IT Functional Skills

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**

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 14–15
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**

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 14–15
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**