



Key Stage 4 Curriculum Map ICT Users Award Level 2

		Autumn Half Term 1	Autumn Half Term 2	Spring Half Term 1	Spring Half Term 2	Summer Half Term 1	Summer Half Term 2
Year 1	Knowledge acquired						
	Improving productivity using ICT	Planning and creating a digital product using	Evaluating work and making improvements	Planning a PowerPoint presentation for a specific audience/purpose	Creating a PowerPoint for a specific purpose/audience	Develop and test solutions to improve the ongoing use of IT tools and systems on PowerPoint	
	Skills acquired						
	<ul style="list-style-type: none"> • Planning, creating and evaluating a digital product i.e a newsletter • Planning, creating, presenting and evaluating a PowerPoint presentation to a specific audience • Identify which problems could, and did occur during planning/production of presentation and digital product • Use tools such as spelling and grammar checks to ensure work meets professional standards 						
	Key Assessments taking place						
<ul style="list-style-type: none"> • End of unit assessments • Quizzes on each unit • Feedback on each piece of work set via Classroom • Assessment and verbal feedback during lessons • Internal verification 							
		Autumn Half Term 1	Autumn Half Term 2	Spring Half Term 1	Spring Half Term 2	Summer Half Term 1	Summer Half Term 2
Year 2	Knowledge acquired						
	Identifying document requirements and using templates to create meaningful documents	Create and modify layout and structures for word processing documents	Use Word Processing Software tools to format and present documents effectively to meet requirements	Revisiting coursework to ensure it meets requirements	Submission	Submission	
	Skills acquired						
<ul style="list-style-type: none"> • Identifying the needs of particular documents • Creating meaningful documents formatted appropriately for its purpose and audience 							

- **Evaluating work to ensure it is appropriately formatted**

Key Assessments taking place

- End of unit assessments
- Quizzes on each unit
- Feedback on each piece of work set via Classroom
- Assessment and verbal feedback during lessons
- Internal verification