

# Functional Skills ICT

Head of Department: Hannah Robertson

## You should do this course if...

You do not have a level 2 (GCSE equivalent) ICT qualification.

Functional ICT requires learners to be able to use technology in ways that make them effective and involved as citizens and able to operate confidently in life and work in a wide range of contexts.

The aim of this course is to encourage learners to demonstrate their ICT skills in a range of contexts and purposes. The course is essentially concerned with developing and recognising the ability of learners to apply and transfer skills in ways that are appropriate to their situation.

## Skills you will develop on this course:

Planning and organisational skills  
Use of the Internet  
Selecting and **using** appropriate software applications  
Working with files

## Topics studied

- Use ICT systems independently
- Safety and security practices
- Sources of information independently
- Use ICT-based information and evaluate its fitness for purpose
- Enter, develop and format information independently
- Present information
- Use ICT to communicate and exchange information

## How will you learn?

Highlighting handouts; taking notes from presentations, video; group research and presentations; using sample exam papers. Internet research; discussion; debate; reading Computing/ICT magazines, practical ICT exercises; questions set by your teacher; re-reading notes taken in class.

Extensive development of problem-solving challenges designed specifically to build learning skills and confidence in the use of ICT.

## Where does the course lead?

The exam for this course is equivalent to 1 GCSE.

Passing the course will enable you to study for level 3 (A level equivalent) courses or entry level employment in IT.

## Assessment and Exams

Completion of a detailed witness statement and a 2 hour exam.

## Entry requirements

None

