Co-op Academy Leeds Year 10: WJEC Level 1/2 ICT - Long Term Plan 2023-24

All lessons will follow the Co-op Academy Lesson Journey and include a (retrieval) Do Now, Lesson Intentions, Success Criteria, Explicit Instruction, Quality Time/Practice, Review

	ROLLOVER				
Week	37	38	39	40	41
W/C Date	26-Jun 23	03-Jul 23	010-Jul 23	17-Jul 23	24-Jul 23
Specification	Unit 2: ICT In Context				
Topic	2.4 Planning, Creating, Manipulating and Storing Images				
	Planning & Designing an Image	Creating and Modifying an Image Using Appropriate Tools and Techniques	Creating and Modifying an Image Using Appropriate Tools and Techniques		
Key Objectives	analyse requirements to a specified brief	identify and select image from the different sources	compare file types	import image/create image using tools/create hybrid image	store images using version control and file type fit for purpose
	identify success criteria	identify key qualities of images	select software according to image type	use standard tools to create and modify images	evaluate final product against success criteria
	plan design (sketches and layouts) with annotation	identify any copyright or intellectual property rights and reference source.	select software according to image type	use advanced tools to create and modify images	evaluate possible improvements
Retrieval / Assessment / DC				MCQs	DIRT

Department Computer Science and ICT

Retrieval and Assessment Key

STAR Assessment / Summative Marking	(yellow)
Quizzes / Formative Assessment and Marking	(green)
Student Voice	(purple)
Live Feedback inc Whole Class Feedback	(magenta)
DIRT / Reflection	(red)

Data Capture	(blue)
Interventions	(orange)
Assessment Learner Review / Book Reviews / Work Scrutiny	(cyan)

The LTP has declarative (theory) and procedural (practice) knowledge and skills embedded to allow learners to successfully complete the WJEC Level 1 / 2 Vocational ICT specification.

Year 10 precise powerful knowledge, understanding and skills to be developed:

Databases

- To know how to plan and design a database
- To know how to create and modify a database
- To know how to interrogate a database
- To know how to create user interfaces
- To know how to test and evaluate a database

Spreadsheets

- To know how to plan and design a spreadsheet
- To know how to create and format a spreadsheet
- To know how to use appropriate data formatting and adding suitable validation rules in spreadsheets
- To know how to use of appropriate formulae and functions to meet set outcomes in spreadsheets
- To know how to arrange, reducing and outputting data to help make decisions in spreadsheets
- To know how to modify data and formulae to model 'what if' scenarios in spreadsheets
- To know how to test and evaluate spreadsheets

Automated Documents

- To know how to create an effectively structured data source and linking this to a standard document for a database
- To know how to create appropriately structured the content of the standard document and inserting fields as required
- To know how to merge and output final documents in an automated document

Graphic Design

- To know how to plan, design, create, modify, store and output an image using appropriate tools and techniques in a format that is fit for purpose

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Week	1	2	3	4	5	6	7	8		9	10	11	12	13	14	15	
W/C Date	04-Sep	11-Sep	18-Sep	25-Sep	02-Oct	09-Oct	16-Oct	23-Oct		06-Nov	13-Nov	20-Nov	27-Nov	04-Dec	11-Dec	18-Dec	
Specification	Unit 2: ICT In Context									Unit 2: ICT In Context							
Topic	2.4 Planning, Creating, Manipulating and Storing Images									2.2 Planning, Creating, Modifying and Using Spreadsheets							
	Planning & Designing an Image		Creating and Modifying an Image Using Appropriate Tools and Techniques			Assessment	Designing A Spreadsheet	Creating and formatting a spreadsheet		Creating and formatting a spreadsheet	Use of data formatting and validation rules			Use of formulae and functions to meet outcomes			
Key Objectives	analyse requirements to a specified brief	identify and select image from the different sources	compare file types	import image/create image using tools/create hybrid image	store images using version control and file type fit for purpose	create a graphic for a business	analyse requirements to a specified client brief	import data from a CSV file		define a print area in order to present output	use data formatting	enter data through use of validation form controls	apply data formatting validation rules to a scenario	use formula with single operator	Use relative and absolute referencing	apply formulae and functions to a scenario	
	identify success criteria	identify key qualities of images	select software according to image type	use standard tools to create and modify images	evaluate final product against success criteria	create a graphic for a business	identify success criteria	enhance layout and format of the spreadsheet	HALF-TERM	create a navigation menu	use conditional formatting	use validation checks,	apply data formatting validation rules to a scenario	use brackets to prioritise calculation	Use complex function	apply formulae and functions to a scenario	HALF-TERM / HALF-TERM
	plan design (sketches and layouts) with annotation	identify any copyright or intellectual property rights and reference source.	select software according to image type	use advanced tools to create and modify images	evaluate possible improvements	create a graphic for a business	design a fully functional spreadsheet structure	use form controls to facilitate data entry		create a navigation menu	use of date/time function	use validation messages	apply data formatting validation rules to a scenario	use simple functions	use macros to link to native function	apply formulae and functions to a scenario	
Retrieval	Baseline Test	Learner Work Review				STAR		Learner Work Scrutiny		Y10 DC1					STAR	Learner Work Scrutiny & Review	
						DIRT									DIRT		
Interventions	Interventions on learners that not performing according to target grades									Interventions on learners that not performing according to target grades							

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Week	16	17	18	19	20		21	26	27	28	29	30			31
W/C Date	08-Jan	15-Jan	22-Jan	29-Jan	05-Feb		19-Feb	26-Feb	04-Mar	011-Mar	18-Mar	25-Mar			15-Apr
Specification	Unit 2: ICT In Context						Unit 2: ICT In Context								
Topic	2.2 Planning, Creating, Modifying and Using Spreadsheets						2.1 Planning, Creating, Modifying and Using Databases								
	Arranging, reducing and outputting data to help make decisions	Modifying data and formulae to model 'what if' scenarios		Testing and evaluating spreadsheets			Plan and Design A Database		Creating and modifying a database		Interrogating a database	Creating Forms			Designing automated documents
Key Objectives	use sorting on single items	create a chart/graph with axis labels and formatting	create a chart/graph with axis labels and formatting	provide a test plan and select a range of test data including valid, extreme and erroneous data	give evidence for the testing carried out		analyse requirements to a specified client brief	design a fully loaded database structure	create tables, fields, and primary keys and assign appropriate data types	import data from a given CSV file and add, edit and delete records	create select queries, using a query builder	create effective data entry forms			analyse requirements to a specified client brief
	use sorting on multiple items	use 'what if' investigations to change data	use 'what if' investigations to change data	use a test table, based on the success criteria	evaluate the testing successes and failures and identify improvements	HALF-TERM	identify success criteria	give detailed justification for field types used	apply effective validation rules and error messages	check and test the data is error free.	produce reports from queries	enhance layout of the form to include an image for business purposes	HALF-TERM	HALF-TERM	identify success criteria
	use filters	use 'what if' investigations to change formula	use 'what if' investigations to change formula	give detailed reasons for all testing methods	suggest how to implement these improvements.		identify the different entities within a specified client brief	justify their choice of validation rules applied to field types	link tables using key fields and relationships	check and test the database to ensure it functions correctly	identify errors in reports from queries	add features and controls that make the system user friendly and allow the user to navigate records, forms, queries and reports easily, visual basic (VB) and/or macro.			design a standard document including location of place holders, formatting and features to be used.
		MCQs			STAR		Learner Work Scrutiny			low stakes quizzing	Y10 DC2	Learner Work Scrutiny			
					DIRT										
Interventions	Interventions (Breakfast, Lunch and After School)						Interventions (Breakfast, Lunch and After School)								

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Week	32	33	34	35	36		40	41	42		43	44	45	46
W/C Date	22-Apr	29-Apr	6-May	13-May	20-May		3-Jun	10-Jun	17-Jun		24-Jun	1-Jul	8-Jul	15-Jul
Specification	2.3 Planning, Creating And Modifying An Automated Document													
Topic	Linking data source to document	Structuring the content of document	Merging and output final document	Assessment	Finalise Submission	HALF-TERM	Finalise Submission	Finalise Submission	Finalise Submission	ROLLOVER				
Key Objectives	create a standard document and source document	insert appropriate fields	complete the merge and check accuracy	create an automated document	final amendments, internal moderation		final amendments, internal moderation	final amendments, internal moderation	final amendments, internal moderation					
	create divided fields and data within the fields	check accuracy including SPAG	check formatting following insertion of merged data and output merged documents	create an automated document	final amendments, internal moderation		final amendments, internal moderation	final amendments, internal moderation	final amendments, internal moderation					
	create a link between the data source and standard document	add appropriate formatting and features	evaluate the document and identify improvements	create an automated document	final amendments, internal moderation		final amendments, internal moderation	final amendments, internal moderation	final amendments, internal moderation					
Retrieval / Assessment / DC		STAR / DIRT / Learner Work Review	STAR / DIRT / Learner Work Review	STAR / DIRT / Learner Work Review					Y10 DC3					
Interventions	Interventions (Breakfast, Lunch and After School)						Interventions (Breakfast, Lunch and After School)							