Gateway Entry Level Award in Progression (Entry 3)

Year 12/13	Autumn – Term 1	Spring – Term 2	Summer – Term 3
Gateway Entry level Award in Progression (Entry 3)	***Personal Digital Photograph Processing (1 credit)*** *1 Be able to use a software package to process digital photographs.* 1.1 Connect a digital camera to a computer. 1.2 Download photographs from a digital camera. 1.3 Load photograph files. 1.4 Save photograph files. 1.5 Resize a photograph to meet agreed purpose. 1.6 Position a photograph on a page to meet agreed purpose. 1.7 Print photographs.	***Word Processing Software Skills (2 credits)*** *1. Be able to enter and edit text within word processing documents.* 1.1 Use keyboard or other input methods to enter and/or insert text. 1.2 Give examples of the types of documents that can be created using a word processor. 1.3 Store files. 1.4 Retrieve files. 1.5 Use word processing software editing tools. 1.6 Identify editing that can be used to aid meaning in a word processed document. *2. Be able to structure information within word processing documents.* 2.1 Identify templates they could use to create word processed documents for agreed tasks. 2.2 Use identified templates to create a new document.	***Word Processing Software Skills (cont.)*** *2. Be able to structure information within word processing documents (cont.)* 2.3 Name common items them can be used to amend page layout. 2.4 Use appropriate page layout to present documents. 2.5 Print completed documents. *3. Be able to use word processing software tools to format and present documents.* 3.1 Use techniques to format characters. 3.2 Identify formatting that has been used to aid meaning. 3.3 Use techniques to format paragraphs. 3.4 Identify tools that can aid in checking documents for accuracy and consistency. 3.5 Check documents meet needs, using IT tools and making corrections as appropriate.
Home opportunities	All student work will be accessible via the Google Classroom platform.		
Out and about	Students will have the opportunity to take photographs outside of the classroom for use within their work in both units.		