

Key Stage 4
Suggested Long Term Plan –Functional Skills Level 2

Teaching SOW	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Year 10/11	Filing Screen shots					Revision/Test
	Find and Selecting Information from the Internet Sending an email with attachments	Preparing a leaflet for employees and members of a club	Analysing numerical data and Creating a chart	Designing a Logo Preparing a Slideshow	Complex Data Handling Task	
Exam	<p>Functional Skills Level 2</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