Year 11 CURRICULUM MAP 2024-2025

Key: What are students learning?	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1
	TOPIC	**TOPIC**	**TOPIC**	**TOPIC**	**TOPIC**
English	Non-Fiction Writers' Viewpoints & Perspectives GCSE English Language Paper 2 Reading & Writing AQA P2 Q1, A2, Q3 Key Focus Literary Non-fiction: Autobiography, Travel Writing, Memoir Inference Skills Summary & Synthesis Language Analysis Writers' Viewpoints & Perspectives Comparative Essay Writing 1 Transactional Reading & Writing Language Focus	Non-Fiction Writers' Viewpoints & Perspectives GCSE English Language Paper 2 Reading & Writing AQA P2 Q4, Q5 Key Focus Non-fiction: Article, Speech, Letter Rhetorical Language Language Analysis Writing to Persuade Organising Writing Central Argument Linked & Connected Ideas Comparative Essay Writing 2 Transactional Reading & Writing Structure Focus	Fiction Creative Reading & Writing GCSE English Language Paper 1 Reading & Writing AQA P1 Q1, Q2, Q3 Key Focus - Language The Power of Description Language Analysis Writing to Describe Intro to Critical Evaluation Tracking Character Development Essay Writing GCSE/FS Discussion, Presentations, Speeches, Letters, Blogs	Fiction Creative Reading & Writing GCSE English Language Paper 1 Reading & Writing AQA P1 Q3, Q4, Q5 Key Focus - Structure Shaping Stories Narrative Focus Analysing Narrative Structure Critical Evaluation Essay Writing GCSE/FS Discussion, Presentations, Speeches, Letters, Blogs Reading: How to evaluate narrative techniques and the structure of stories (e.g., setting, plot development).	GCSE AQA 8700/2 Viewpoint Reading & Writing Revision P1 & P2 Exam Skills Language Analysis Summary & Synthesis Comparative Essay Writing Writers' Viewpoints & Perspectives Essay Writing Writing to Argue / Counter Argue Depth & Detail - Analysing Narrative Structure Critical Evaluation Creative Writing Consolidation of language analysis and writing techniques (both descriptive and persuasive).

	Reading: How to analyse and interpret non-fiction texts such as autobiographies, travel writing, and memoirs. Skills: Making inferences from texts, summarising key ideas, and understanding writers' perspectives. Writing: How to develop an argumentative or persuasive writing style through comparative essays.	F/S L1 / L2 Reading: Understanding how writers use rhetorical devices (e.g., ethos, pathos, logos) in texts like articles, speeches, and letters. Writing: Developing skills to organize writing clearly and persuasively, expressing a central argument effectively.	Reading: How to analyse character development and narrative structure in fiction. Writing: How to craft descriptive passages and apply critical evaluation techniques to a text.	Writing: Writing an essay to evaluate how stories are shaped and structured, and using narrative techniques in their own creative writing.	Revision of how to approach exam-style questions (timed essays, structured answers, etc.) for Paper 1 and Paper 2.
Maths	**Baseline Assessment:** Pupil tracking and target setting. **Rates of Change:** Percentages and proportion Compound measures **Algebra:** Expanding Factorising Quadratics and graphs **End of Units 14-16 Assessment** Pupil tracking and target setting	**Number:** Indices and Standard form **Geometry:** Similarity, congruence and vectors **End of Units 17-19 Assessment** **End of Term 1 Assessment** **MOCK EXAMS** Pupil tracking and target setting. **Algebra:**	**Number/Rates:** Revisiting topics Content to be confirmed upon analysis of Mocks **Tiering Decision Assessments** **End of Term 2 Assessment** Pupil tracking and target setting. **Statistics:** Revisiting topics Content to be confirmed upon analysis of Mocks	Geometry: Revisiting topics Content to be confirmed upon analysis of Mocks End of Term 3 Assessment MOCK EXAMS Pupil tracking and target setting. Algebra: Revisiting topics Content to be confirmed upon analysis of Mocks Students will revisit key areas where they struggled	Revision: Number Rates of Change Algebra Geometry Statistics End of Term 4 Assessment Pupil tracking and target setting. Exam paper practice/revision MATHS EXAM P1 Problem-Solving & Exam Techniques: Reviewing and practicing key skills, such as time

	Geometry: Circles, cylinders, cones, pyramids and spheres **Percentages, Proportions, and Compound Measures**: Solving real-world problems involving percentages, ratio, and rates. **Algebra**: Expanding and factorising algebraic expressions, solving quadratic equations, and working with graphs.	Simultaneous equations Changing subject Non-linear graphs **Geometry:** Properties of **3D shapes** (cylinders, cones, spheres, etc.) and how to calculate their surface area and volume. **Number:** Understanding and applying **indices** (powers) and **standard form** for large and small numbers.	**Algebra:** Solving simultaneous equations and changing the subject of formulas. **Graphs:** Interpreting and plotting non-linear graphs (e.g., quadratics, cubic functions).	during the mock exams or assessments. Consolidating learning on topics like geometry, algebra, and statistics.	management, exam strategies, and answering high order thinking questions (synthesis, evaluation). Topics: Revising number, rates of change, algebra, geometry, and statistics.
Science	Baseline Assessment: Pupil tracking & target setting Elements & compounds WN Cells KP **Baseline** Assessment: This will assess students' existing knowledge in key scientific areas such as elements, compounds, and cell biology. **What are students learning?** Atomic Structure: Students will learn about the structure	Elements & Compounds WN Cells KP MOCK EXAMS **What are students learning?** Elements & Compounds Students will continue to explore more complex aspects of elements and compounds, including: Chemical Reactions: How substances react to form new products, and understanding different types of reactions	Scientific Investigation WN Cells KP MOCK EXAMS **What are students learning?** Types of Energy: Understanding different forms of energy (e.g., kinetic, thermal, electrical, and chemical). Energy Transfer: Exploring how energy is transferred between systems and	Energy Use WN Cells & Human Health & disease KP **What are students learning?** Energy in the Home and Industry: Understanding how energy is used efficiently in households and industries. Students will explore how energy consumption affects the environment and discuss methods to improve energy efficiency in everyday life.	Energy Use WN Human Health & disease WN **What are students learning?** Chronic Diseases: Further study of chronic diseases like diabetes, heart disease, and cancer, focusing on their causes, prevention, and treatment. Global Health: Discussing how healthcare systems around the world address issues like epidemics, malnutrition, and health inequalities.

	of atoms, atomic number, and mass number. Periodic Table: Understanding how elements are arranged in the periodic table and exploring the relationship between atomic number and chemical properties. Chemical Bonds: Exploring ionic bonds (formed between metals and non-metals) and covalent bonds (between non-metals), and how compounds are formed from elements. Specialised Cells: Exploring how certain cells, like red blood cells, muscle cells, and nerve cells, are adapted to perform specific functions.	(e.g., combustion, neutralization). Cell Division: Understanding the processes of mitosis (for growth and repair) and meiosis (for gamete formation). Active Transport: How cells use energy to move substances against concentration gradients. MOCK EXAMS: Students will take mock exams in Autumn 2 to assess their progress in the topics covered so far. These exams simulate real GCSE conditions, testing knowledge of elements, compounds, and cell biology.	understanding concepts like work, power, and energy efficiency. Energy Conservation: Studying the conservation of energy and how energy changes form in closed systems (e.g., in machines, motors, and vehicles). Data Analysis: Interpreting data from experiments and understanding how to present results in tables, graphs, and charts. MOCK EXAMS: The results of the mock exams will be used to inform target setting and guide students' revision efforts. Teachers will help students focus on any areas where they struggled, and additional support will be given to those needing it.	Renewable and Non-Renewable Energy: Learning about renewable energy sources (e.g., solar, wind, hydroelectric) and non-renewable energy sources (e.g., fossil fuels) and their respective impacts on the environment. Lifestyle Factors: How lifestyle choices such as diet, exercise, and stress management affect health and contribute to diseases like heart disease, cancer, and diabetes. Human Health & Disease: Connecting cell biology to the study of diseases, such as how cells become infected or transformed into cancerous cells.	Final Exam Revision: Comprehensive Review: Students will spend the final term revising the key concepts from all topics studied throughout the year, including elements and compounds, cells, energy use, and human health. Exam Practice: Students will practice exam-style questions, focus on time management, and refine their exam techniques to ensure success in their GCSE exams.
RSHE	Unit 1: Respectful Relationships. Online & Media, Mental Wellbeing,	Unit 3: Mental Wellbeing, Being Safe, Basic First Aid	Unit 4: Mental Wellbeing, Physical Health, Healthy Eating	Unit 5: Respectful and Intimate Relationships, Being Safe	Unit 6: Changing Adolescent Body, Body Image, Families, Mental Wellbeing

	Internet Safety, Intimate Relationships Unit 2: Families, Respectful Relationships, Being Safe **Mental Wellbeing & Healthy Relationships:** Understanding the importance of mental health, respectful relationships, and emotional wellbeing. **Physical Health:** Learning about healthy eating, physical activity, and first aid. **Safety:** Recognising and responding to issues such as online safety, body image, and understanding intimate relationships.	**Mental Wellbeing** What mental wellbeing is: Students will learn the importance of mental health and how it contributes to overall wellbeing. Recognising mental health issues: Understanding signs and symptoms of common mental health problems such as stress, anxiety, depression, and low self-esteem. **Being Safe:** Personal safety: Students will learn about their rights to safety and respect in all environments (home, school, online). **Online safety:** Understanding the risks of online interactions, including privacy protection, cyberbullying, and safe social media use. Students will be taught how to maintain digital boundaries and protect personal information.	**Mental Wellbeing (continued)** Self-care: Students will learn the importance of self-care routines, including good sleep hygiene, setting aside time for hobbies, and connecting with friends and family. **Physical Health** Physical activity: Understanding the importance of regular physical activity for overall health, including its role in maintaining a healthy weight, improving heart health, and reducing the risk of chronic diseases. **Healthy Eating** Balanced diet: Students will learn the key components of a balanced diet, including the nutrients needed for growth, development, and good health (e.g., carbohydrates, proteins, fats, vitamins, minerals).	**Respectful Relationships** Building respectful relationships: Students will learn how to form healthy, respectful relationships with peers, family, and others in their community. Communication skills: Developing effective communication skills in relationships, including active listening, expressing feelings, and managing conflicts constructively. **Intimate Relationships** What constitutes an intimate relationship: Exploring what makes a relationship intimate, both physically and emotionally, and how these relationships differ from other types of relationships. Consent in intimate relationships: The importance of clear, mutual consent in intimate interactions, and the legal and ethical implications of not obtaining consent.	**Changing Adolescent Body** Puberty and development: Understanding the physical and emotional changes that occur during puberty, including changes to the reproductive system, hormones, and sexual characteristics. Body changes: Understanding that everyone's body develops at a different rate and that these changes can affect self-esteem and mental health. **Body Image** Understanding body image: Students will explore the social and media influences on body image and how unrealistic beauty standards can impact self-esteem and mental wellbeing. **Families** Family structures: Understanding the diverse types of family structures, including nuclear families, single-parent families, extended families, and same-sex families. **Mental Wellbeing**

		Basic First Aid First aid basics: Introduction to the fundamentals of first aid. Students will learn how to respond to common medical emergencies like burns, choking, and bleeding.		**Being Safe** Personal safety in relationships: Understanding how to maintain physical and emotional safety in both intimate and non-intimate relationships. Online safety in relationships: Navigating digital relationships and the risks associated with sharing personal information online, including issues of sexting and cyber-abuse.	Impact of family on mental health: Discussing how family relationships can influence mental wellbeing, both positively and negatively. Seeking help from family: Knowing when to seek support from family members or other trusted adults during challenging times.
PE	NCFE – Participating in a sport activity Badminton Fitness test **What are students learning?** Developing their physical fitness and sporting skills in activities like badminton, basketball, table tennis, and football.	NCFE – Participating in a sport activity Anatomy and Physiology for Exercise Badminton/Basketball Fitness test **What are students learning?** Developing their physical fitness and sporting skills in activities like badminton, basketball, table tennis, and football.	NCFE – Anatomy and Physiology for Exercise Basketball Fitness test **What are students learning?** Developing their physical fitness and sporting skills in activities like badminton, basketball, table tennis, and football.	NCFE – Understanding Business in Sport Table tennis Fitness test **What are students learning?** Sport Careers: Gaining an understanding of the sports industry, including the business and employment aspects of sports and leisure. Preparing for a potential career in sport management	NCFE – Preparing to work in the Sport and Leisure Industry Table tennis/Football Fitness test **What are students learning?** Sport Careers: Gaining an understanding of the sports industry, including the business and employment aspects of sports and leisure.

	Understanding anatomy and physiology as it relates to exercise. Fitness Testing: Measuring personal fitness levels and tracking progress.	Understanding anatomy and physiology as it relates to exercise. Fitness Testing: Measuring personal fitness levels and tracking progress.	Understanding anatomy and physiology as it relates to exercise. Fitness Testing: Measuring personal fitness levels and tracking progress.	or coaching through NCFE qualifications.	Preparing for a potential career in sport management or coaching through NCFE qualifications
ICT	**Weeks 1-2: Introduction and Orientation** **Course Introduction**: Overview of the course structure, objectives, and assessment criteria. **Digital Literacy**: Introduction to basic digital concepts and terminology. **Setting Up**: Guidance on setting up personal workspaces, including hardware and software requirements. **Weeks 3-6: Core ICT Skills** **Week 3**: Basic Computer Operations Operating systems basics (Windows, macOS)	**Weeks 7-10: Spreadsheets and Data Management** **Week 7**: Spreadsheet Basics Introduction to spreadsheet software (e.g., Microsoft Excel) Basic functions and formulas **Week 8**: Data Manipulation Sorting and filtering data Creating charts and graphs **Weeks 9-10**: Advanced Spreadsheet Skills Conditional formatting Using pivot tables Data validation **Weeks 11-14: Presentation Software** **Week 11**: Introduction to Presentation Software	**Weeks 13-14: Presentation Software** **Weeks 13-14**: Advanced Presentation Techniques Design principles Delivering effective presentations **Weeks 15-18: Communication and Collaboration Tools** **Week 15**: Email and Instant Messaging Professional email etiquette Using instant messaging tools **Week 16**: Online Collaboration Introduction to collaboration tools (e.g.,	**Weeks 19-22: Digital Problem Solving and Security** **Week 19**: Troubleshooting Common Issues Identifying and solving basic IT problems **Week 20**: Security Fundamentals Understanding cybersecurity basics Protecting personal and organizational data **Weeks 21-22**: Advanced Security Practices Recognising phishing and other online threats Implementing secure practices in daily digital use	**Weeks 25-26: Project Management and Digital Solutions** **Weeks 25-26**: Practical Project Work Applying skills in a group project Collaborative problem-solving and digital solution implementation **Weeks 27-30: Preparing for the Workplace** **Week 27**: Digital Portfolio Development Compiling work and projects into a digital portfolio **Week 28**: Job Search and Application Skills Using digital tools for job searches

	File management (creating, saving, and organizing files) **Week 4**: Internet and Email Use Internet safety and security Effective use of search engines Setting up and managing email accounts **Weeks 5-6**: Word Processing Creating and formatting documents Using templates Inserting tables, images, and other elements **What are students learning?** Developing basic skills in file management, word processing, and using email. Understanding internet safety and basic digital communication.	Basics of software (e.g., Microsoft PowerPoint) Creating simple presentations **Week 12**: Enhancing Presentations Inserting multimedia elements Using transitions and animations **What are students learning?** Developing basic skills in file management, word processing, and using email. Understanding internet safety and basic digital communication.	Google Workspace, Microsoft Teams) Sharing and co-editing documents **Weeks 17-18**: Video Conferencing Setting up and managing virtual meetings Best practices for online communication **What are students learning?** Creating and editing spreadsheets (e.g., formulas, charts, pivot tables). Designing presentations using software like PowerPoint, including inserting multimedia and applying design principles.	**Weeks 23-26: Project Management and Digital Solutions** **Week 23**: Introduction to Project Management Basics of project planning and management tools **Week 24**: Using Project Management Software Overview of tools (e.g., Trello, Asana) Creating and managing projects **What are students learning?** Creating and editing spreadsheets (e.g., formulas, charts, pivot tables). Designing presentations using software like PowerPoint, including inserting multimedia and applying design principles.	Creating and submitting digital applications **Weeks 29-30**: Interview Skills Preparing for online interviews Practicing interview techniques and etiquette **What are students learning?** Using project management tools (e.g., Trello, Asana) to manage tasks and collaborate on projects. Preparing for workplace environments, including creating a digital portfolio and practicing online interview techniques.

Personal Development	**Living in the Wider World/ Community and Responsibility** Youth offenders **Living in the Wider World (Media and digital literacy)/ Community and Responsibility** Incels, misogyny and extremism Misogyny, sexism and Andrew Tate Appearance Vs Reality Radicalisation process **Community and Responsibility** Pollution, Plastic and the environment **Growing and Changing:** Managing anger **Youth Offenders**: Causes and contributing factors to youth offending (e.g., socioeconomic issues, family dynamics). Different types of crimes committed by young people.	**Physical Health –** The Importance of Sleep Body Modifications Nitrous Oxide and Festivals Healthy eating (cooking fajitas and stir-fry) **Mental Health –** The importance of Happiness **Misogyny, Sexism, and Andrew Tate**: Delving deeper into the rise of misogyny and its manifestations in society and online. The psychological and social impacts of sexism and misogyny on young people. Gender equality: Understanding the importance of challenging sexism and advocating for women's rights. **Appearance vs Reality**: The concept of appearance vs. reality: How society's view of appearance can be misleading.	**Bullying and Discrimination –** Prejudice and Discrimination Anti-Bullying **British Values (tolerance)** Equality Act 2010 British Values and the Rule of Law Voting **Radicalisation Process**: Understanding how people are radicalized, including the psychological and social factors involved. The role of online communities and extremist groups in the radicalisation process. Identifying warning signs of radicalization in individuals. Discussing strategies for preventing radicalization and promoting tolerance and understanding. **Pollution, Plastic, and the Environment**:	**Community and Responsibility –** What Makes a Good Leader? **Money and Work –** Careers – Interview Prep Being Ambitious with Goals Employability Skills CV Writing **Managing Anger**: Techniques for managing anger in healthy ways (e.g., deep breathing, mindfulness, conflict resolution skills). Understanding the root causes of anger and how to address them. The consequences of not managing anger effectively (e.g., personal relationships, physical health). **Physical Health: The Importance of Sleep**: The role of **sleep** in maintaining physical and mental health.	**Money and Work** Finance Budgeting and Employment Managing a Household Budget Employment Rights **Community and Responsibility** How do we Vote in the UK? Community Cohesion Rights Responsibilities and Civic Duties **Nitrous Oxide and Festivals**: Exploring the use of **nitrous oxide** as a recreational drug. The risks associated with its use, particularly at festivals and other social settings. Understanding the short- and long-term effects of nitrous oxide on health. **Healthy Eating (Cooking Fajitas and Stir-Fry)**: Teaching students about balanced diets, nutrients, and healthy cooking practices.

	The youth justice system and rehabilitation vs. punishment. **Media and Digital Literacy: Incels, Misogyny, and Extremism**: What are **incels** (involuntary celibates) and how do they form online communities? The impact of misogynistic views and their spread in online spaces. **Andrew Tate**: His rise to fame and the influence of his views on young people, especially regarding masculinity and gender roles.	The effect of social media on self-esteem and body image. The difference between the image people projects online vs. their real selves. Understanding the pressures of fitting into societal norms related to physical appearance. Building self-esteem and confidence in the face of unrealistic beauty standards.	The global impact of pollution and plastic waste on the environment. Discussing the importance of sustainable living and reducing carbon footprints. The effects of plastic pollution on wildlife and ecosystems. Exploring solutions to the plastic crisis, such as recycling, alternatives to plastic, and environmental activism.	How lack of sleep affects cognitive function, mood, and overall well-being. Creating good sleep habits and understanding the importance of a balanced lifestyle (e.g., sleep, exercise, diet). **Body Modifications**: Understanding the different types of body modifications (e.g., tattoos, piercings, cosmetic surgery).	Practical lessons on preparing healthy meals such as fajitas and stir-fry. **Mental Health: The Importance of Happiness**: Exploring the concept of happiness and its impact on overall well-being. The relationship between happiness, mental health, and life satisfaction. Techniques for fostering happiness and resilience in everyday life. Understanding how external factors like relationships and work influence happiness.

Year 11 Curriculum Map 2024-2025: Reading, Numeracy, and Assessment Opportunities

Below is an outline of reading opportunities, numeracy opportunities, and assessment opportunities for each subject based on the curriculum map provided.

English

Reading Opportunities

- Autobiographies, travel writing, memoirs, articles, speeches, and letters.
- Opportunities for students to analyse how writers use language and structure to present their views.
- Novels, short stories, plays, and poems (critical analysis of character development, themes, and narrative techniques).
- Focus on reading comprehension and understanding literary devices.

Numeracy Opportunities

- Analysis of statistical data, graphs, and charts in non-fiction texts.
- Use of numerical evidence in argumentation (e.g., interpreting percentages, trends in articles).
- Understanding the narrative structure might involve sequencing, which can overlap with logical reasoning (influence of plot structure).

Assessment Opportunities

- Reading comprehension and analysis (exam-style questions based on extracts from non-fiction and fiction).
- Writing assessments, including comparative essays and analytical responses.
- Use of past paper questions from AQA English Language Paper 1 & 2.

Maths

Reading Opportunities

- Problems requiring the extraction of key information and interpreting text to form equations (e.g., percentages, ratios, rates of change).
- Real-world scenarios presented in word problems, including financial contexts, geometry, and data interpretation.

Numeracy Opportunities

- Solving algebraic expressions, understanding quadratic equations, working with percentages, ratios, and compound measures.
- Calculation of surface areas and volumes of 3D shapes (cylinders, cones, spheres).
- Working with angles, areas, and interpreting graphs.
- Revisiting number systems, indices, and standard form calculations.
- Statistical analysis, using means, medians, and mode.

Assessment Opportunities

- Periodic assessments based on content covered (e.g., mock exams in Autumn 2, Spring 2, and end-of-year exams).
- Regular tests on algebra, geometry, and statistics.
- Tiered assessments for tracking student progress and target setting.

Science

Reading Opportunities

- Textbooks, research papers, and study guides on atomic structure, energy transfer, chemical reactions, and health topics.
- Instructions on experimental procedures and data analysis.

Numeracy Opportunities

- Calculating atomic number, mass number, and relative atomic mass.
- Interpreting periodic trends and performing unit conversions (e.g., temperature).
- Mathematical formulas for energy efficiency, power calculations, and conservation of energy (e.g., kinetic energy = ½ mv^2).
- Interpreting experimental data through graphs, tables, and statistical analysis (mean, range, etc.).
- Calculating error margins, averages, and probability in scientific contexts.

Assessment Opportunities

- Formative assessments, including midterm tests and mock exams.
- End-of-topic quizzes to assess understanding of key scientific principles.
- Practical assessments for laboratory-based topics (e.g., conducting and writing up experiments).

RSHE (Relationships, Sex, and Health Education)

Reading Opportunities

- Case studies, research articles on mental health, relationships, internet safety, and first aid.
- Personal narratives (e.g., autobiographies, blog posts) related to healthy relationships and emotional wellbeing.

Numeracy Opportunities

- Interpreting numerical data related to health (e.g., Body Mass Index (BMI), heart rate, stress levels).
- Understanding statistical information around mental health, lifestyle choices, and disease prevention.

Assessment Opportunities

- Short-answer questions based on unit topics such as mental wellbeing, healthy eating, and intimate relationships.
- Group presentations or essays on relevant topics like online safety or physical health.
- Reflection journals or written assessments to assess understanding of personal growth and development.
- Periodic assessments for each unit, including written essays, presentations, and quizzes on relationships, wellbeing, and first aid.

PE (Physical Education)

Reading Opportunities

- Articles on the science of exercise, anatomy and physiology, and the business of sport.
- Reports and case studies on nutrition and training strategies.

Numeracy Opportunities

- Analysing data from fitness tests, tracking progress, calculating body mass index (BMI), heart rate zones, and energy expenditure during activities.
- Understanding statistical data related to physical fitness and health improvement.
- Calculating performance statistics (e.g., batting averages, scoring rates) and using numeracy skills to measure improvement in various sports.

Assessment Opportunities

- Ongoing assessment of practical skills through participation in sports activities.
- Regular fitness tests to track progress in physical performance (e.g., aerobic capacity, muscular strength).
- Research-based tasks and written evaluations related to anatomy, physiology, and career pathways in sports.

ICT

Reading Opportunities

- Technical manuals, online tutorials, and articles about using various software tools, data management, and cybersecurity best practices.
- Instructional texts on project management and professional email etiquette.

Numeracy Opportunities

- Working with spreadsheets, creating formulas, and analysing data through charts, graphs, and pivot tables.
- Understanding and applying statistical formulas and functions in Excel (mean, median, mode, etc.).
- Using numbers and dates to track progress in project management tools (e.g., deadlines, task completion rates).

Assessment Opportunities

- Regular assessments on practical skills, including spreadsheet creation, presentation software, and project management tools.
- Use of online platforms to track progress on collaborative projects.
- Periodic quizzes on digital safety, email etiquette, and technical vocabulary.