



iOffice: Level 4 iCV

Course Evaluation Criteria

Y6: We would expect all children in Y6 to attain statements 1-6. If any of statements 7-10 are attained, those pupils are exceeding expectations.

1. Pupils can define the word extrapolation.
2. Pupils know what a data bank is and why they are useful.
3. Pupils know what CV stands for and why it is used.
4. Pupils understand why the information in a CV has to be true.
5. Pupils can explain what a job advert is and what is included in it.
6. Pupils can create their own CV whilst following a template.
7. Pupils can add a header and footer to their CV.
8. Pupils can back up decisions based on data within the data bank.
9. Pupils can edit their CV to suit their specific style.
10. Pupils can list the consequences someone might face if the contents of their CV are false.

Course Overview

Course overview: Your local council has advertised for a new Superhero to combat local crime. Pupils must use all the skills they have learnt during Levels 1, 2 and 3 on Keynote and the word and spreadsheet processors, to design and present their hero. Pupils will learn how to create and correctly format a CV, how to add hyperlinks into a word processing document and extrapolate data from a spreadsheet in order to design a successful candidate CV.

Learning objective for the course: Pupils will learn valuable skills to use throughout their academic and professional career during iCV. Pupils will be taught what a job advert looks like and how to pick out salient points that a candidate will need for the role. They will also learn how to construct a CV. This course is split across Word and Excel. Pupils will be expected to use knowledge from Levels 1-3 to complete the tasks. Analysing data will be a large part of their course as they will have to gain insight from data banks to construct the perfect candidate CV.

Curriculum Vitae

What previous work experience do you have?

Personal Information

Imran Khan	
123 North street 0123456789 contactme@gmail.com	
Previous Roles	Education
KeyStage 2 teacher Wellington Primary school - London Jan 2015 - Present - Classes taught - Y3, Y4, Y6.	PGCE London University Sep 2007 - July 2008
KeyStage 2 teacher Kixborough Primary school - London September 2012 - December 2015 - Class taught - Y5	Music Performance Degree London University Sep 2004- July 2007
Supply teacher Various schools - London Jan 2010 - July 2012 - Classes taught - Y3, Y4, Y6.	A - Levels London Collage Sep 2002- July 2004
NQT Year Maplewood Primary school- London September 2008 - July 2009 - Class taught - Y3	
Skills	What are your educational qualifications?
Singing 10 + years Microsoft Word 10 + years Microsoft Publisher 10 + years Microsoft Excel 10 + years Behaviour management within a classroom	
Certificates and Licences	Any extra skills that would be beneficial for employers to know?
Clean Driving Licence Enhanced DBS	

Do you have any other certificates, licenses or qualifications?

Any extra skills that would be beneficial for employers to know?

Vocabulary Bank

CV

A document that shows someone's qualifications, work experience and education.

Extrapolate

To extend information about something.

Build Order

The order that parts of a presentation appear and are animated.

Hyperlink

Text in a document that when clicked opens something else.

Data

Information, facts and statistics.

Employer

A person or company that employs people to do a job.

Presentation

Talking about and giving information on a certain subject.

Candidate

Somebody that has applied for a job.

Employee

Somebody that has been hired by an employer to do a job.

Data Bank

Where lots of data is and is assessed electronically.

Apps Used



Microsoft Word



Keynote