



KS4 Course Overview

ICT (Technical Award)

		Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2	
		Graphics Task	Database Task	Spreadsheet Task	Mail Merge Task	IT Skills	Unit 2: ICT in Context	
Year 10	Details	Practice Task Graphics task: Use of graphics software to plan and create a small graphic image e.g. a logo.	Practice Task Database task: Use of MS Access to plan and create a database for a specific purpose. eg. records for a small company hiring products to customers.	Practice Task Spreadsheet task: Use of MS Excel to plan and create a spreadsheet solution for a specific purpose. e.g. producing invoices for customers of a small business.	Practice Task Mail Merge task: Use of MS Excel and Word to plan and create a letter using mail merge techniques e.g. writing to customers of a business to promote a special offer	IT Skills Based around the introduction and use of skills NOT completed during the first 3 terms.	Actual Controlled Assessment Task (60% of qualification) Introduction and planning of the actual task.	
	Unit 1 ICT in Society set as homework tasks							
	Methods of Assessment	During these units, student progress and attainment is assessed by: <ul style="list-style-type: none"> • Self-Assessment / Teacher confirmation (exam board assessment scheme). • Checklist sheet completion. • Effort levels awarded for homework. 					During this unit, student progress and attainment is assessed by: <ul style="list-style-type: none"> • Checklist completion of skills mastered. 	During this unit, student progress and attainment is assessed by: <ul style="list-style-type: none"> • Teacher assessed (exam board assessment scheme) by end of task and sent for moderation.
	Use of ICT	Microsoft Office suite and ART/Graphics packages, Adobe Suite, CAD, Techsoft 2D Design, to plan and create solutions						

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 11	Unit 2 ICT in Context		Unit 1: ICT in Society			Unit 1: On Screen Examination
	Controlled assessment. Coursework task.		Completion of the theory elements required for Unit 1. Reference to text book. Students will complete worksheets specific to aspects of the unit and will practise exam style questions – in class and for homework.			WJEC Level 1/2 Vocational Award in ICT (Technical Award) Unit 1: ICT in Society On-screen examination: 1 hour 20 minutes 40% of qualification
	Methods of Assessment	During this unit, student progress and attainment is assessed by: <ul style="list-style-type: none"> Teacher assessed (exam board assessment scheme) by end of task and sent for moderation. 	During this unit, student progress and attainment is assessed by: <ul style="list-style-type: none"> Teacher assessed (exam board assessment scheme) by end of task and sent for moderation. 	During this unit, student progress and attainment is assessed by: <ul style="list-style-type: none"> Checklist of completion. Assessed practice questions. 		
	Use of ICT	Microsoft Office suite and ART/Graphics packages, Adobe Suite, CAD, Techsoft 2D Design, to plan and create solutions				

Useful Resources

Textbook, Specific learning resources on SharePoint, exemplar tasks.

Exam Board Specification: https://www.edugas.co.uk/qualifications/level-1-2-vocational-award-in-ict/#tab_keydocuments