

KS4 - Digital Functional Skills - Using Devices & Handling Information

All medium term plans represent an aspirational curriculum. Teachers and support staff may need to adapt the learning according to the class needs. This may include filling gaps in basic learning, preparation for the main curriculum and/or to build relationships between the staff and students.

Key Stage/Year	KS4 - Jackdaws/Kingfishers/Starlings
Approximate Number of Lessons and Term	Autumn Half Term 2 - 8 lessons
Qualification/Exam (if applicable)	Entry Level 3/Level 1 Functional Skills

Consideration of prior learning	Teacher taught these students previously and is aware of their capabilities. Achieved objectives listed in computing tracker. Most students have previously covered all aspects required to undertake the Entry 3 exam.
How will learners' knowledge, skills and understanding be checked at the start of the unit?	Lessons allow for flexible complexity of tasks and completion of work to varying levels. Students are assessed continually while working and challenge is adapted dynamically.

How will learners' knowledge, skills and understanding be checked at the end of the unit?	Students are assessed continually while working, practice questions and tasks that require digital artefacts to be created. A Kahoot quiz will also be used at the end of the unit.
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Learning Outcome	Approx. No. of Lessons	Potential Activities	Behaviour/Safety/Personal Development/SMSC Opportunities
Complete actual E3 Exam	2	Pupils complete tasks to ensure readiness for the exam and then undertake the exam in week 2 of the half term.	Using equipment safely. Achieving a qualification.
<ul style="list-style-type: none"> - Be able to carry out searches on the internet - Be able to take account of currency, reliability and copyright when selecting information from the internet - Understand that search results may include sponsored results or advertisements and be able to recognise these - Be able to carry out searches for files - Be able to create and use a hierarchical folder structure to organise files and use an appropriate file naming convention - Know and understand how to save a file on cloud storage using one device and how to open it on another - Know and be able to appropriately use terminology describing data storage requirements 	5	<p>Pupils will carry out searches on the internet considering currency, reliability and copyright.</p> <p>They will carry out searches for files, create and use a folder structure and use an appropriate file naming convention.</p> <p>They will save files on cloud storage and understand the limitations on file sizes.</p> <p>They will use online resources to identify solutions to common technical problems.</p>	<p>Using equipment safely.</p> <p>Using creativity.</p> <p>SMSC opportunities are open here due to the option to choose a theme for the tasks to be completed around.</p>

<ul style="list-style-type: none"> - Know and understand the limitations on file sizes when using some online services, and the benefits of using file compression to make effective use of storage capacity and to reduce data transfer times - Be able to use online resources to identify solutions to common technical problems and apply the solution 			
End of Unit assessment	1	Kahoot Quiz, evaluation of achievements with pupils.	Using equipment safely.

<p>Possible Adaptations for Higher and Lower Achievers</p>	<p>E3/L1/L2 versions of tasks available. Expectations of quality and content of finished work.</p> <p>Higher - Use of more advanced features.</p> <p>Lower - Use of frameworks to support learning features in steps. Peer support.</p>
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<p>How will the knowledge, skills and understanding imparted in this topic support them with future learning/qualifications or development?</p>	<p>This unit is part of the DFSQ, it provides employability ICT skills as well as working towards the qualification.</p>
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