



**Sir John Cass Red Coat School Programme of Study – Key Stage 5**  
**Subject: BTEC Level 3 Extended Diploma in IT**

| Year 12   | Year 13   |
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| <p><b><u>Topics Covered/ Areas of Focus:</u></b><br/>           9 Units (Coursework)<br/>           Unit 1- Communication and Employability Skills for IT<br/>           Unit 2-Computer Systems<br/>           Unit 3- Information Systems<br/>           Unit 7-Organisational Systems Security<br/>           Unit 8- e-Commerce<br/>           Unit 9- Computer Networks<br/>           Unit 12- IT Technical Support<br/>           Unit 29- Installing and Upgrading Software<br/>           Unit 30- Digital Graphics</p>  | <p><b><u>Topics Covered/ Areas of Focus:</u></b><br/>           9 Units (Coursework)<br/>           Unit 4- Impact of the Use of IT on Business Systems<br/>           Unit 11- Systems Analysis and Design<br/>           Unit 17-Impact of the Use of IT on Business Systems<br/>           Unit 23-Controlling Systems Using IT<br/>           Unit 18- Database Design<br/>           Unit 23- Human Computer Interaction<br/>           Unit 25-Maintaining Computer Systems<br/>           Unit 31-Computer Animation<br/>           Unit 42-Spreadsheet Modelling</p>  |
| <p><b><u>Skills Development &amp; Expected Progress:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop knowledge of personal attributes valued by employers and the principles of communicating effectively whilst developing effective communication skills and addressing their own personal development needs.</li> <li><input type="checkbox"/> Develop the skills needed to recommend appropriate systems for business purposes and set up and maintain computer systems</li> <li><input type="checkbox"/> Develop the skills necessary to produce management information</li> <li><input type="checkbox"/> Develop the knowledge of the effects developments in IT have on organisations and how organisations respond to these developments</li> <li><input type="checkbox"/> Develop the understanding of potential threats to IT systems and the organisational issues related to IT security</li> <li><input type="checkbox"/> Develop knowledge of the impact of e-commerce on organisations and on society, and develop skills on planning e-commerce strategies.</li> <li><input type="checkbox"/> Develop the skills required to ensure network security</li> <li><input type="checkbox"/> Develop understanding of technical support tools, techniques and organisational policies and procedures</li> </ul> | <p><b><u>Skills Development &amp; Expected Progress:</u></b></p> <p>9 Units (Coursework)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop knowledge of different types of digital graphics images and file formats and to be able to create, edit, modify and manipulate digital images of various types and complexity Systems Analysis and Design</li> <li><input type="checkbox"/> Develop Knowledge of the processes and tools used for project management and are able to plan a project, follow the plan and review the project management process</li> <li><input type="checkbox"/> Develop the knowledge of the impact of Human Computer Interaction on society, economy and culture</li> <li><input type="checkbox"/> Develop understanding of the organisational issues related to computer systems maintenance</li> <li><input type="checkbox"/> Develop skills to use complex spreadsheet modelling in order to support organisational activities such as credit control, sales forecasting and stock analysis.</li> <li><input type="checkbox"/> Develop understanding of the importance of providing effective and efficient support for an organisation, and be able to develop skills and</li> </ul> |

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| <input type="checkbox"/> Design knowledge of features of relational databases and to develop the skills necessary to design and create a database   | <p>knowledge for carrying out tasks to support business activities</p> <input type="checkbox"/> Develop knowledge of the range of human, physical, technological and financial resources required in an organisation, and how the management of these resources can impact on business performance   |
| <p><b><u>Assessment:</u></b></p> <p><b>Internal with External Sampling</b><br/>Each unit of work is marked against BTEC Level 3 unit criteria<br/>Pupils will be assessed on their submitted coursework and pupils will also evaluate their work and respond to feedback.</p> | <p><b><u>Assessment:</u></b></p> <p><b>Internal with External Sampling</b><br/>Each unit of work is marked against BTEC Level 3 unit criteria<br/>Pupils will be assessed on their submitted coursework and pupils will also evaluate their work and respond to feedback.</p>                        |
| <p><b><u>Literacy:</u></b></p> <p>Key terms are taught explicitly<br/>Pupils provide oral and written evaluation of their work<br/>Reading comprehension<br/>Extended writing<br/>Research</p>  | <p><b><u>Literacy:</u></b></p> <p>Key terms are taught explicitly<br/>Pupils provide oral and written evaluation of their work<br/>Reading comprehension<br/>Extended writing<br/>Research</p>   |
| <p><b><u>Numeracy:</u></b></p> <p>Pupils will use mathematical search criteria's on databases. Pupils will develop knowledge of binary and denary numbers. Pupils will develop skill in using vector graphic</p>  | <p><b><u>Numeracy:</u></b></p> <p>Pupils will use mathematical search criteria's on databases. Pupils will develop knowledge of binary and denary numbers. Pupils will develop skill in using vector graphic. Pupils will develop skills using functions and formulas for Spreadsheet modelling.</p> |
| <p><b><u>ICT:</u></b></p> <p>ICT is the subject of focus</p>  | <p><b><u>ICT:</u></b></p> <p>ICT is the subject of focus</p>   |
| <p><b><u>Life in Modern Britain:</u></b></p> <p>Learners will learn about attitudes, values and behaviour at workplace and the attributes valued by employers in Unit 1. Learners will gain understanding about</p>   | <p><b><u>Life in Modern Britain:</u></b></p> <p>Learners will learn develop knowledge of the cultural and economic impact of IT systems on various businesses in Unit 4. Learners will gain understanding of the</p>   |

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| <p>dangers of online transaction and e-safety rules in Unit 8. Learners will cover ICT legislation (Data Protection Act), malpractices and issues of health and safety from various units.</p>  | <p>procedure for whistleblowing at work place. Case studies, external IT events and practical work will be used to prepare learners for the British job market.</p>   |
| <p><b><u>SMSC:</u></b></p> <p>E-safety, Code of conduct, Acceptable behaviour policy will be covered in unit 1. Students will be expected to demonstrate understanding of the social and cultural impact of IT, IT legislation and malpractices.</p>  | <p><b><u>SMSC:</u></b></p> <p>Ethical use of ICT systems and the social and moral issues associated with the use of personal and corporate data will be covered in a few units. Learners gain understanding of the ethical use of data and database.</p>                                    |
| <p><b><u>Meeting the needs of individual students &amp; Additional Support</u></b></p> <p>Extension and homework clubs are available to support students. Textbooks and online resources are provided to support students' knowledge and understanding.</p>                                 | <p><b><u>Meeting the needs of individual students &amp; Additional Support:</u></b></p> <p>Extension and homework clubs are available to support students. Textbooks and online resources are provided to support students' knowledge and understanding.</p>                                |
| <p><b><u>Extra-Curricular Activities &amp; Club:</u></b></p> <p>Extension and homework clubs are available to support students.</p>   | <p><b><u>Extra-Curricular Activities &amp; Club:</u></b></p> <p>Extension and homework clubs are available to support students.</p>   |
| <p><b><u>Independent Study/ Homework:</u></b></p> <p>Textbooks and online resources are provided to support students' knowledge and understanding. Majority of the work for the coursework should be done after class. Learners need to spend at least ten hours at home on coursework.</p> | <p><b><u>Independent Study/ Homework:</u></b></p> <p>Textbooks and online resources are provided to support students' knowledge and understanding. Majority of the work for the coursework should be done after class. Learners need to spend at least ten hours at home on coursework.</p> |
| <p><b><u>Resources for Learning Support and VLE:</u></b></p> <p>Electronic revision material will be available for the exam unit on the Schools VLE Firefly.</p>  | <p><b><u>Resources for Learning Support and VLE:</u></b></p> <p>Electronic revision material will be available for the exam unit on the Schools VLE Firefly.</p>  |