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| **YR 11** | **Autumn 1** | **Autumn 2** | **Spring 1** | **Spring 2** | **Summer 1** | **Summer 2** |
| **Content** | Improving Productivity | Catch up as requiredRe-tests as required |  |  |  |  |
| **Key new knowledge** | * Methods, skills and resources required to complete a task successfully
* Why particular IT systems and software applications were chosen in terms of purpose and outcome
* Legal or local guidelines or constraints that may apply to the task or activity
* How IT tools are appropriate for a task
* Strengths and weaknesses of

final work* Ways to make further

improvements to work* Benefits and drawbacks of

IT tools and systems used by self andothers, in terms of business productivity* Ways to improve productivity and efficiency
* The purpose for using IT
* Factors that may affect a Task
* How to review outcomes in terms of match to requirements and fitness for purpose
 |  |  |  |  |  |
| **Assessments** | Diagnostic TestCert Test | Cert Test |  |  |  |  |