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| **YR 11** | **Autumn 1** | **Autumn 2** | **Spring 1** | **Spring 2** | **Summer 1** | **Summer 2** |
| **Content** | Improving Productivity | Catch up as required  Re-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 and  others, 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 Test  Cert Test | Cert Test |  |  |  |  |