KS5 Computing
Long Term Plan - Pathway 1

Long Term Plan	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic	Word Processing	Using and Applying	E-safety Safer internet Day 11/2/25	Functional Skills	Communication	Powerpoint Presentation
AQA Unit Award	115794 ICT: Using a word processing program	81703 Microsoft Paint	117617 Computing: Safety and the internet	117263 Functional ICT Skills	93604 Effective use of Email	111657: Creating a Powerpoint Presentation
Overview	This Word Processing Skills unit will teach students the basic typing and word processing skills. Students will learn how to type with two hands, use the shift, space and enter key properly, and edit work by using the backspace, delete and arrow keys. Students will then go on to learn how to use undo and redo and to select and format text.	Students are given the opportunity to use their skills in a new context and apply them with the software they are familiar with, in order to reinforce their learning. Students will experiment on software such as Microsoft Paint, creating and editing shapes and text.	Students will look at how to improve the efficiency of their online searches, the types of websites that are best for students to access when looking for information, as well as how to identify inappropriate content and the actions they should take if they do. Students will be introduced to the term 'cyberbullying' and look at how they should communicate online and deal with instances of people being unkind via digital means.	Students will practise their use of functional skills on the computer. This will involve identifying and correcting simple errors using a spell checker tool, copying and pasting suitable images into Microsoft Word, labeling imagines using textboxes and receiving and opening emails.	Students will gain an understanding of the difference between online and offline communication. They will explore online communication in detail, as well as looking at the positives and negatives of different online communication methods. Students will also learn all about emails. They will learn about: the features of email in detail; the process of how emails are sent; explore what email protocols are and then practise sending emails themselves.	Students will create and format a powerpoint presentation, with transitions and special effects, based on a topic of choice. Students will deliver the Powerpoint Presentation to the class.

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KS5 Computing
Long Term Plan - Pathway 2

Long Term Plan	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic	Word Processing	Communication	E-safety Safer internet Day 11/2/25	Functional Skills	ICT Skills	Powerpoint Presentation
AQA Unit Award	115794 ICT: Using a word processing program	93604 Effective use of email	121356 Internet Safety	117263 Functional ICT Skills	89266 Word Processing: Creating a non-fiction leaflet or poster	111657: Creating a Powerpoint Presentation
Overview	In this unit, children will learn to use various features for formatting text. This unit of work focuses on important computer skills and introduces students to screenshots, the snipping tool and secure use of passwords.	In this unit about Communication and Collaboration, the students will begin by gaining an understanding of the difference between online and offline communication. Then, they will explore online communication in detail, as well as looking at the positives and negatives of different online communication methods. Students will also learn all about emails.	In this unit, students will learn about email safety with a focus on preventing and dealing with spam. They will consider the importance of strong passwords and learn how to create them. Students will build on their knowledge of plagiarism and fair use of people's work by learning how to write citations and references for websites they may use. They will scrutinise photographs that they see online and learn how easy it is to manipulate pictures and present them as reality.	Students will practise their use of functional skills on the computer. This will involve identifying and corercting simple errors using a spell checker tool, copying and pasting suitable images into Microsoft Word, labeling imagines using textboxes and receiving and opening emails.	Students will be exploring word processing tools such as copying and pasting, adding graphics, text wrapping, columns and headers and footers. Students will create a non-fiction leaflet or poster that will be displayed in school.	Students will create and format a powerpoint presentation, with transitions and special effects, based on a topic of choice. Students will deliver the Powerpoint Presentation to the class.

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Long Term Plan - Pathway 3

Long Term Plan	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic	Word Processing	Communication	E-safety Safer internet Day 11/2/25	Functional Skills	ICT Skills	Powerpoint Presentation
AQA Unit Award	115861 - Digital Skills: Word Processing	93604 Effective use of email	121356 Internet Safety	117263 Functional ICT Skills	89266 Word Processing: Creating a non-fiction leaflet or poster	119461 ICT Skills: Powerpoint
Overview	In this unit, children will learn to use various features for formatting text. This unit of work focuses on important computer skills and introduces students to screenshots, the snipping tool and secure use of passwords.	In this unit about Communication and Collaboration, the students will begin by gaining an understanding of the difference between online and offline communication. Then, they will explore online communication in detail, as well as looking at the positives and negatives of different online communication methods. Students will also learn all about emails.	In this unit, students will learn about email safety with a focus on preventing and dealing with spam. They will consider the importance of strong passwords and learn how to create them. Students will build on their knowledge of plagiarism and fair use of people's work by learning how to write citations and references for websites they may use. They will scrutinise photographs that they see online and learn how easy it is to manipulate pictures and present them as reality.	Students will practise their use of functional skills on the computer. This will involve identifying and corercting simple errors using a spell checker tool, copying and pasting suitable images into Microsoft Word, labeling imagines using textboxes and receiving and opening emails.	Students will be exploring word processing tools such as copying and pasting, adding graphics, text wrapping, columns and headers and footers. Students will create a non-fiction leaflet or poster that will be displayed in school.	Students will create and format a powerpoint presentation, with transitions and special effects, based on a topic of choice. Students will deliver the Powerpoint Presentation to the class.

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KS5 Computing
Long Term Plan - Pathway 4

Long Term Plan	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic	Word Processing	Spreadsheets	E-safety Safer internet Day 11/2/25	Functional Skills	Spreadsheets	ICT Skills
AQA Unit Award	89266 Word Processing: Creating a non-fiction leaflet or poster	113533: Using formulae and graphs in spreadsheets	114113 Recognising risks and keeping safe online	Level 1 Functional skills prep	105727 Basic Working with Excel spreadsheets	117421 ICT Skills
Overview	In this unit of work, students will learn about formatting images and organising content into and effective layout. Students will focus on formatting images and making them suitable for a poster. Throughout the rest of the unit, students will learn new skills and techniques and apply them to creating a range of different word documents.	Students are given an understanding of spreadsheets and how they can be used. Examples include number calculations, test scores, and budget planning. Students will be exposed to an open-ended task for pupils to design their own spreadsheet, with ideas and direction provided for particular purposes.	In this unit about online safety, students will be taking a more in depth look at a variety of online safety issues, most of which they will have been familiarized with in previous years. They will be introduced to the idea of the internet, as a type of media, and how it can shape our ideas about males and females through stereotypes. Students will be given ways to deal with online content that they find worrying or even believe to be dangerous.	Students will practise their use of functional skills on the computer. This will involve finding and selecting information as well as developing, presenting and communicating information.	Students will be working with spreadsheets, collecting data from their peers and creating tables and graphs to show this data. Students will revisit the appropriate formulae needed for the sum they need. Students will format the table and information to ensure it is presented appropriately.	Students will explore the main functions of MS Word, Powerpoint, Publisher, Paint and Excel. They will be able to explain to an adult how they can stay safe on the internet, as well as creating appropriate passwords. Students will know how to research safely and will use all of the above programs.

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