



Subject outline for Year 12 ICT

Half Term	Pass (Including example criteria)	Merit (Including example criteria)	Distinction (Including example criteria)
Autumn 1 st	Investigate the role and contribution of communication technology to business. Explain the aids and barriers to effective communication	Investigate the role and contribution of communication technology to business. Explain the aids and barriers to effective communication	Investigate the role and contribution of communication technology to business. Explain the aids and barriers to effective communication
Half term			
Autumn 2 nd	Design and create a presentation style for use in business documents. Demonstrate the effective use of written communication using ICT in a business context	Design and create a presentation style for use in business documents. Demonstrate the effective use of written communication using ICT in a business context	Design and create a presentation style for use in business documents. Demonstrate the effective use of written communication using ICT in a business context
Christmas Holiday			
Spring 1 st	Demonstrate the effective use of email in a business context. Demonstrate an understanding of document and computer security in the workplace	Demonstrate the effective use of email in a business context. Demonstrate an understanding of document and computer security in the workplace	Demonstrate the effective use of email in a business context. Demonstrate an understanding of document and computer security in the workplace
Half term			
Spring 2 nd	Use standard ways of working to work safely, keep information secure and manage personal information	Use standard ways of working to work safely, keep information secure and manage personal information	Use standard ways of working to work safely, keep information secure and manage personal information
Easter Holiday			
Summer 1 st	Plan a project as part of a group. Investigate ICT tools to support collaborative working. Investigate how search engines work.	Plan a project as part of a group. Investigate ICT tools to support collaborative working. Investigate how search engines work.	Plan a project as part of a group. Investigate ICT tools to support collaborative working. Investigate how search engines work.
Half term			
Summer 2 nd			
Summer Holiday			