

## Sample Scheme of work (Level 2)

<b>Week No.</b>	<b>Objectives</b>	<b>Content</b>
1	To introduce students to key skill requirements, evidence collation and portfolio building	Introduction to IT Key Skills <ul style="list-style-type: none"> <li>• Read through Chapter 1</li> <li>• Distribute log books and explain</li> <li>• Show sample portfolio and discuss</li> <li>• Discuss opportunities for collecting different types of evidence</li> </ul>
2 & 3	To demonstrate the importance of good housekeeping routines	Housekeeping – Windows <ul style="list-style-type: none"> <li>• Use slides to explain basic principles</li> <li>• Work through activity in Chapter 2</li> <li>• Complete sample test questions and discuss</li> </ul>
4 & 5	To introduce word processing techniques	Word Processing <ul style="list-style-type: none"> <li>• Use slides to explain basic principles</li> <li>• Work through activity in Chapter 3</li> <li>• Complete sample test questions and discuss</li> </ul>
6 & 7	To introduce spreadsheet techniques	Spreadsheets <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through activity in Chapter 4</li> <li>• Complete sample test questions and discuss</li> </ul>
8 & 9	To introduce database techniques	Databases <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through activity in Chapter 5</li> <li>• Complete sample test questions and discuss</li> </ul>
10 & 11	To investigate research techniques	Research Techniques <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through activity in Chapter 6</li> <li>• Complete sample test questions and discuss</li> </ul>
12	To explain health & safety issues involved with the use of IT	Health & Safety <ul style="list-style-type: none"> <li>• Use slides to explain basic principles</li> <li>• Work through Chapter 7</li> <li>• Complete sample test questions and discuss</li> </ul>
13	To explain legal issues surrounding the use of IT	Legislation <ul style="list-style-type: none"> <li>• Go through chapter 7 plus additional information on sample cases</li> <li>• Use slides to discuss:               <ul style="list-style-type: none"> <li>○ Copyright</li> <li>○ Data Protection Act</li> <li>○ Computer Misuse Act</li> </ul> </li> <li>• Complete sample test questions and discuss</li> </ul>
14	To test Knowledge base	Sample test paper <ul style="list-style-type: none"> <li>• Use sample paper in Appendix B or from the Payne-Gallway web site (to be marked by teacher/lecturer from answers provided on web</li> </ul>

		site)
15	To test Knowledge base	<ul style="list-style-type: none"> <li>• Go through test answers</li> </ul>
16	To consolidate plan for evidence production	<ul style="list-style-type: none"> <li>• Review evidence produced to date</li> <li>• Discuss ideas and opportunities for further evidence production to fill the 'gaps'</li> <li>• Students to have a written plan</li> </ul>
17 - 27	Continue to complete evidence for portfolio	<ul style="list-style-type: none"> <li>• Work on activities identified on student plans, with similar content to those worked through in chapters</li> <li>• Regular assessment by teacher/lecturer</li> <li>• Evidence ticked off on list at end of appropriate chapter</li> <li>• Work filed in portfolio with appropriate reference</li> <li>• Entry made in log book for each portfolio entry</li> </ul>
28 - 30	Revision for test	More sample test questions and 'mock' test

## Sample Scheme of work (Level 3)

<b>Week No.</b>	<b>Objectives</b>	<b>Content</b>
1	To introduce students to key skill requirements, evidence collation and portfolio building	Introduction to IT Key Skills <ul style="list-style-type: none"> <li>• Read through Chapter 1</li> <li>• Distribute log books and explain</li> <li>• Show sample portfolio and discuss</li> <li>• Discuss opportunities for collecting different types of evidence</li> </ul>
2 & 3	To demonstrate the importance of good housekeeping routines	Housekeeping – Windows <ul style="list-style-type: none"> <li>• Use slides to explain basic principles</li> <li>• Work through activity in Chapter 2</li> <li>• Complete sample test questions and discuss</li> </ul>
4 & 5	To introduce word processing techniques	Word Processing <ul style="list-style-type: none"> <li>• Use slides to explain basic principles</li> <li>• Work through activity in Chapter 3</li> <li>• Complete sample test questions and discuss</li> </ul>
6 & 7	To develop more advanced word processing skills	Advanced Word Processing <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through activity in Chapter 8</li> <li>• Complete sample test questions and discuss</li> </ul>
8 & 9	To introduce spreadsheet techniques	Spreadsheets <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through activity in Chapter 4</li> <li>• Complete sample test questions and discuss</li> </ul>
10 & 11	To develop more advanced spreadsheet skills	Advanced Spreadsheets <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through activity in Chapter 10</li> <li>• Complete sample test questions and discuss</li> </ul>
12 & 13	To introduce database techniques	Databases <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through activity in Chapter 5</li> <li>• Complete sample test questions and discuss</li> </ul>
14 & 15	To develop more advanced databases	Advanced Databases <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through activity in Chapter 11</li> <li>• Complete sample test questions and discuss</li> </ul>
16	To investigate research techniques	Research Techniques <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through activity in Chapter 6</li> <li>• Complete sample test questions and discuss</li> </ul>
17	To identify issues for society relating to IT	Societal Issues <ul style="list-style-type: none"> <li>• Use slides to explain facilities</li> <li>• Work through Chapter 7</li> <li>• Complete sample test questions and discuss</li> </ul>

18	To test Knowledge base	<p>Sample test paper</p> <ul style="list-style-type: none"> <li>• Use sample paper in Appendix B or from the Payne-Gallway web site (to be marked by teacher/lecturer from answers provided on web site)</li> </ul>
19	To test Knowledge base	<ul style="list-style-type: none"> <li>• Go through test answers</li> </ul>
20	To consolidate plan for evidence production	<ul style="list-style-type: none"> <li>• Review evidence produced to date</li> <li>• Discuss ideas and opportunities for further evidence production to fill the 'gaps'</li> <li>• Students to have a written plan</li> </ul>
21-27	Continue to complete evidence for portfolio	<ul style="list-style-type: none"> <li>• Work on activities identified on student plans, with similar content to those worked through in chapters</li> <li>• Regular assessment by teacher/lecturer</li> <li>• Evidence ticked off on list at end of appropriate chapter</li> <li>• Work filed in portfolio with appropriate reference</li> <li>• Entry made in log book for each portfolio entry</li> </ul>
28-30	Revision for test	More sample test questions and 'mock' test