

Table showing how Functional ICT is embedded within GCSE ICT

Level 1		Level 2		GCSE ICT	
Using ICT					
1	Identify the ICT requirements of a straightforward task	1	Plan solutions to complex tasks by analysing the necessary stages		
1.1	Use ICT to plan and organise work	1.1	Use ICT to plan and analyse complex or multi-step tasks and activities and to make decisions about suitable approaches	Unit 2 3.1	Design digital products which are fit for purpose and audience (investigate requirements; analyse stages of a complex ICT task; use design tools)
				Unit 2 5.2	Manage themselves and their work (plan and manage work efficiently; select appropriate ICT tools and techniques)
2	Interact with and use ICT systems to meet requirements of a straightforward task in a familiar context	2	Select, interact with and use ICT systems safely and securely for a complex task in non-routine and unfamiliar contexts		
2.1	Select and use software applications to meet needs and solve straightforward problems	2.1	Select and use software applications to meet needs and solve complex problems	Unit 2 5.2	Manage themselves and their work (select appropriate ICT tools and techniques)

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2.2 Select and use interface features effectively to meet needs	2.2 Select and use a range of interface features and system facilities effectively to meet needs	Unit 2 Manage themselves and their work (customise settings) 5.2
2.3 Adjust system settings as appropriate to individual needs	2.3 Select and adjust system settings as appropriate to individual needs	Unit 2 Manage themselves and their work (customise settings) 5.2
	2.4 Respond to ICT problems and take appropriate action	Unit 2 Manage themselves and their work (adopt safe, secure and responsible practice when using ICT) 5.2
		Unit 2 Develop digital products which are fit for purpose and audience (test for functionality and usability) 3.3
	2.5 Understand the danger of computer viruses and how to minimise risk	Unit 1 Security risks to data and how to reduce or contain them 2.8
		Unit 1 Security issues that arise when information is transmitted and stored digitally 6.1
		Unit 2 Manage themselves and their work (adopt safe, secure and responsible practice when using ICT; communicate and exchange information safely, responsibly and securely) 5.2
3 Manage information storage	3 Manage information storage to enable efficient retrieval	

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3.1 Work with files, folders and other media to access, organise, store, label and retrieve information	3.1 Manage files, folders and other media storage to enable efficient information retrieval	Unit 2 5.1 Manage files (save work regularly and keep information secure; use sensible filenames and formats; create and manage files and folder structures; retrieve work efficiently) Unit 2 5.2 Manage themselves and their work (plan and manage work efficiently)
4 Follow and demonstrate understanding of the need for safety and security practices		
4.1 Demonstrate how to create, use and maintain secure passwords		Unit 1 3.2 The use of usernames, passwords and other security measures when accessing online systems Unit 1 3.4 Threats to and methods of preventing misuse of personal information Unit 2 5.2 Manage themselves and their work (adopt safe, secure and responsible practice when using ICT; communicate and exchange information safely, responsibly and securely)
4.2 Demonstrate how to minimise the risk of computer viruses		Unit 1 2.8 Security risks to data and how to reduce or contain them Unit 2 5.2 Manage themselves and their work (adopt safe, secure and responsible practice when using ICT; communicate and exchange information safely, responsibly and securely)
Finding and selecting information		

Level 1		Level 2		GCSE ICT	
5	Use search techniques to locate and select relevant information	4	Use appropriate search techniques to locate and select relevant information		
5.1	Search engines, queries	4.1	Search engines, queries and AND/NOT/OR, >, <, >=, <=, contains, begins with, use of wild cards	Unit 1 4.12	Effective use of search engines, validity of results, searching techniques
				Unit 2 1.2	Use secondary sources (select appropriate sources of information; use appropriate search techniques to locate information)
				Unit 2 1.4	Use databases (search for valid and meaningful information for a specified purpose)
6	Select information from a variety of ICT sources for a straightforward task	5	Select information from a variety of sources to meet requirements of a complex task		
6.1	Recognise and take account of currency, relevance, bias and copyright when selecting and using information	5.1	Recognise and take account of copyright and other constraints on the use of information	Unit 2 1.2	Use secondary sources (recognise copyright and other constraints on the use of information)
		5.2	Evaluate fitness for purpose of information	Unit 2 1.2	Use secondary sources (select relevant information by making informal judgements about its quality, relevance and fitness for purpose)

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				Unit 2 2.2	Use models to explore ideas (verify results)
Developing, presenting and communicating information					
7	Enter, develop and refine information using appropriate software to meet the requirements of straightforward tasks	6	Enter, develop and refine information using appropriate software to meet requirements of a complex task		
7.1	Apply editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numbers, charts, graphs or other digital content	6.1	Apply a range of editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numerical data, charts, graphs or other digital content	Unit 2 1.4	Use databases (use reports to present information clearly)
				Unit 2 2.1	Adapt and enhance spreadsheet models (format numerical data and other information; enhance clarity and presentation)
				Unit 2 3.2	Prepare and organise different types of digital content (text; number; sound; images; video; animation)
				Unit 2 3.3	Develop digital products which are fit for purpose and audience (use accepted layouts and conventions; apply editing, formatting and layout techniques)

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8	Use appropriate software to meet requirements of straightforward data-handling task	7	Use appropriate software to meet the requirements of a complex data-handling task		
8.1	Process numerical data	7.1	Process and analyse numerical data	Unit 2 2.1	Adapt and enhance spreadsheet models (manipulate, process and analyse numerical data)
				Unit 2 2.2	Use models to explore ideas (interpret results and make recommendations based upon them)
8.2	Display numerical data in a graphical format	7.2	Display numerical data in appropriate graphical format	Unit 2 2.2	Use models to explore ideas (create and develop charts and graphs to display numerical data)
8.3	Use field names and data types to organise information	7.3	Use appropriate field names and data types to organise information	Unit 2 1.4	Use databases (understand how data can be structured; enter and edit records; use reports to present information clearly)
8.4	Enter, search, sort and edit records	7.4	Analyse and draw conclusions from a data set by searching, sorting and editing records	Unit 2 1.4	Use databases (enter and edit records; search for valid and meaningful information for a specified purpose; sort records using single and multiple fields in ascending and descending order)
9	Use communications software to meet requirements of a straightforward task	8	Use communications software to meet requirements of a complex task		

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9.1	Read, send and receive electronic messages with attachments	8.1	Organise electronic messages, attachments and contacts	Unit 2 5.2	Manage themselves and their work (communicate and exchange information safely, responsibly and securely; organise electronic messages, attachments and contacts)
		8.2	Use collaborative tools appropriately	Unit 1 5.3	The impact of the internet on employment and working practices; collaborative working
				Unit 2 4.2	Work collaboratively (use collaborative tools)
9.2	Demonstrate understanding of the need to stay safe and to respect others when using ICT-based communication	8.3	Understand the need to stay safe and to respect others when using ICT-based communication	Unit 1 3.2	The use of usernames, passwords and other security measures when accessing online systems
				Unit 1 3.3	Control of access to and management of personal spaces; opportunities for individuals to personalise own space; responsible use
				Unit 1 6.8	Safe and responsible practice when using ICT
				Unit 2 5.2	Manage themselves and their work (adopt safe, secure and responsible practice when using ICT)
10	Combine information within a publication for a familiar audience and purpose	9	Combine and present information in ways that are fit for purpose and audience		
10.1	For print and for viewing on screen	9.1	Organise and integrate	Unit 2 3.2	Prepare and organise different types of digital content (text; number; sound; images; video; animation)

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	information of different types to achieve a purpose, using accepted layouts and conventions as appropriate	Unit 2 3.3 Develop digital products which are fit for purpose and audience (combine different types of digital content; use accepted layouts and conventions; apply editing, formatting and layout techniques; maximise clarity and enhance presentation)
10.2 Check for accuracy and meaning	9.2 Work accurately and check accuracy, using software facilities where appropriate	Unit 2 3.3 Develop digital products which are fit for purpose and audience (test for functionality and usability)
		Unit 2 4.1 Review outcomes (make modifications to improve the outcomes)
		Unit 2 5.3 Quality assure what they produce (work accurately; spell check; proofread; seek views of others)
11 Evaluate own use of ICT tools	10 Evaluate the selection, use and effectiveness of ICT tools and facilities used to present information	
11.1 At each stage of a task and at the task's completion	10.1 At each stage of a task and at the task's completion	Unit 2 4.3 Self-review (review own performance; identify strengths and weaknesses; evaluate the selection, use and effectiveness of ICT tools and facilities used)