

	IT Functional Skills (Year 1)														
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
	Autumn 1 – ‘Equality & Diversity’								Autumn 2 – ‘Living in the Wider World’						
	Subject Area Topic: Using devices and handling information								Subject Area Topic: Creating and editing						
	Search for files	Folder structure/file naming conventions	Cloud storage	Data storage terminology	File sizes/file compression	Online resources	Use suitable applications	Appropriate layout conventions	Numeric data using simple formulae	Numeric data by values in column	Format numeric data	Chart numeric data	Creating and editing		
	Notes/Links/Interleaving			Additional Higher Content					Notes/Links/Interleaving			Additional Higher Content			
	Spring 1 – ‘The Circle of Life’							Spring 2 – ‘Conflict’							
	Subject Area Topic: Communicating and Transacting							Subject Area Topic: Being safe and responsible online							
	Create and edit contacts list	Online communications	Video call	Digital footprint	Online form/data validation	Verification checks	Security software	Data protection laws		Protect personal information & privacy	Cloud backup	Minimize effects of health risks			
	Notes/Links/Interleaving			Additional Higher Content				Notes/Links/Interleaving			Additional Higher Content				
	EXAMS							EXAMS							
	Subject Area Topic: Digital & Interactive Media							Subject Area Topic: Final Assessments							
	Notes/Links/Interleaving			Additional Higher Content				Notes/Links/Interleaving			Additional Higher Content				

