Silver INGOT Scheme of Work

This is an example of a Silver INGOT Scheme of Work. It is only an example and it can be modified to suite many different contexts. As usual, the bottom line is to enable the learner to demonstrate the learning outcomes by meeting the assessment criteria in the chosen units.

The focus for this SOW is the INGOT learning site system for passing evidence between assessor and learner. Supporting candidates in learning how to use this to present their work against the appropriate criteria will satisfy the criteria for the mandatory unit "Improving Productivity using IT" as well as providing opportunities to meet the criteria other units such as web software and spreadsheets giving enough credit for a Level 1 Certificate. This will then provide the skills to tackle projects of interest to the learner to upgrade Silver units to Gold. There are some links to You Tube videos in the supporting materials. If your site bans You Tube you can download any You Tube video with the Firefox Downloadhelper [1] extension to the Firefox browser. These can then be run locally. A good site from which to install free software applications is here [2].

The units covered are IPU [3], WS [4], ITS [5], SS [6], DPS [7], INT [8] (15 credits in total) Simply follow the links for contributing activities and participate in the activities and you will cover all the required assessment criteria.

Anchor 1

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Activity 1:- Using the Learning Site - Making an Account

Contributing activities:	Resources:
• Making an account [9] on the Learning Site. • Learning about passwords [10] • Identifying the learning site acceptable use policy [11] • Making a web page. [12]	• Computer with web browser and instr get started. [9] • Learner details in a group on the Ma (How?) [13]

UK National Curriculum references:
Silver Unit 1 Improving productivity using IT

1.6 I can identify an acceptable use policy and legal requirements that affect my work. [14]

Silver Unit 8 Using the Internet

1.2 I can access the Internet or intranet [15]
2.1 I can use browser tools to navigate web pages [16]
3.1 I can select and use appropriate search techniques to locate information [17]
4.3 I can submit information online using forms or interactive sites [18]
5.4 I can keep personal information secure [19]
5.5 I can follow relevant laws, guidelines and procedures for the use of the Internet [20]

Silver Unit 4 IT Security

1.4 I can take appropriate precautions to keep information secure. [21]

Anchor 2

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Activity 2:- Staying safe on the internet

Contributing activities:	Resources:
• Finding information on internet safety [22] • Create a web page to Identify unsafe situations when using IT. [12] • Put content in the web page to summarise internet safety. [23] • Include virus and malware threats, leaving themselves logged in and consequences. [24] • Co-operating and working safely [25] • Check spelling [26]	Searches using Google, Yahoo, Yippee etc http://www.thinkuknow.co.uk/5_7/default.as http://www.kidsmart.org.uk/ [28] Yippy.com web browser [29] e-safety games [30] Safety audit [31]

UK National Curriculum references. Use on-line resources to identify unsafe situations, use information t three most important dangers. Demonstrate your capability of working safely with others.

Silver Unit 4 IT Security

1.1 I can identify security issues that might threaten system performance [32]
1.5 I can follow relevant guidelines and procedures for the secure use of IT. [33]
1.7 I can ensure that my personal data is backed up to appropriate media. (use a hosted service) [34]

Silver Unit 8 Using the Internet

3.1 I can select and use appropriate search techniques to locate information [22]

Silver Unit 2 Web Site Software

1.1 I can identify what content and layout will be needed in the web page. [35]
1.2 I can identify the purpose of the web page and the intended audience. [36]
1.3 I can select and use a website design template to create a single web page. [37]
1.4 I can enter or insert content for web pages so that it is ready for editing and formatting. [37]
2.4 I check to make sure my web pages meet user needs using IT tools and making corrections as necessary.

Anchor 3

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Activity 3:- Finding out more about creating content

Contributing activities:	Resources:
• Putting style in text and HTML tags [38]. 1. Identify the effect of as many HTML tags as you can [39] 2. Check you can see that the spellcheck underlines unrecognised words in red. Always check and sort out errors. [26] 3. Present in your web page a list of HTML tags and what they do. eg turns on bold switches bold off. • Identify the advantages of using IT for this task. [40] • Discussing these with assessor and group	• INGOT learning site. • URLs to Basic HTML tutorials

UK National Curriculum references. Use ICT safely by following instructions. Navigate on-screen resources to explore and locate information. Capture information and share their work with others. Work with text, images and sound to explore and share their ideas.
Silver Unit 1 Improving Productivity using IT

1.1 I can identify the purpose for using IT in my work. [40]
1.4 I can identify reasons for choosing particular IT systems and software applications for the task. [40]
2.1 I can identify automated routines to improve productivity. [41]
2.2 I can use automated routines to improve productivity. [42]

Anchor 4

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Activity 4:- Getting images suitable for web pages

Contributing activities:	Resources:
• Learning about file formats [43] • Designing graphics [44] • Converting graphics to suitable formats [45] • Identifying copyright constraints [46]	• Information on file formats [47] • Image design software [48] • File format conversion software [49] • Learning site clip art library (My Account, file br • Learning site user space (My Account, file brow

UK National Curriculum references. Work with text, images and sound to explore and share their ideas. information and share their work with others. They understand that work can be saved and retrieved for late

Silver Unit 2 Web Site Software

1.7 I can identify what file types to use for saving content. [50]

Silver Unit 9 Drawing and Planning Software

All criteria [7]

Anchor 5

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Activity 5:- Uploading and display images

Contributing activities:	Resources:
• Uploading a file to the user space • Displaying an image in a web page	• Ingot Learning site • Open Clipart and learner produced im

UK National Curriculum references. Navigate on-screen resources to explore and locate information. Ca
and share their work with others. Work with text, images and sound to explore and share their ideas. Use ICT
following instructions. Talk about their use of ICT

Silver Unit 2 Web Site Software

3.1 I can upload content to a web site.
1.4 I can enter or insert content for web pages so that it is ready for editing and formatting.
1.5 I can organise and combine information needed for web pages.
1.6 I can identify copyright and other constraints on using other people's information.
1.8 I can store and retrieve web files.

Anchor 6

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Activity 6:- Linking to other information	
Contributing activities:	**Resources:**
• Hyperlinks and how to use them. • HTML and links.	INGOT learning site
UK National Curriculum references. Use ICT safely by following instructions. Understand that work can b retrieved for later use. They talk about their use of ICT.	

Anchor 7

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Activity 7:- A web page project

Contributing activities:	Resources:
• Plan a project to provide a web page with useful information • Provide evidence to support IPU criteria 1.1 to 1.4.	• Ingot learning site • Internet searches • Graphics tools

UK National Curriculum references. Use ICT safely by following instructions.
Silver unit IPU "Plan the use of appropriate IT systems to meet needs"

1.1 I can identify the purpose for using IT in my work.
1.2 I can identify the methods, skills and resources needed to complete my tasks successfully.
1.3 I can plan how to carry out the task using IT to achieve the required purpose and outcome.
1.4 I can identify reasons for choosing particular IT systems and software applications for the task.
1.5 I can choose a particular technology to meet my needs.

Anchor 8

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Activity 8:- A web page project	
Contributing activities:	**Resources:**
• Submitting an evidence page. • Identifying assessment criteria met by submitting the evidence page.	• Ingot learning site

UK National Curriculum references.
Silver unit 1 IPU

2. Use IT systems and software efficiently to complete planned tasks
2.1 I can identify automated routines to improve productivity.

2.2 I can use automated routines to improve productivity.

2.3 I can complete planned tasks using IT.

Silver IPU

Plan the use of appropriate IT systems and software to meet needs

The INGOT on-line evidence system is an appropriate system for learners to provide evidence of their IT competence to their assessor. If they are aware of this and can broadly identify its use to provide future evidence in similar projects based on experience with past projects they are fulfilling this learning outcome.

1.1 I can identify the purpose for using IT in my work.

Identify the on-line evidence system as an appropriate use of IT to support assessment of their work.

1.2 I can identify the methods, skills and resources needed to complete my tasks successfully.

Identify the steps needed to submit work on the on-line evidence system and to receive feedback from their assessor.

1.3 I can plan how to carry out the task using IT to achieve the required purpose and outcome.

Write a simple plan to submit evidence using the INGOT on-line evidence system.

1.4 I can identify reasons for choosing particular IT systems and software applications for the task.

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Candidate identifies the INGOT learning site as a way of conveniently passing evidence of their learning to their assessor and receiving feedback. Specific reasons might include:

Convenient to link their work in web pages
Ready availability of assessment criteria
Easy to pass work to assessor
Easy to receive feedback and act
Stores and backs up their work
Easy to link to references and other information

1.5 I can choose a particular technology to meet my needs.

Choice of the INGOT learning site provides easy to use method of creating web pages for presenting their work and passing it to their assessor.

1.6 I can identify an acceptable use policy and legal requirments that affect my work.

Can find the AUP on the INGOT learning site and demonstrate that they understand it and conform to it.

2. Use IT systems and software efficiently to complete planned tasks

In providing evidence for other planned tasks using the INGOT learning site evidence system the learner is providing evidence of capability in relation to this learning outcome. At level 1 the assessor will need to provide structured help and support but the learner will be self-sufficient in some aspects and some of the procedures.

2.1 I can identify automated routines to improve productivity.

Learner identifies the evidence passing system as a set of automated routines.

2.2 I can use automated routines to improve productivity.

Learner can use the automated routines in passing their evidence to their assessor and responding to it.

2.3 I can complete planned tasks using IT.

Learner submits several pieces of work through the evidence system that they completed using IT.

3. Review the selection and use of IT tools to make sure tasks are successful

Learners check the evidence passing system to make sure their use of it results in meeting the assessment criteria responding appropriately to assessor feedback.

3.1 I can check the outcomes of my work to make sure they are as intended.

Learner checks using feedback from peers and assessor that their final products are as they intended. This could include using a spellchecker and checking formatting and alignment.

3.2 I can decide whether the IT tools I chose were suitable for my tasks.

Learner makes comments on how suitable the system of evidence passing and self-assessment was to them.

3.3 I can decide whether the IT tools I chose were suitable for my tasks.

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Learner makes a definite statement about the suitability of the evidence system and any other tools they used.

3.4 I can suggest some improvements to make my work more effective.

Learner suggests ways in which they might improve the evidence system or other tools they have used in order to make work more effective.

Source URL: https://theingots.org/community/silversow

Links
[1] https://addons.mozilla.org/en-US/firefox/addon/3006/
[2] http://ninite.com/
[3] https://theingots.org/community/SIL1U1
[4] https://theingots.org/community/sil1u2
[5] https://theingots.org/community/sil1u4
[6] https://theingots.org/community/sil1u5
[7] https://theingots.org/community/sil1u9
[8] https://theingots.org/community/sil1u8
[9] https://theingots.org/community/createanaccount
[10] https://theingots.org/community/passwords
[11] https://theingots.org/community/aup
[12] https://theingots.org/community/creatingpages#1
[13] https://theingots.org/community/howto#10
[14] https://theingots.org/community/SSOWnotes#1
[15] https://theingots.org/community/SSOWnotes#2
[16] https://theingots.org/community/SSOWnotes#3
[17] https://theingots.org/community/SSOWnotes#4
[18] https://theingots.org/community/SSOWnotes#5
[19] https://theingots.org/community/SSOWnotes#6
[20] https://theingots.org/community/SSOWnotes#7
[21] https://theingots.org/community/SSOWnotes#8
[22] https://theingots.org/community/SSOWnotes#9
[23] https://theingots.org/community/SSOWnotes#10
[24] https://theingots.org/community/malware
[25] https://theingots.org/community/SSOWnotes#11
[26] https://theingots.org/community/SSOWnotes#12
[27] http://www.thinkuknow.co.uk/11_16/
[28] http://www.kidsmart.org.uk/
[29] http://www.yippy.com
[30] http://nwlg.org/esafetygames/
[31] http://www.northerngrid.org/index.php/component/content/article/50-e-safety/474-nen-e-safety-audit-tool
[32] https://theingots.org/community/SSOWnotes#13
[33] https://theingots.org/community/SSOWnotes#14
[34] https://theingots.org/community/SSOWnotes#15
[35] https://theingots.org/community/SSOWnotes#16
[36] https://theingots.org/community/SSOWnotes#17
[37] https://theingots.org/community/SSOWnotes#18
[38] https://theingots.org/community/creatingpages#6
[39] https://theingots.org/community/SSOWnotes#20
[40] https://theingots.org/community/SSOWnotes#21
[41] https://theingots.org/community/SSOWnotes#22
[42] https://theingots.org/community/SSOWnotes#23
[43] http://theingots.org/community/researching_filetypes
[44] https://theingots.org/community/misc_resources#2

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

[45] https://theingots.org/community/SSOWnotes#24
[46] https://theingots.org/community/SSOWnotes#25
[47] https://theingots.org/community/researching_filetypes
[48] http://www.inkscape.org
[49] http://www.quickonlinetips.com/archives/2009/07/free-file-format-conversion-online/
[50] http://theingots.org/community/SSOWnotes#26

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');