: 2.1 5.1 7.1 8.3 - 8.4	Level 2: 2.1 4.1 6.1 7.3 - 7.4
8	• present information to meet requirements • validate data	• enter and format numeric data • perform calculations using data in two fields • use a drop-down list for data-entry • produce print-outs to meet requirements	Study Module 4: Working with structured data SAM and Mark Scheme Key vocabulary see Lesson Plan 8	Level 1: 2.1 5.1 7.1 8.3 - 8.4	Level 2: 2.1 4.1 6.1 7.3 - 7.4

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Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	

9	• select and apply appropriate formats
	• carry out calculations with relative and absolute references
		• display numbers and text in appropriate formats
		• enter formulas using (+, -, *, /)
		• use functions SUM, AVERAGE, COUNT, MAX and MIN
		• use absolute cell references
			Study Module 5: Working with numbers and charts
			SAM and Mark Scheme
			Digital images:
			    L9.1-100-Display
			    L9.2-100-Display-Format
			    L9.3-100-DataEntry-Display-Format
			    L9.4-10x10-text-number
			    L9.5-10x10-results
			    L9.6-10x10-warning
			    L9.7-10x10-comment
			Key vocabulary
			    see Lesson Plan 9
				Level 1:
				2.1
				7.1
				8.1 - 8.2
					Level 2:
					2.1
					6.1
					7.1 - 7.2

10	• work with conditions	• use the IF Function • apply conditional formatting	Study Module 5: Working with numbers and charts SAM and Mark Scheme Key vocabulary see Lesson Plan 10	Level 1: 2.1 7.1 8.1 - 8.2	Level 2: 2.1 6.1 7.1 - 7.2

11	• display numerical data in graphical form	• select and create appropriate charts and graphs
		• label graphs / charts to aid understanding
		• produce print-outs to meet requirements
			Study Module 5: Working with numbers and charts
			SAM and Mark Scheme
			Digital images:
			    L11.1-Bar-Chart-no-info
			Key vocabulary
			    see Lesson Plan 11
				Level 1:
				2.1
				7.1
				8.1 - 8.2
					Level 2:
					2.1
					6.1
					7.1 - 7.2

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Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	
12	• select and format text to meet requirements	• select and prepare text for publications • apply appropriate formatting • apply bullets and numbering to lists • produce print-outs to meet requirements	Study Module 6: Working with text and images SAM and Mark Scheme Digital images: L4.7-Fit-for-purpose L12.1-Bullets-Numbering Key vocabulary see Lesson Plan 12	Level 1: 2.1 7.1	Level 2: 2.1 6.1
13	• display information in a table	• create a table in a text document • format it to aid understanding • produce print-outs to meet requirements	Study Module 6: Working with text and images SAM and Mark Scheme Digital images: L13.1-Tables-previous L13.2-Table-menu L13.3-Table-properties Text file: Lesson 13 Homework text for table Key vocabulary see Lesson Plan 13	Level 1: 2.1 7.1	Level 2: 2.1 6.1

Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	

14	• format and integrate images to meet requirements	• select appropriate formatting tools to edit images
		• add features to images
		• combine text and images to produce print-outs that meet requirements
			Study Module 6: Working with text and images
			SAM and Mark Scheme
			Digital images:
			    L3.5-Storage-compressed
			    L14.1-Picture-4-versions
			    L14.2-Picture-version4
			    L14.3-Text-images
			    L14.4-Which-software
			    L14.5-View-Toolbars-Picture
			    L14.6-Picture-icons
			    L14.7-Image-plus
			Text file:
			    San-Francisco-Diary
			Key vocabulary
			    see Lesson Plan 14
				Level 1:
				2.1
				7.1
					Level 2:
					2.1
					6.1

15	• identify features of effective publications	• identify purposes, target audiences and features of type of publications • map out page layouts • describe text styles	Study Module 7: Combining and presenting information SAM and Mark Scheme Key vocabulary see Lesson Plan 15	Level 1: 1.1 2.1 10.1 10.2 11.1	Level 2: 1.1 2.1 9.1 9.2 10.1

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Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	
16	• plan a publication	• analyse requirements • match types of publications to requirements • rank information for specific publications • set success criteria for publications • review effectiveness of layouts	Study Module 7: Combining and presenting information SAM and Mark Scheme Key vocabulary see Lesson Plan	Level 1: 1.1 2.1 10.1 10.2 11.1	Level 2: 1.1 2.1 9.1 9.2 10.1

Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	

Double Lesson 17-18	• plan and carry out the production of a paper-based publication
	• apply a mark scheme
		• optimise computer settings and interface features for the task in-hand
		
		• manage the storage of information needed for a publication
		
		• select and combine appropriate types of information
		
		• select page designs and layouts that are fit for purpose and audience
		
		• select and use appropriate language and formatting
		
		• review own work and ways of working
		
		• check for accuracy, meaning and fitness for purpose
		
		• minimise risks of losing the publication
		
		• use a mark scheme to assess own and somebody else's work
		
		• draw up a personal improvement plan
			Study Module 7: Combining and presenting information
			SAM and Mark Scheme
			Digital images:
			    L18.1-Mark-Scheme-Categories1
			    L18.2-Mark-Scheme-Categories2
			    L18.3-Bear1-for-your-text
			    L18.4-Bear2-for-your-text
			    L18.5-Bear3-for-your-text
			    L18.6-group-of-bears
			    L18.7-2bears-standing
			    L18.8-2bears-sitting1
			    L18.9-2bears-sitting2
			    L18.10-bear1
			    L18.11-bear2
			    L18.12-bear3
			    L18.13-bear4
			Text file:
			    L18-Mark-Scheme-poster
			Key vocabulary
			    see Lesson Plans 17 - 18
				Level 1:
				1.1
				2.1
				10.1
				10.2
				11.1
					Level 2:
					1.1
					2.1
					9.1
					9.2
					10.1

Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	

Double Lesson 19-20	• plan and carry out the production of a screen-based publication
	• apply a mark scheme
		• optimise computer settings and interface features for the task in-hand
		• mange the storage of information needed for a publication
		• select and combine appropriate types of information
		• select slide designs and layouts fit for purpose and audience
		• select and use appropriate language and formatting
		• apply suitable actions, animations and transitions
		• review own work and ways of working
		• check for accuracy, meaning and fitness for purpose
		• minimise risks of losing the publication
		• use a mark scheme to assess own and somebody else's work
		• draw up a personal improvement plan
		time permitting:
		• give a presentation
			Study Module 7: Combining and presenting information
			SAM and Mark Scheme
			Digital images:
			    L19.1-5slides
			Key vocabulary
			        see Lesson Plan
				Level 1:
				1.1
				2.1
				10.1
				10.2
				11.1
					Level 2:
					1.1
					2.1
					9.1
					9.2
					10.1

Lesson	Objectives In this lesson students will learn how to:	Activities and Outcomes At the end of the lesson students will be able to:	Resources	Specification Coverage	
21	• use email effectively and appropriately	• send emails fir for purpose and audience • follow email etiquette to respect others • stay safe online • carry out email housekeeping	Study Module 8: Using ICT to communicate SAM and Mark Scheme Key vocabulary see Lesson Plan 21	Level 1: 2.1 9.1 9.2	Level 2: 2.1 8.1 8.2
22	• use ICT to collaborate	• select ICT tools to collaborate with people in different locations • minimise risks to information in online environments • take appropriate steps to stay safe	Study Module 8: Using ICT to communicate SAM and Mark Scheme Key vocabulary see Lesson Plan 22	Level 1: 2.1 9.1 9.2	Level 2: 2.1 8.1 8.2