




Functional Skills Level 1 ICT Overview

 Intent	 Implementation	 Impact
<p>The intent of this Scheme of Work is to ensure all learners develop the essential digital competencies needed to function confidently, effectively, and safely in a technology driven society. It aims not only to prepare learners for the Functional Skills ICT Level 1 assessment but also to equip them with practical ICT skills they can transfer into the workplace, further education, and everyday life. The sequencing of the course ensures a logical progression, starting with fundamental computer operations and gradually moving towards more complex and integrated tasks, giving learners the time and support to master each skill area. Digital literacy is embedded throughout, with a strong focus on real-world application, online safety, and responsible use of technology.</p> <ul style="list-style-type: none"> • Deliver a coherent, progressive ICT curriculum aligned to Edexcel Functional Skills Level 1 requirements. • Build learners’ confidence in using a range of hardware, software, and online tools. • Develop problem-solving skills through real-world scenarios that require selecting and applying ICT tools. • Promote safe, responsible, and ethical use of digital technology, including awareness of online risks and data protection. 	<p>The implementation of this Scheme of Work is structured to maximise learner engagement, skill development, and retention of knowledge. The programme follows a “teach, practise, apply” cycle introducing skills through tutor demonstration, reinforcing them with guided and independent practice, and applying them in scenario-based consolidation projects. Sequenced revision and practical application weeks are embedded to strengthen long-term learning and bridge any gaps.</p> <ul style="list-style-type: none"> • Weekly lessons are mapped to assessment tasks, ensuring full syllabus coverage. • Foundational skills are taught early, then revisited and built upon for deeper understanding. • Lessons include tutor-led demonstrations, individual practice, paired work, and peer review. • Practical, scenario-based tasks mirror real workplace and everyday ICT demands. 	<p>The impact of this programme is measured both through summative assessment results and the development of practical ICT skills that extend beyond the classroom. By the end of the course, learners will not only be prepared for the Functional Skills ICT Level 1 assessment but will also have the confidence and capability to use ICT in varied contexts. Learners will demonstrate improved problem-solving, communication, and organisational skills through digital tools, and will understand how to work safely, responsibly, and efficiently in a digital environment. This combination of technical competence and digital citizenship ensures learners are well-prepared for employment, further study, and personal digital use.</p> <ul style="list-style-type: none"> • Learners achieve Functional Skills ICT Level 1 qualification outcomes. • Increased learner confidence and independence in using ICT tools. • Improved ability to transfer skills to new and unfamiliar technology. • Greater awareness of safe and responsible technology use.

<ul style="list-style-type: none"> Support learners in becoming independent users of ICT, capable of adapting to new systems and applications. 	<ul style="list-style-type: none"> Revision and consolidation weeks allow targeted reinforcement and confidence building. Formative assessment opportunities are embedded throughout to track progress and inform teaching. 	<ul style="list-style-type: none"> Development of digital problem-solving skills applicable in work and personal life.
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Term 1

Subject	Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12
Functional Skills Level 1 ICT	<p>Week 1: Diagnostic Assessment & Introduction to ICT</p> <p>Course overview and expectations</p> <p>Diagnostic skills check</p> <p>Logging in/out and basic navigation</p> <p>Introduction to hardware and software</p>	<p>Week 3: File Management (Part 1) – Creating & Organising Files</p> <p>Creating folders/subfolders</p> <p>Saving files into correct locations</p> <p>Importance of structured organisation</p> <p>Week 4: File Management (Part 2) – Moving, Copying & File Types</p>	<p>Week 5: Word Processing (Part 1) – Creating & Editing Text</p> <p>Basic document creation</p> <p>Editing and formatting text</p> <p>Saving documents</p> <p>Week 6: Word Processing (Part 2) – Layout & Images</p> <p>Page layout adjustments (margins, alignment, spacing)</p> <p>Inserting and formatting images</p>	<p>Week 7: Spreadsheet Skills (Part 1) – Entering Data</p> <p>Creating a spreadsheet</p> <p>Entering and editing text/numbers in cells</p> <p>Basic cell formatting for clarity</p> <p>Week 8: Spreadsheet Skills (Part 2) – Basic Calculations</p> <p>Using formulas for calculations</p> <p>SUM, AVERAGE, MIN, MAX functions</p>	<p>Week 9: Revision & Consolidation (Files, Word, Spreadsheets)</p> <p>Applying file management, word processing, and spreadsheet skills in a single project</p> <p>Saving and organising work correctly</p> <p>Week 10: Email Basics (Part 1) – Composing & Sending Emails</p> <p>Setting up and logging into an email account</p> <p>Composing and sending a message</p>	<p>Week 11: Email Basics (Part 2) – Inbox Management</p> <p>Reading and replying to emails</p> <p>Deleting and organising messages into folders</p> <p>Setting up rules for sorting</p> <p>Week 12: Online Communication Tools</p> <p>Using chat and video conferencing platforms</p>

	<p>Week 2: Hardware & Software Basics</p> <p>Main computer components</p> <p>Differentiate between system and application software</p> <p>Hands-on with installed applications</p>	<p>Moving, copying, renaming files</p> <p>Recognising and opening common file types</p> <p>Searching for files</p>	<p>Combining text and graphics in one document</p>	<p>Applying conditional formatting</p>	<p>Adding attachments, CC, and BCC</p>	<p>Sending messages and sharing files</p> <p>Understanding online communication etiquette</p>
Skills Developed						
	<p>Logging in/out, navigating desktop</p> <p>Opening applications and saving/retrieving files.</p> <p>Identifying current skill level, following on-screen instructions</p>	<p>Creating folders/subfolders</p> <p>Naming files Appropriately and understanding folder hierarchy.</p> <p>Logical structuring for quick retrieval</p> <p>Storing files for specific tasks</p> <p>Digital organisation</p>	<p>Creating/editing documents</p> <p>Applying basic formatting and using undo/redo functions</p> <p>Structuring written information and aligning text for clarity</p> <p>Preparing formal documents.</p> <p>Written communication</p>	<p>Entering data and adjusting column widths</p> <p>Applying basic formatting</p> <p>Creating clear tables and ensuring data accuracy</p> <p>Using headings effectively</p>	<p>Integrating Word and Excel</p> <p>Saving and exporting in multiple formats</p> <p>Cross-application copy/paste</p> <p>Ensuring consistency across documents</p> <p>Completing multi-step tasks</p> <p>Time management</p>	<p>Reading/replying to messages</p> <p>Organising inbox with folders</p> <p>Managing incoming communications</p> <p>Prioritising emails and reducing inbox clutter.</p> <p>Digital organisation</p> <p>Task prioritisation</p>

	<p>Recognising different file locations.</p> <p>Confidence building</p> <p>Digital etiquette</p> <p>Identifying internal/external components</p> <p>Recognising OS and applications, launching programs</p> <p>Matching tools to task</p> <p>Recognising file associations and understanding system purpose.</p> <p>Digital vocabulary development</p>	<p>Problem-solving in file placement</p> <p>Consistency in work habits.</p> <p>Moving/copying/re naming files</p> <p>Recognising file extensions and using search function effectively</p> <p>Avoiding duplication errors</p> <p>File location accuracy</p> <p>Troubleshooting missing files</p>	<p>Accuracy in spelling/grammar</p> <p>Adjusting margins/spacing</p> <p>Inserting and formatting images and text wrapping</p> <p>Combining visuals and text for purpose</p> <p>Balancing page design</p> <p>Creativity and visual communication</p> <p>Understanding audience needs.</p>	<p>Logical structuring of information</p> <p>Pattern recognition in data</p> <p>SUM, AVERAGE, MIN, MAX functions</p> <p>Performing and applying calculations</p> <p>Using functions to solve practical problems</p> <p>Analytical thinking and error checking</p> <p>Interpreting numerical results.</p>	<p>Decision-making in software choice</p> <p>Composing and sending emails</p> <p>Adding attachments and using CC/BCC.</p> <p>Writing clear subject lines</p> <p>Professional tone in email</p> <p>Online professionalism</p> <p>Concise communication</p>	<p>Joining video meetings</p> <p>Using chat features and sharing files online.</p> <p>Selecting appropriate communication tools</p> <p>Sending/receiving messages effectively</p> <p>Digital etiquette in virtual spaces</p> <p>Adaptability to new platforms.</p>
Term 2						
Subject	Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12

<p>Functional Skills Level 1 ICT</p>	<p>Week 1: Revision & Consolidation (Email & Communication)</p> <p>Applying email and chat skills in a practical scenario</p> <p>Combining file attachments and online messaging</p> <p>Week 2: Internet Safety (Part 1) – Safe Browsing</p> <p>Identifying secure websites (HTTPS, padlock icon)</p> <p>Recognising phishing emails</p> <p>Creating strong passwords</p>	<p>Week 3: Internet Safety (Part 2) – Privacy & Online Risks</p> <p>Managing personal information online</p> <p>Avoiding malware and scams</p> <p>Adjusting privacy settings</p> <p>Week 4: Research Skills (Part 1) – Using Search Engines</p> <p>Performing basic searches</p> <p>Refining results with keywords</p> <p>Introduction to Boolean operators</p>	<p>Week 5: Research Skills (Part 2) – Evaluating Sources</p> <p>Spotting reliable vs unreliable sources</p> <p>Checking author and publication date</p> <p>Basic citation</p> <p>Week 6: Cloud Storage</p> <p>Uploading files to cloud storage</p> <p>Creating folders online</p> <p>Sharing files with permissions</p>	<p>Week 7: Presentation Skills (Part 1) – Creating Slides</p> <p>Creating slides with text</p> <p>Applying themes and layouts</p> <p>Adding images</p> <p>Week 8: Presentation Skills (Part 2) – Transitions & Multimedia</p> <p>Adding slide transitions</p> <p>Inserting video/audio</p> <p>Adjusting multimedia settings</p>	<p>Week 9: Digital Graphics (Part 1) – Creating & Editing Images</p> <p>Creating graphics using shapes/text</p> <p>Cropping and resizing images</p> <p>Introduction to layers</p> <p>Week 10: Digital Graphics (Part 2) – Finalising Designs</p> <p>Combining text and images in layout</p> <p>Adjusting resolution for clarity</p> <p>Saving in correct formats</p>	<p>Week 11: Database Skills (Part 1) – Creating & Entering Data</p> <p>Creating database tables</p> <p>Adding and deleting records</p> <p>Sorting data</p> <p>Week 12: Database Skills (Part 2) – Queries, Forms & Reports</p> <p>Filtering with queries</p> <p>Creating forms for data entry</p> <p>Producing formatted reports</p>
Skills Developed						
	<p>Combining email and chat tools</p>	<p>Adjusting privacy settings and avoiding malware</p>	<p>Evaluating website reliability</p> <p>Checking authorship/date</p>	<p>Creating slides, applying themes/layouts and inserting images.</p>	<p>Creating shapes/text, cropping/resizing images and using layers.</p>	<p>Creating tables</p> <p>Adding/deleting records</p>

	<p>Attaching and sharing documents</p> <p>Coordinating communication across tools</p> <p>Meeting set deadlines for communication tasks</p> <p>Feedback exchange</p> <p>Professional relationship building.</p> <p>Identifying secure websites</p> <p>Spotting phishing attempts</p> <p>Password creation</p> <p>Choosing safe browsing options</p>	<p>Recognising scams</p> <p>Managing personal data online</p> <p>Applying safety settings appropriately</p> <p>Judgement in sharing information</p> <p>Cyber-awareness</p> <p>Digital self-protection habits</p> <p>Using search engines</p> <p>Refining with keywords</p> <p>Boolean searches</p> <p>Selecting relevant search terms</p> <p>Narrowing results efficiently</p> <p>Information literacy</p>	<p>Basic citation</p> <p>Judging source credibility</p> <p>Avoiding misinformation</p> <p>Critical evaluation</p> <p>Uploading/downloading files</p> <p>Creating online folders and sharing with permissions.</p> <p>Storing work for remote access</p> <p>Setting appropriate file permissions</p> <p>Collaboration skills and digital organisation</p> <p>Trust and accountability.</p>	<p>Structuring information visually</p> <p>Designing for audience understanding</p> <p>Public speaking preparation</p> <p>Creative problem-solving.</p> <p>Adding transitions, inserting multimedia and adjusting playback.</p> <p>Enhancing presentations for engagement</p> <p>Integrating multimedia effectively.</p> <p>Confident in public presentation</p> <p>Adaptability to audience needs</p>	<p>Producing clear visual messages</p> <p>Adapting graphics to purpose</p> <p>Brand awareness,</p> <p>Visual problem-solving.</p> <p>Combining text/images and adjusting resolution</p> <p>Preparing graphics for print/web</p> <p>Ensuring accessibility.</p> <p>Design judgement</p> <p>Audience awareness</p> <p>Task completion to brief.</p>	<p>Organising information for retrieval</p> <p>Maintaining data accuracy</p> <p>Attention to detail</p> <p>Data stewardship.</p> <p>Filtering data, creating forms and generating reports.</p> <p>Presenting data clearly</p> <p>Streamlining data entry.</p> <p>Process efficiency</p> <p>Structured thinking</p> <p>Information presentation.</p>
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	Protecting login details	Problem-solving				
	Risk assessment					
	Personal responsibility online.					

Term 3

Subject	Week 1-2	Week 3-4
Functional Skills Level 1 ICT	<p>Week 1: Revision & Consolidation – Multi-Skill Project</p> <p>Combining spreadsheet, word processing, graphics, and email skills</p> <p>Organising project files in folders</p> <p>Week 2: Exam Preparation (Part 1)</p> <p>Reviewing exam format</p> <p>Attempting practice paper</p>	<p>Week 3: Exam Preparation (Part 2)</p> <p>Applying feedback from mock</p> <p>Attempting second paper</p> <p>Improving accuracy and confidence</p> <p>Week 4: Final Assessment & Course Review</p> <p>Completing final assessment</p> <p>Reflecting on progress</p>

	Identifying common mistakes	Planning next steps
Skills developed		
	<p>Integrating multiple applications</p> <p>Managing project folders, exporting formats</p> <p>Planning project workflow</p> <p>Meeting a detailed brief.</p> <p>Time management and teamwork,</p> <p>Applied problem-solving.</p> <p>Navigating assessment software</p> <p>Completing practice papers.</p>	<p>Applying feedback to improve accuracy</p> <p>Reducing repeated errors.</p> <p>Refining work for higher marks</p> <p>Maintaining focus under pressure</p> <p>Persistence and reflective practice.</p> <p>Demonstrating mastery across all ICT areas.</p> <p>Producing work to meet qualification criteria</p> <p>Self-evaluating progress.</p>

	<p>Time management under exam conditions</p> <p>Applying skills to unfamiliar tasks</p> <p>Resilience</p> <p>Test strategy development.</p>	<p>Confidence for progression</p> <p>Identifying future learning goals</p>
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