Key Stage 4 Curriculum Map ICT Users Award Level 1/2

Year 1

Autumn Half Term 1	Autumn Half Term 2	Spring Half Term 1	Spring Half Term 2	Summer Half Term 1	Summer Half Term 2
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

- **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**

Digital Literacy Skills Acquired

Selecting appropriate digital tools and software for specific tasks
Planning and organising digital content effectively
Creating and editing digital documents and presentations
Managing and presenting information for different audiences
Combining text, images, charts and multimedia appropriately (*where appropriate for vision impairment*)
Reviewing, evaluating and improving digital outcomes
Working efficiently and productively using digital technologies

Communication and Oracy Skills Acquired

Presenting information clearly to an audience
Adapting communication for purpose and audience
Explaining ideas and decision-making processes
Giving and responding to feedback
Structuring information logically
Using visual/audio aids to support communication (*where appropriate for vision impairment*)
Collaborating and communicating using digital tools

Year 2

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

Autumn Half Term 1	Autumn Half Term 2	Spring Half Term 1	Spring Half Term 2	Summer Half Term 1	Summer Half Term 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

- **Identifying the needs of specific documents**
- **Creating meaningful documents formatted appropriately for its purpose and audience**
- **Evaluating work to ensure it is appropriately formatted**

Digital Literacy Skills

Identifying document requirements and audience needs
Creating and structuring professional documents
Formatting text, paragraphs and pages effectively
Using templates and styles to improve consistency
Inserting and manipulating images, tables and other objects
Checking, reviewing and correcting digital content
Evaluating and improving documents for purpose and audience

Communication & Oracy Skills

Identifying the needs of different audiences
Organising information logically and clearly

	Selecting appropriate language and tone Explaining formatting and design choices Giving and responding to feedback on written work Presenting and discussing information confidently Reviewing and justifying improvements made to documents
	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

Home learning opportunities: Learners are encouraged to develop digital independence through accessible research activities, presentation rehearsal, content review and use of assistive technologies. ***Opportunities are adapted to reflect individual levels of independence, vision, technology access and support available at home.***

- Researching a personal interest using accessible websites and technology.
- Creating a shopping list, invitation, poster or letter using a word processor.
- Creating a short presentation about a hobby, favourite sport, animal, game or TV programme.
- Practising presenting information verbally to family members, carers or friends.
- Organising files and folders on a personal device.
- Using digital calendars, reminders or task lists to plan daily activities.
- Collaborating with family members or peers using shared digital documents where appropriate.
- Exploring accessibility features on different devices, such as screen magnification, colour filters, text-to-speech, screen readers and voice typing.
- Comparing which accessibility features work best for individual learning and everyday tasks.
- Using assistive technology to access information independently, such as OCR apps, document readers or magnification software.
- Evaluating how accessible different websites, documents and presentations are to use.
- Developing keyboard, touch-screen and assistive technology skills through regular use of personal devices.