**Long Term Planning Framework – Digital Functional Skills**

**Key Stage 4: 2023-2024**

**Term 1**  **Term 2**  **Term3**

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| **Class** |  |  | **Class** |  |  | **Class** |  |
| **Year 10** | **Python Programming**  This unit introduces learners to text-based programming with Python. The lessons form a journey that starts with simple programs involving input and output, and gradually moves on through arithmetic operations, randomness, selection, and iteration. |  | **Year 10** | **Using devices and handling information**  Features of a device refers to examples such as the interface required (keyboard or touchscreen) or how a device functions (hand-held, wearable or wireless connectivity). • Uses of a device refers to examples such as for making a phone or video call, or sending emails while away from a desk.  • Applications refers to those for desktop, laptop and mobile devices.  • Applying system settings refers to examples such as changing screen brightness, changing speaker volume, or connecting to a Wi-Fi network at work or home.  • Navigating online content refers to using menus, hyperlinks and browser navigation controls such as back and forward buttons or bookmarks.  • Internet searches refers to a specific and clearly defined piece of information or content that might be required in a work or real-life context. |  | **Year 10** | **Creating and editing**  Using a suitable application refers to understanding terminology and concepts relating to documents and media and associated applications, such as word-processed or presentations, with an understanding of the purpose of different applications and typical uses.  Combining different types of information for a given purpose refers to using text, graphics and images in a work or real-life or context, such as creating a poster or presentation for colleagues. |
| **Year 11** | **Being safe and responsible online**  Understanding the need to stay safe online refers to examples such as being aware of risks associated with clicking on unknown links or phishing emails, being aware of the evolving nature of such risks, or knowing that devices may be hacked resulting in personal data being compromised or stolen.  Authentication methods to access devices refers to examples such as strong passwords, fingerprint, facial or voice recognition.  Minimising the effects of physical stresses refers to examples such as using an adjustable chair, not being too close or too far away from the screen/device and keyboard or mouse. |  | **Year 11** | **Communicating, Transacting**  Online communications refers to short, simple texts using email or other messaging applications.  Transacting via an online form refers to a single page form used to enter information such as registering for or requesting a service or making an online purchase. |  | **Year 11** | **Revision** |