

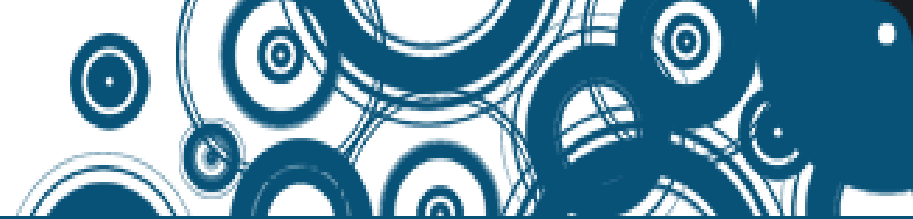
Available in July 2011

Support for all 5 levels of
3748 Functional Skills in ICT (Plus)



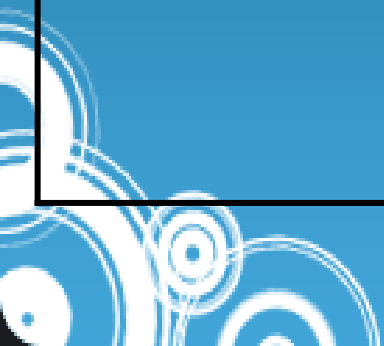
What is FS ICT (Plus)?

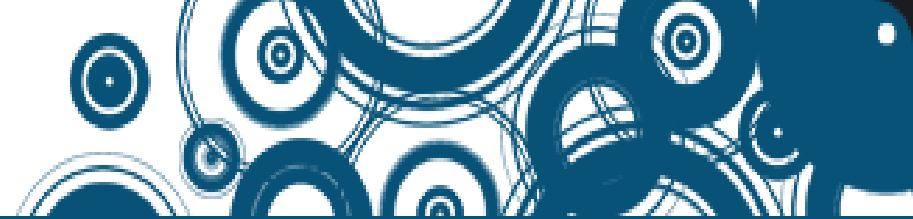
- We have taken on board your suggestions and feedback from our free FS resources, and have created a new simple package to support your teaching & learning needs for all **five** levels of FS ICT
- It covers: Entry 1, Entry 2, Entry 3, Level 1 & Level 2



What you get for every level of FS ICT (Plus):

Schemes of work & Lesson plans	<ul style="list-style-type: none">• with tips on how to deliver the content
Tutor notes	<ul style="list-style-type: none">• learning outcomes map activities to every FS criteria• differentiation (how to extend/deal with those struggling)• vocational scenarios• detailed underpinning knowledge to help you revise ICT skills
Activities	<ul style="list-style-type: none">• over 40 activities with common themes across all levels• activity sheets with problem solving and skills checks• Interactive activities• sample answers to each activity





What you get for FS ICT (Plus) as a whole:

Projects	<ul style="list-style-type: none">• 10 projects to choose from• build on learners' problem solving skills• learners will have to complete one or more tasks to meet the coverage and range criteria based on a scenario• include answers & marking guidance
Resources & Glossary	<ul style="list-style-type: none">• list of useful websites or books specific to teaching FS ICT & glossary of terms that learners may come across



Sample: Tutor notes

Activity 1 & 2: Work out what ICT to use & Make posters Tutor notes 1: Interact with ICT for a given purpose

Problems to solve

- What ICT will you use for each activity?
- Help make posters for school children to remember what some icons mean. How can you make the posters?

Learning outcomes	<p>Coverage and range:</p> <ul style="list-style-type: none"> • Recognise and use interface features <p>Skills standards:</p> <ul style="list-style-type: none"> • Interact with ICT for a given purpose
	<p>Supporting those who are struggling:</p> <ul style="list-style-type: none"> • Guidance is most likely to be required during the discussion of the different ways ICT is used in daily life • Guidance is most likely to be required during the discussion of what different interface features are and what they are used for • Some learners may require additional practice in using a mouse/keyboard/virtual button • Most Entry 1 learners should be able to work through the activity unaided <p>Supporting those who need extending:</p> <ul style="list-style-type: none"> • Learners could research other uses of ICT, and practise using as many as possible • Learners could research other interface features, and practise using as many as possible • Learners could use the SmartScreen website to look at the help available for learners • Learners could use an internet search engine to find the locations of different devices in their local area, eg ATMs, doctors' surgeries, train stations etc

Hardware

- Learners need to realise that ICT is used in many different ways in daily life.
- It might be helpful to ask the learners which devices they have seen and/or used in the previous week and remind them of any they hadn't thought about.
- Most learners will probably have seen some of the following recently:

Underpinning knowledge	 <p>Desktop computer</p>	 <p>iPad and touch pen</p>	 <p>Touch screen reception</p>
	 <p>Remote control</p>	 <p>Arrival/departure board at a station or an airport</p>	 <p>Touch screen smartphone</p>
	 <p>Cash-point machine/ATM</p>	 <p>Bus information at bus stop</p>	 <p>Interactive whiteboard</p>
	 <p>Satellite Navigation (Sat Nav)</p>	 <p>Fast ticket machine at train station</p>	 <p>Mobile phone for calls and/or text message</p>

Sample: Activity (worksheets)

Activity 2: Make posters

Information: Use interface features & Label an image

Activity

Help make posters for school children to remember what some icons mean. How can you make the posters?

Your tasks:

1. Work out what the icons are
2. Help make posters and label the icons correctly.

Drag the words to the right icon.

You want to:

1



2



3



4



5



6



7

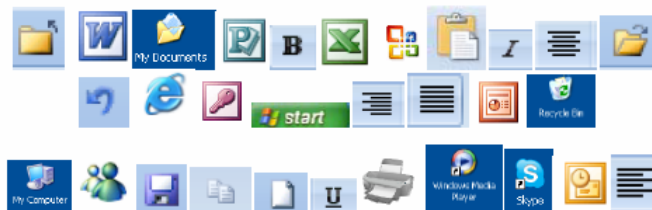


Activity 2: Make a poster

Problem solving: Use interface features & Label an image

Help make posters for children to remember what some icons mean.

Drag the icons into the right blue boxes. The first example is done for you.



Document icons				
B				
Bold	<i>Italics</i>	<u>Underline</u>	New document	Open document
Copy	Paste	Left align	Centre	Justify
Right align	Undo	Save	Close document	Print
Typical desktop shortcut icons				

Sample: Lesson plan

Activity 7-10

Sample lesson plan 4: Identify and correct simple errors, label an image & receive and open electronic messages

Course n°: _____ Course title: Functional Skills ICT – Entry 1

Tutor's name: _____ Date: _____ Time: _____ Lesson length: 1.5 hours

Lesson topic: To enter and edit single items of information, and use ICT-based communication

Aims:	Learning outcomes: to enable learners to
<ol style="list-style-type: none"> 1. Enter and edit single items of information 2. Use ICT-based communication 3. Submit information correctly 4. Reflect on skills used and consider how to improve and develop for use in different situations. 	<ol style="list-style-type: none"> 1. Identify and correct simple errors 2. Label an image 3. Receive and open electronic messages (receive and view text and email messages) 4. Enter and edit single items of information (name, PIN, telephone number) 5. Identify wrong button press, incorrect password or PIN, case 6. Confirm choice, press enter key (physical/virtual) 7. Reflect on the skills used and how to use skills in other situations.



Timing (min.)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
5	Introduction to PINs on mobile phones	Brief introduction to why it's a good idea to have a PIN on a mobile phone	Brief discussion/Q&A about why it's a good idea to have a PIN on a mobile phone	Whiteboard Pens and paper Tutor notes 5
10	How to enter a PIN on a smartphone	Help learners complete first part of Activity, explaining why passcodes appear as asterisks	Learners complete first part of Activity (PINs)	Activity 7 Pens and paper Tutor notes 5
10	How to navigate through menus on a mobile phone	Explain how menus operate and lead on to other menus and how to choose appropriate options	Learners complete second part of Activity (Menus)	Activity 7 Pens and paper Tutor notes 5
10	Entering upper and lower case and numbers	Explain how to enter upper and lower case and numbers	Learners complete third part of Activity (Upper and lower case and numbers)	Activity 7 Pens and paper Tutor notes 5

Sample: Interactive activity

ICT Level 1 Activity 1

Question 1 of 1

Point Value: 10

SmartScreen.co.uk

Dedicated online support

Match the task to the best software to use to do it.

Write a formal letter

PIM (Personal information manager)

Do your accounts

Photo editing package

Search for information online

Presentation software

Produce an advertising leaflet

Painting application

Remove red eyes from a photo

Gantt chart

Score so far: 0 points out of 0

SUBMIT

Coming in September!

3748 Functional Skills in English (Plus)

For costs or more info, please contact:
directsales@smartscreen.co.uk