Holy Family Catholic High School

Subject	Year	Term
WJEC LEVEL 1/2 VOCATIONAL AWARD IN ICT	**10**	Autumn & Spring

Topic

Unit 2: ICT in Context

ICT usage is becoming increasingly widespread in day-to-day life, as people become progressively dependent on their digital devices. In 2018, Ofcom6 reported that 78% of UK adults owned a smartphone and 64% of adults described the internet as 'an essential part of their life'. In the workplace, ICT is also vital for the smooth running of many everyday tasks as well as enabling organisations to operate in a more efficient manner. There are a number of key skills that employers look for which centre around understanding, and the practical ability to use, a range of computer programmes, software and other applications.

This unit enables learners to gain a broad working knowledge of databases, spreadsheets, automated documents and images and to apply their knowledge and understanding to solve problems in vocational settings.

Content - Intent	
Prior Learning (Topic)	Key Stage 3 National Curriculum

Students learn various skills related to computing and digital technology. They develop their understanding of computer systems and programming, learning how to write and debug simple programs using languages such as Python. They also learn about algorithms and computational thinking, which help them to solve problems and design solutions using technology.

In addition, students learn about different types of software, including applications and systems software, and how they are used in a range of contexts. They also learn about data representation, including binary and hexadecimal, and how data is stored and processed in computer systems. Furthermore, they develop their understanding of the importance of e-safety and how to stay safe online, including topics such as online privacy, cyberbullying, and digital citizenship.

Future Learning	1.1 - How IT can be used to fulfil the needs of organisations and individuals

What Knowledge and Skills will be Taught (Implementation)	How will your understanding be assessed and recorded (Impact)
2.1 Planning, creating, modifying and using databases 2.1 focuses on developing students' skills in using digital tools and technologies to create and manipulate data in databases. Students learn how to use software applications such as Microsoft Access to create and manage databases, and how to design and use forms and reports to interact with data. They also learn about database structures, relationships, and normalization to ensure efficient and effective data storage and retrieval.	Student will complete controlled assessment during lesson times to meet the following assessment criteria- • 2.1.1 Planning and designing a database • 2.1.2 Creating and modifying a database • 2.1.3 Interrogating a database • 2.1.4 Creating user interfaces • 2.1.5 Testing and evaluating a database

Students will learn how to analyse the needs and requirements of different audiences and use this information to design and create effective databases. Additionally, students develop their critical thinking and problem-solving skills as they analyse and interpret data and make decisions based on their findings. The practical skills and knowledge gained in this unit can be applied in a range of industries and provide a foundation for further study in fields such as data management, business intelligence, and software development.		
2.2 - Planning, creating, modifying and using spreadsheets 2.2 - Focuses on developing students' skills in using digital tools and technologies to create and manipulate data in spreadsheets. Students learn how to use software applications such as Microsoft Excel and Google Sheets to create spreadsheets, enter data, and perform calculations. They also learn how to use advanced features such as formulas, functions, and charts to analyse and present data effectively. Students will learn how to analyse the needs and requirements of different audiences and use this information to design and create effective spreadsheets. Additionally, students develop their critical thinking and problem-solving skills as they analyse and interpret data and make decisions based on their findings. The practical skills and knowledge gained in this unit can be applied in a range of industries and provide a foundation for further study in fields such as finance, accounting, and data analysis.		Student will complete controlled assessment during lesson times to meet the following assessment criteria- • 2.2.1 Planning and designing a spreadsheet • 2.2.2 Creating and formatting a spreadsheet • 2.2.3 Use of appropriate data formatting and adding suitable validation rules • 2.2.4 Use of appropriate formulae and functions to meet set outcomes • 2.2.5 Arranging, reducing and outputting data to help make decisions • 2.2.6 Modifying data and formulae to model 'what if' scenarios • 2.2.7 Testing and evaluating spreadsheets
2.3 - Planning, creating and modifying an automated document 2.3 focuses on developing students' skills in using digital tools and technologies to create and edit documents efficiently. Students learn how to use software applications such as Microsoft Word and Google Docs to create automated documents, which can save time and reduce errors. They also learn how to use advanced features such as macros, templates, and styles to customize documents and automate repetitive tasks.		Student will complete controlled assessment during lesson times to meet the following assessment criteria- • 2.3.1 Planning and designing an automated document • 2.3.2 Creating an effectively structured data source and linking this to a standard document • 2.3.3 Appropriately structuring the content of the standard document and inserting fields as • required

Students will learn how to analyse the needs and requirements of different audiences and use this information to design and create effective automated documents. Additionally, students develop their critical thinking and problem-solving skills as they troubleshoot issues and refine their work. The practical skills and knowledge gained in this unit can be applied in a range of industries and provide a foundation for further study in fields such as business administration and office management.	• 2.3.4 Merging and outputting final documents
2.4 - Planning, creating, manipulating and storing images 2.4 focuses on the practical aspects of using digital tools and technologies to create and edit multimedia content. Students learn how to use a range of software applications, such as Adobe Photoshop to create and manipulate images. They also learn about different file formats and how to optimize content for different purposes and platforms. Students will learn how to analyse the needs and requirements of different audiences and use this information to design and create effective multimedia content. Additionally, students develop their critical thinking and evaluation skills as they review and reflect on their own work and the work of others. The practical skills and knowledge gained in this unit can be applied in a range of industries and provide a foundation for further study in fields such as media production and graphic design.	Student will complete controlled assessment during lesson times to meet the following assessment criteria- • 2.4.1 Planning and designing an image • 2.4.2 Creating and modifying an image using appropriate tools and techniques • 2.4.3 Storing the image appropriately and outputting the final image in a format that is fit for purpose

How can parents help at home?
Parents can help by ensuring controlled assessment and homework is completed.

Helpful further reading and discussion
Reading Level 1/2 Vocational Award ICT Course Companion https://www.wjec.co.uk/qualifications/level-1-2-vocational-award-in-ict/?sub_nav_level=books#tab_resources