



Topic	Learning Objectives	Key Vocabulary	Learning Sequence	Linked Learning	Home Learning
Module 4 :Creating a spreadsheet	LO5 (R013) To be able to import and manipulate data to develop a solution to meet an identified need Learners should be taught how to create, edit and delete data using appropriate software tools and techniques	<ul style="list-style-type: none"> • VLOOKUP / HLOOKUP • SUMIF • COUNTIF • SUMIF • CONCATENATE /CONCAT • DATE • SUMPRODUCT, ROUNDUP, ROUNDDOWN, ROUND • IF, IFERROR 	Create a Spreadsheet Formulas Functions Advanced Functions Modelling	KS3 modelling	This will be set on a by need basis. In order to consolidate learning and fluency of subject specific language.
Activity 4 Creating a database	LO5 (R013) To be able to import and manipulate data to develop a solution to meet an identified need Learners should be taught how to create, edit and delete data using appropriate software tools and techniques	Data Types, DBMS Tables Query Relational database i.e. two tables or more linked by foreign keys data validation techniques design and create reports using	Learners could then create a database to store the information about ordering of revision guides for GCSE subjects. Learners could: <ul style="list-style-type: none"> • In pairs, using appropriate software, create the database for the data supplied 	https://www.bbc.co.uk/bitesize/topics/zwm6fg8	This will be set on a by need basis. In order to consolidate learning and fluency of subject specific language.



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MODULE 9 – Legislation and data reliability	<p>LO4 (R012)</p> <p>Understand the factors to be considered when collecting and processing data and storing data/information</p> <p>Current relevant IT legislation, at time of delivery, its implications and applications 1, 2</p> <p>The importance of validity, reliability and bias when collecting and using data and information</p>	<p>Digital Society</p> <p>Bias</p> <p>Intellectual property law</p>	<p>Module 9 looks at the laws that govern the use data and computer systems. This is an aspect that is always changing as the law tries to catch up with the development of technology. • The laws that are relevant to the use and storage of data. • The laws that are relevant to a digital society, both in the creation and use of computer systems and products. • How to ensure that the data we access on a variety of digital platforms is correct and free from any bias or reliability issues.</p>	<p>http://www.ocr.org.uk/qualifications/vocational-education-and-skills/cambridge-nationals-information-technologies-level-1-2-j808/</p>	<p>This will be set on a by need basis. In order to consolidate learning and fluency of subject specific language.</p>
MODULE 9 – Legislation and data reliability Ethical issues	<p>LO4 (R012)</p> <p>Current relevant IT legislation, at time of delivery, its implications and applications 1, 2</p> <p>The importance of validity, reliability and bias when collecting and using data and information</p>	<p>Ethics</p> <p>Morals</p> <p>Bias</p> <p>Legislation</p>	<p>It is important that learners understand the different moral and ethical issues associated with the collection, storage and use of data/information. Learners must be aware of the impact of these issues on organisations and individuals, understanding how these can be mitigated against. Learners split into groups with each group being given an ethical/moral issue relevant to the use of information technologies. The learner groups could then create a presentation that would be delivered to the class</p>	<p>https://bigdata.ukdataservice.ac.uk/media/604711/big-data-and-data-sharing_ethical-issues.pdf http://www.gdrc.org/info-design/4-ethics.html https://www.weforum.org/agenda/2016/10/top-10-ethical-issues-in-artificial-intelligence/ http://www.techrepublic.com/article/10-ethical-issues-confronting-it-managers/ http://conflict.lshrm.ac.uk/page_13.htm#Ethical_Introduction https://study.cardiffmet.ac.uk/AcSkills/Documents/Research/Research_Ethics_elesson/page_22.htm</p>	<p>This will be set on a by need basis. In order to consolidate learning and fluency of subject specific language.</p>
MODULE 9 – Legislation and data reliability Validity, reliability and bias	<p>LO4 (R012)</p> <p>The importance of validity, reliability and bias when collecting and using data and information</p>	<p>Validity of information.</p> <p>Reliability of information.</p> <p>Bias in information.</p>	<p>The implications of validity, reliability and bias of data and information when collecting, processing and using internal or external data and information sources.</p>	<p>http://www.ocr.org.uk/qualifications/vocational-education-and-skills/cambridge-nationals-information-technologies-level-1-2-j808/</p>	<p>This will be set on a by need basis. In order to consolidate learning and fluency of subject specific language.</p>



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R013 Internally marked and moderated by OCR Approximately 20 hours	This will directly assess the learning outcomes titled as 'Be able to': LO2: To be able to initiate and plan a solution to meet an identified need LO5: To be able to import and manipulate data to develop a solution to meet an identified need LO7: To be able to select and present information in the development of the solution to meet an identified need LO8: To be able to iteratively review and evaluate the development of the solution	Digital Technologies System Lifecycle, Initiation, Planning, execution, evaluation. Iterative review Presenting information	Approximately 20 hours • 80 marks (120 UMS) • An assignment set by OCR, marked by teachers and moderated by OCR • The assignment will include a context and set of tasks • A new assignment will be released each series and published on the OCR website • Assessment series in June 2018 and then in two series each year, January and June.	R013 Developing Technological solutions	This will be set on a by need basis. In order to consolidate learning and fluency of subject specific language.
R013 Internally marked and moderated by OCR Approximately 20 hours					This will be set on a by need basis. In order to consolidate learning and fluency of subject specific language.
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R013 Internally marked and moderated by OCR Approximately 20 hours					This will be set on a by need basis. In order to consolidate learning and fluency of subject specific language.
R013 Internally marked and moderated by OCR Approximately 20 hours			Catch up and Submission		This will be set on a by need basis. In order to consolidate learning and fluency of subject specific language.



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Revision and Recap	R012: To be fully prepared for the summer exam.	Full Recap	Opportunity for students to recap on theory for the Exam. Past papers Model answers Exam technique Revision Guides	• Distinction* at Level 2 (*2) • Distinction at Level 2 (D2) • Merit at Level 2 (M2) • Pass at Level 2 (P2) • Distinction at Level 1 (D1) • Merit at Level 1 (M1) • Pass at Level 1 (P1).	Revision
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Revision and Recap	R012: To be fully prepared for the summer exam.	Full Recap	Opportunity for students to recap on theory for the Exam. Past papers Model answers Exam technique Revision Guides		Revision



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<p>R012 - Understanding tools, techniques, methods and processes for technological solutions</p>	<p>LO1: Understand the tools and techniques that can be used to initiate and plan solutions LO3: Understand how data and information can be collected, stored and used LO4: Understand the factors to be considered when collecting and processing data and storing data/information LO6: Understand the different methods of processing data and presenting information.</p>	<p>Full Recap</p>	<ul style="list-style-type: none"> • 1 hour 45 minutes written examination • 80 marks (120 UMS) • OCR-set and marked • Exam assessment in June 2018 and then every January and June. 	<ul style="list-style-type: none"> • Distinction* at Level 2 (*2) • Distinction at Level 2 (D2) • Merit at Level 2 (M2) • Pass at Level 2 (P2) • Distinction at Level 1 (D1) • Merit at Level 1 (M1) • Pass at Level 1 (P1). 	