Lady Hawkins' School & SIXTH FORM



Subject outline for Year 12 ICT			
Half Term	Pass	Merit	Distinction
Han Term	(Including example criteria)	(Including example criteria)	(Including example criteria)
Autumn 1 st	Investigate the role and	Investigate the role and contribution	Investigate the role and contribution of
	contribution of communication	of communication technology to	communication technology to business
	technology to business.	business.	Explain the aids and barriers to
	Explain the aids and barriers to	Explain the aids and barriers to	effective communication
	effective communication	effective communication	
Half			
term			
Autumn 2 nd	Design and create a presentation	Design and create a presentation style	Design and create a presentation style
	style for use in business	for use in business documents.	for use in business documents.
	documents.	Demonstrate the effective use of	Demonstrate the effective use of
	Demonstrate the effective use of	written communication using ICT in	written communication using ICT in a
	written communication using ICT	a business context	business context
	in a business context		
Christmas			
Holiday			
Spring 1 st	Demonstrate the effective use of	Demonstrate the effective use of	Demonstrate the effective use of email
	email in a business context.	email in a business context.	in a business context.
	Demonstrate an understanding of	Demonstrate an understanding of	Demonstrate an understanding of
	document and computer security in	document and computer security in	document and computer security in the
	the workplace	the workplace	workplace
Half			
term			
Spring 2nd	Use standard ways of working to	Use standard ways of working to work	Use standard ways of working to work
	work safely, keep information secure	safely, keep information secure and	safely, keep information secure and manage
	and manage personal information	manage personal information	personal information
Easter Holiday			
Summer 1st	Plan a project as part of a group.	Plan a project as part of a group.	Plan a project as part of a group.
	Investigate ICT tools to support	Investigate ICT tools to support	Investigate ICT tools to support
	collaborative working.	collaborative working.	collaborative working.
	Investigate how search engines	Investigate how search engines work.	Investigate how search engines work.
	work.		
Half			
term			
term			
Summer 2nd			
Summer			
Holiday			