

**Key Stage 4**  
**Suggested Long Term Plan –Functional Skills Level 1**

<b>Teaching SOW</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>	<b>Term 5</b>	<b>Term 6</b>
<b>Year 10/11</b>	Find Information from the internet  Sending an email with attachments  Screen shots	Preparing a Notice/poster/flyer  Preparing a letter	Processing numerical data	Creating a chart	Protecting with a password  Filing  Revision	Revision/Test
<b>Exam</b>	<p><b>Functional Skills Level 1</b></p> <p><i>Exam to be taken at the end of the academic year! And assumes they know how to perform ICT skills without support and students will automatically add appropriate names for saving for example.</i></p> <p><i>Small tests to be completed after each term, taken from Sample Exam Papers</i></p> <p><i>Tailor the teaching of Functional Skills to each individual to be appropriate their pace and level.</i></p>					

**NB. Must be flexible with timetable**