

## KS4 Phase overview Year 1 - Castledon Sixth Form College

Year 1	Autumn	Spring	Summer
<p>Gateway Qualifications</p> <p>Functional Skills in Information Communication Technology – Entry Level 1,2,3</p>	<p>Functional skills are designed to equip learners with the skills to operate confidently, effectively and independently in life, learning and work. They have been designed in response to employers perceptions that many learners are not achieving a firm enough ground in the basics</p> <p>The purpose of the Gateway Qualification Functional Skills in ICT at Entry Level 1,2, and 3 is to ensure that learners develop understanding and skills in the following</p> <ul style="list-style-type: none"> <li>• Using ICT</li> <li>• Finding and selecting information</li> <li>• Developing, presenting and communicating information</li> </ul> <p>Students will be baselined assessed at the beginning of the Autumn term to ascertain the correct pathway (Entry Level 1,2 or 3).</p> <p>Students will develop understanding and skills in the following areas –</p> <p><b><u>Entry Level 1</u></b>            Learning Outcomes            Using ICT            1. Interact with ICT for a given purpose.            1.1) Recognise and use interface features.</p> <p>Using ICT            2. Follow recommended safe practices.            2.1) Minimise the physical stress of seating, lighting and hazards;            2.2) Keep access information secure by using password.</p> <p>Finding and selecting information            3. Find given information from an ICT-based source.            3.1) Use text message, voicemail and on-screen information.</p> <p>Developing, presenting and communicating information            4. Enter and edit single items of information.            4.1) Identify and correct simple errors;            4.2) Label an image.</p> <p>Developing, presenting and communicating information            5. Use ICT-based communication.            5.1) Receive and open electronic messages.</p> <p><b><u>Entry Level 2</u></b>            Using ICT            1. Interact with ICT for a given purpose.            1.1) Use computer hardware;            1.2) Use software application for a purpose;            1.3) Recognise and use interface features.</p>		

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### Using ICT

2. Follow recommended safe practices.

- 2.1) Minimise physical stress;
- 2.2) Keep access information secure by using password;
- 2.3) Understand the need to stay safe

### Finding and selecting information

3. Use ICT-based sources of information. Find specified information from ICT-based sources.

- 3.1) Use simple search facilities.

### Developing, presenting and communicating information

5. Enter and edit information for a simple given purpose.

- 5.1) Use simple editing and formatting techniques.

### Developing, presenting and communicating information

6. Bring together two given types of information.

- 6.1) Print and view on screen;
- 6.2) Identify and correct simple errors.

### Developing, presenting and communicating information

7. Use ICT-based communication.

- 7.1) Read, send and receive electronic messages.

### **Entry Level 3**

#### Using ICT

- Interact with ICT and use an ICT system to meet given needs.
- Store information
- Follow safety and security practices

#### Finding and selecting information

- Use simple searches to find information
- Select relevant information that matches requirements of given task

#### Developing presenting and communicating information

- Enter and develop different types of information to meet given needs
- Bring together two given types of information
- Bring together different types of information for a given purpose
- Use ICT based information

Students must achieve a pass in the assessment paper which will be carried out in the Summer term.

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