

Scheme of Work 2020 - 2021
Subject: Traineeship (Digital Skills)

Year Group: 12

Specification: NCFE Level 2 Certificate in Digital Skills

Lesson No	Topic & Objectives	Big Question – What will students learn?	Key Activities & Specialist Terminology (Do Now Task / Starter/Tasks/Plenary)	Planned Assessment	Homework or flipped learning resources DODDLE resources	Lit Num SMSC Codes
W.B. 3 rd Sept	Unit 1 Session 1 Online Search Facilities	LO 1.1 Identify online search facilities used to find information	Be able to: <ul style="list-style-type: none"> • Identify appropriate search facilities to find relevant information • Identify appropriate search facilities to find more specific information • Identify specific search facilities to aid own research projects 	Direct and indirect questions Purple book –End of Topic Assessment Direct and indirect questions Discussion Feedback participation Observation during activities Completed assessment tools (Introductory Activity 1, Activity 2, Activity 3 and Activity 4 plus extension Activity)	Research on keywords and definitions Muddiest point Documented problem solutions Directed paraphrasing Classroom opinion polls doddlelearn.co.uk	C3
					Presentation –	C2

W.B. 7 th Sept	Unit 1 Session 2 How Search Engines Work	LO 1.2 Explain how search engines work	Be able to: <ul style="list-style-type: none"> • Identify the different types of search engines • Understand how the main types of search engines produce required results • Identify specific search engines which could be utilised for specialised research projects. 	Session 2 Activity 3 Internet Search Purple book –End of Topic Assessment Direct and indirect questions Discussion Feedback participation Observation during activities Completed assessment tools (Introductory Activity 1, Activity 2, and Activity 3 plus extension Activity)	“How search engines work” (Slides 8-24) Unit 1 Workbook Internet access Register Paper/pens or Suitable word processing programme Classroom opinion polls doddlelearn.co.uk	C3
W.B. 14 th Sept	Unit 1 Session 3 Advanced Search Techniques	LO 1.3 Use advanced search techniques to find information	Be able to: <ul style="list-style-type: none"> • Understand how to obtain information using advanced search techniques. • Use advanced search techniques to improve online research • Use a combination of advanced search techniques to find precise information quickly 	Purple book –End of Topic Assessment Direct and indirect questions Discussion Feedback participation Observation during activities	Presentation – “Advanced Search Techniques” (Slides 8-26) Unit 1 Workbook Paper/pens or Suitable word processing programme. Access to Internet	Sp3

				Completed assessment tools (Introductory Activity 1, Activity 2, and Activity 3 plus extension Activity) Q & A, take notes		
W.B. 21 th Sept	Unit 1 Session 4 Identify Sources of Information	LO 1.4 Identify sources of information to meet own or business needs LO 1.5 Use bookmarking, search and filter facilities	Be able to: <ul style="list-style-type: none"> • Understand how to identify sources of information suitable for own or business needs • Use bookmarking, search and filter facilities • Compare sources of information for validity and relevance. • Search and record sources of information, using a variety of search facilities and options. • Identify specific sources of information relevant to own research. • Record this information using bookmarking and other search facilities. 	Purple book –End of Topic Assessment Direct and indirect questions Discussion Feedback participation Observation during activities Completed assessment tools (Introductory Activity 1, Activity 2, and Activity 3 plus extension Activity) Q & A, take notes	Presentation – “Identify sources of information” (Slides 8-21) Unit 1 Workbook Paper/pens or Suitable word processing programme. Access to Internet Classroom opinion polls doddlelearn.co.uk	C1 C2 C3 M8
W.B. 28 th Sept	Unit 1 Session 5	LO 2.1 Demonstrate that the information gathered is	Be able to:	Purple book –End of Topic Assessment	Presentation – “Reliable and credible sources” (Slides 7-16)	C1 C2 C3

	Reliable and Credible Sources	<p>from reliable and credible sources.</p> <p>LO 2.2 Evaluate the quality of information in relation to its intended purpose.</p>	<ul style="list-style-type: none"> Understand how to ensure that information gathered is from reliable and credible sources Evaluate the quality of information gathered Compare different sources of information for reliability and credibility Evaluate and compare the quality of information gathered from a variety of sources Understand how to ensure that information gathered for a specific project is from reliable and credible sources Evaluate and compare the quality of information gathered for a specific project from a variety of sources 	<p>Direct and indirect questions</p> <p>Discussion</p> <p>Feedback participation</p> <p>Observation during activities</p> <p>Completed assessment tools (Introductory Activity 1, Activity 2, and Activity 3 plus extension Activity)</p> <p>Q & A, take notes</p>	<p>Unit 1 Workbook</p> <p>Paper/pens or Suitable word processing programme.</p> <p>Access to Internet</p> <p>Classroom opinion polls</p> <p>doddlelearn.co.uk</p>	
W.B. 5 th Oct	Unit 1 Session 6 Copyright of Information	LO 2.3 Explain regulations surrounding copyright of information	<p>Be able to:</p> <ul style="list-style-type: none"> Understand the regulations surrounding the copyright of information Explain how the Copyright, Designs and Patents Act 1988 impacts on individuals and organisations Understand how the Copyright, Designs and Patents Act 1988 impacts on own projects and personal research 	<p>Purple book –End of Topic Assessment</p> <p>Direct and indirect questions</p> <p>Discussion</p> <p>Feedback participation</p> <p>Observation during activities</p>	<p>Presentation – “Copyright of information” (Slides 7-18)</p> <p>Unit 1 Workbook</p> <p>Paper/pens or Suitable word processing programme.</p> <p>Access to Internet</p> <p>Classroom opinion polls</p>	C1 C2 C3

				Completed assessment tools (Introductory Activity 1, Activity 2, and Activity 3 plus extension Activity) Q & A, take notes	doodlelearn.co.uk	
W.B. 12 th Oct	Unit 1 Session 7 Importance of Quality Information	LO 2.4 Explain the importance of producing quality information	Be able to: <ul style="list-style-type: none"> Understand the importance of producing quality information Explain the impact that not producing quality information will have on an organisation Understand how to produce quality information for specific projects and organisational requirements 	Purple book –End of Topic Assessment Direct and indirect questions Discussion Feedback participation Observation during activities Completed assessment tools (Introductory Activity 1, Activity 2, and Activity 3 plus extension Activity) Q & A, take notes	Presentation – “Importance of quality information” (Slides 7-15) Unit 1 Workbook Paper/pens or suitable word processing programme. Access to Internet Classroom opinion polls doodlelearn.co.uk	C1 C2 C3 Sp2 Sp3
W.B. 19 th Oct	Unit 1	LO 3.1 Explain the importance of routine file housekeeping for efficient	Be able to:	Purple book –End of Topic Assessment	Presentation – “File housekeeping” (Slides 7-17)	Sp7

	Session 8 File Housekeeping	handling and retrieval of information	<ul style="list-style-type: none"> Understand why routine file housekeeping is necessary for file handling and retrieval Set up your own file structures for your own accounts and maintain on a regular basis Understand how to use different methods of file housekeeping to maintain good file structures which aid information processing 	<p>Direct and indirect questions</p> <p>Discussion</p> <p>Feedback participation</p> <p>Observation during activities</p> <p>Completed assessment tools (Introductory Activity 1, Activity 2, and Activity 3 plus extension Activity)</p> <p>Q & A, take notes</p>	<p>Unit 1 Workbook</p> <p>Paper/pens or Suitable word processing programme.</p> <p>Access to Internet</p> <p>Classroom opinion polls</p> <p>doddlelearn.co.uk</p>	
W.B. 2 th Oct	Unit 1 Session 9 Standards and Procedures	LO 3.2 Explain why an organisation might have standards and procedures in place for storing information	<p>Be able to:</p> <ul style="list-style-type: none"> Explain why organisations have standards and procedures in place for storing information Understand the legal consequences of not storing information correctly Compare different organisation's information storage and disposal policies 	<p>Purple book –End of Topic Assessment</p> <p>Direct and indirect questions</p> <p>Discussion</p> <p>Feedback participation</p> <p>Observation during activities</p> <p>Completed assessment tools (Introductory Activity</p>	<p>Presentation – “Standards and procedures” (Slides 7-16)</p> <p>Unit 1 Workbook</p> <p>Paper/pens or Suitable word processing programme.</p> <p>Access to Internet</p> <p>Classroom opinion polls</p> <p>doddlelearn.co.uk</p>	<p>C1</p> <p>C2</p> <p>C3</p> <p>C4</p> <p>C5</p> <p>Sp6</p> <p>Sp7</p>

				1, Activity 2, and Activity 3 plus extension Activity) Q & A, take notes		
W.B. 2 th Nov	Unit 1 Session 10 Store Information	LO 3.3 Store information following agreed procedures	Be able to: <ul style="list-style-type: none"> • Explain organisational procedures for storing information • Understand the legal requirements affecting an organisation storing information • Compare different organisation's procedures for storing information 	Purple book –End of Topic Assessment Direct and indirect questions Discussion Feedback participation Observation during activities Completed assessment tools (Introductory Activity 1, Activity 2, and Activity 3 plus extension Activity) Q & A, take notes	Presentation – “Store information” (Slides 7-17) Unit 1 Workbook Paper/pens or Suitable word processing programme. Access to Internet Classroom opinion polls doddlelearn.co.uk	C1 C2 C3 C4 C5 Sp6 Sp7
W.B. 9 th Nov	Unit 2 Session 1 Threats to personal data	LO 1.1 Explain potential types of threat to personal data LO 1.2 Describe the potential impact of not	Be able to: <ul style="list-style-type: none"> • Understand the potential types of threat to personal data. • Describe the potential impact of not keeping personal data secure. 	Unit 2 workbook Direct and indirect questions Discussion	Research on keywords and definitions Session 1 Presentation (PowerPoint) senecalearning.com	C5 Sp6 Sp7

		keeping personal data secure	<p>Be able to:</p> <ul style="list-style-type: none"> Identify the potential threats to own personal data. Understand the potential impact of not keeping own personal data secure. <p>Be able to:</p> <ul style="list-style-type: none"> Take steps to secure own personal online data. Reduce the potential impact of threats to own personal data. 	<p>Feedback participation</p> <p>Observation during activities</p> <p>Completed assessment tools (Introductory Activity 1, Activity 2, Activity 3 plus extension Activity)</p> <p>Purple book –End of Topic Assessment</p>	doddelearn.co.uk	
W.B. 16 th Nov	Unit 2 Session 2 Protecting own personal data	LO 1.3 Describe ways to protect own personal information and data	<p>Be able to:</p> <ul style="list-style-type: none"> Describe ways to protect personal information and data. Be able to: Identify suitable and relevant ways to protect own personal information and data. Be able to: Investigate suitable software to secure own personal online data. <p>Also:</p> <ul style="list-style-type: none"> Students should consider what hacking is and the motivation for it. A look at some simple hacking techniques might be of interest but is not required. 	<p>Direct and indirect questions</p> <p>Discussion</p> <p>Feedback participation</p> <p>Observation during activities</p> <p>Completed assessment tools (Introductory Activity 1, Activity 2, Activity 3 plus extension Activity)</p> <p>Purple book –End of Topic Assessment</p>	<p>Research on keywords and definitions</p> <p>Session 2 Presentation (PowerPoint)</p> <p>senecalearning.com</p> <p>doddelearn.co.uk</p> <p>Novalabs cyber security protection game</p> <p>Cyber security threats and solutions</p>	C5 Sp6 Sp7

			<ul style="list-style-type: none"> • This topic should be linked into cyber security and the measures that can be taken to prevent hacking. • The issue of hacking by governments and whether this can be justified and under what circumstances could also be looked at. • The advantages and disadvantages of cloud storage should be considered. This would probably be best achieved in the context of a real cloud service that students' might have used. Examples of security breaches of such services could be examined. • Cyber security methods are considered in greater detail in specification section 3.6. • This topic could be tackled by students doing individual research and then having a class discussion. 		<p>5 most dangerous hackers of all time</p> <p>10 biggest computer hacks of all time</p> <p>Hacking a car with an ex-NSA hacker</p>	
WB 23 th Nov	Unit 2 Session 3 Software and tools	LO 1.4 Outline the range of software and tools available to help protect data and devices	<p>Be able to:</p> <ul style="list-style-type: none"> • Describe ways to protect personal information and data. • Identify suitable and relevant ways to protect own personal information and data. • Investigate suitable software to secure own personal online data. 	<p>Session 3 - Activity 3 Worksheet</p> <p>Direct and indirect questions</p> <p>Discussion</p> <p>Feedback participation</p> <p>Observation during activities</p>	<p>Research on keywords and definitions</p> <p>Session 3 Presentation (PowerPoint)</p> <p>senecalearning.com</p> <p>doddlelearn.co.uk</p>	C5 Sp6 Sp7

				Completed assessment tools (Introductory Activity 1, Activity 2, Activity 3 plus extension Activity) Purple book –End of Topic Assessment		
W.B. 30 TH Nov	Unit 2 Session 4 Trustworthy and untrustworthy info	LO 1.5 Explain how to differentiate between trustworthy and untrustworthy sources of information	Be able to: <ul style="list-style-type: none"> Understand how to differentiate between trustworthy and untrustworthy sources of online information. Identify trustworthy sources of information for own projects.. 	Direct and indirect questions Discussion Feedback participation Observation during activities Completed assessment tools (Introductory Activity 1, Activity 2, Activity 3 plus extension Activity) Purple book –End of Topic Assessment	Research on keywords and definitions Session 4 Presentation (PowerPoint) senecalearning.com doddlelearn.co.uk	C5 Sp6 Sp7
WB 7 TH Dec	Unit 2 Session 5 Identify secure	LO 1.6 Identify secure and insecure sites	Be able to: <ul style="list-style-type: none"> Understand how to identify secure and insecure websites. 	Direct and indirect questions	Research on keywords and definitions	Sp7

	and insecure sites		<ul style="list-style-type: none"> Identify secure and insecure websites Identify secure websites for own projects. 	<p>Discussion</p> <p>Feedback participation</p> <p>Observation during activities</p> <p>Completed assessment tools (Introductory Activity 1, Activity 2, Activity 3 plus extension Activity)</p> <p>Purple book –End of Topic Assessment</p>	<p>Session 5 Presentation (PowerPoint)</p> <p>senecalearning.com</p> <p>doddlelearn.co.uk</p>	
WB 14 TH Dec	Unit 2 Session 6 Risks of accessing insecure websites	LO 1.7 Explain the risks of accessing insecure websites	<p>Be able to:</p> <ul style="list-style-type: none"> Understand the risks of accessing insecure websites. Identify methods of ensuring safe web browsing Outline specific methods of protecting own information when web browsing. 	<p>Direct and indirect questions</p> <p>Discussion</p> <p>Feedback participation</p> <p>Observation during activities</p> <p>Completed assessment tools (Introductory Activity 1, Activity 2, Activity 3 plus extension Activity)</p>	<p>Research on keywords and definitions</p> <p>Session 6 Presentation (PowerPoint)</p> <p>senecalearning.com</p> <p>doddlelearn.co.uk</p>	<p>C1</p> <p>C2</p> <p>C3</p> <p>C4</p> <p>Sp2</p> <p>Sp3</p> <p>SP4</p> <p>Sp5</p> <p>Sp6</p>

				Purple book –End of Topic Assessment		
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