ICT

Students are admitted to Endeavour academy at various points during Key Stage 4, some students are admitted in Year 11 and will therefore be with us for shorter periods of time. Many students have missed large amounts of time in school prior to their admission. For this reason, our timetables need to be flexible and personalised with all courses offering a variety of qualification routes and supporting pathways to post 16 learning.

Intent

To provide students with key skills within the area of ICT to allow them to progress to their next transition point. Students will learn key functional/life skills with regards to ICT and the use of key applications of computing that would be used in almost every job setting. ICT is something that is woven throughout our lives and many career pathways and therefore aims to provide students with the relevant skills to effectively use Microsoft Office and other essential tools.

Core curriculum links

Maths	English	Science
Calculations Problem solving Presenting Data	Vocabulary Justifying Speaking Listening Effective communications	Analyse Data Interpret Data Presenting Data Researching Information

Careers in ICT

Science	Banking	Buying
Construction	Statistics	Teaching
Accountancy	Insurance	Health sciences
Economics	Actuarial work	Administration
Pharmacy	Bookkeeping	Stockbroking
Engineering	Astronomy	Surveying
Retail and sales	Management	Meteorology
Air traffic control	Architecture	Cyber security
Industrial design	Sound technology	Market research
Network management	Investment analysis	Medical technology
Transport and logistics	Software development	Computer games design

Skills Builder

We teach skills that are essential no matter what career path is chosen. Using resources and support from [The Skills Builder Partnership](#) we aim to develop students' understanding and confidence within these essential skills.

Skill	How is this developed
Listening	Students must receive, retain, and process new methods and ideas. - Questioning of students. - Issuing instructions for tasks and processes.
Speaking	Students can verbalise information and ideas. - Discussing ideas and opinions around online safety. - Explaining how to carry out a process on a computer using key terminology. - Communication during group activities.
Problem Solving	Students can find a solution to challenges. - Giving a brief from a "client" that they must complete using appropriate applications. - Choosing appropriate formula and charts when compiling data.
Creativity	Students can use their imagination and generation of new ideas. - Creating ways of displaying information and completing briefs - Discussing new developments in technology and the potential new technologies that could develop in the future.
Staying Positive	Students can use tactics and strategies to overcome setbacks and achieve goals. - When students are faced with incorrect answers encourage them to remain optimistic. - Demonstrating resilience strategies when faced with a problem.
Aiming High	Students can set clear, tangible goals and devise a robust route to achieving them. - Extension tasks within lessons that encourages students to take their learning to the next level. - Use higher level questioning to extend answers from students and develop thinking.
Leadership	Students can support and encourage others to achieve. - Student led discussions regarding new technologies and online safety. - Taking a lead role in group activities
Teamwork	Students can work cooperatively with others to achieve. - Encouraging peer support from those who are more confident in using computers.

Implementation

The curriculum is planned over a two-year time frame following the NCFE Functional Skills ICT specification.

Our curriculum is designed with the ability to be flexible in terms of pathways and the needs of the students, however, it is broad, balanced, and ambitious, covering the full range of skills within ICT ensuring students can acquire key computer skills and allow them to develop these by applying them into a range of settings.

Course Level

Students follow the Functional Skills ICT at Entry Level 3, Level 1, and Level 2 through the Northern Council for Further Education (NCFE).

The qualification is awarded via on demand assessments that students are entered for based on their current level and is Pass/Fail at that level.

Progression through the functional skills qualification:

Entry Level 3 → Functional Skill Level 1 → Functional Skills Level 2.

[NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Entry Level 3 | NCFE](#)

[NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Level 2 | NCFE](#)

[NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Level 1 | NCFE](#)

We also use schemes from the National Online Safety to help support students with aspect surrounding staying safe online.

[National Online Safety | Keeping Children Safe Online in Education](#)

Learning Content

Below is a list of the content within Functional Skills ICT

Using a Computer	Using Word Processor
Understanding the components of a computer; how to effectively customise computers and aspects of security and Online Safety.	Understanding how to effectively use software such as Microsoft Word.
Using Presentation Software	**Using Spreadsheets**
Understanding how to make and present effective presenting using software such as Microsoft PowerPoint	Understanding how data can be input, analysed and presented using software such as Microsoft Excel.
Using Emails	**Using Databases**
Understanding how to compose and organise emails; how to use emails in a professional setting	Understanding how data can be stored and accessed using database systems

Assessment

On admission, all students complete an ICT audit to allow students to evaluate their skills for using ICT. This is done to help to allow teachers to identify starting qualification level. Practice functional skills style tasks are carried out periodically to help track progress and ensure students have sufficient experience with using ICT in context. Feedback and opportunities for students to discuss their learning form part of our planning and marking procedures, where students can identify areas for development and make improvements as required.

Impact

Our main goal is for our students to be able to clearly explain what they have learned and demonstrate these skills across the curriculum and outside of the classroom setting. Students make progress within the subject during their time at Endeavour Academy and leave with a qualification that is suitable to their ability and their next stage of progression.

How parents can help develop skills

Encourage your child to think about how often they use ICT within their lives and that using iPad, tablets and smart phones are all forms of ICT, not just laptops or desktop computers, that will be used in most jobs in future.

Discussing how a person behaves online is very important as this is something that future employers will see and make judgements on. Question your children on concepts surrounding online safety to help reinforce the skills they learn and help ensure they are staying safe online, knowing how to avoid and deal with situations.