



Information & Communication Technology



We aim to give learners the skills and knowledge to pursue work opportunities and work towards a relevant qualification

Quality of Education: Ensure that learners needs are met through a relevant curriculum, appropriate resources, suitable interventions and high expectations.

Learners will . . .


- be able to turn on, log in, change passwords and access applications on a range of devices
- learn to safely access information on the internet
- be able to identify secure websites
- understand the process for storing information and documents locally or on the cloud using files and folders
- be able to create, upload, organise and share documents or photos via email attachment
- understand that not all information and content online is reliable
- be able to complete online forms or web-based applications
- use a digital device to communicate with others
- understand the importance of managing money and online transactions securely
- be able to present information effectively to an audience



- teach learners how to keep themselves safe when working online
- have a good knowledge and understanding of computing and the relevant qualifications studied
- have a sound knowledge of assessment procedures
- ensure that all learners are challenged by differentiation according to learning ability
- achieve a depth of learning in all lessons
- check learners' understanding and give opportunities for feedback, questions, answers, discussion and self-evaluation
- provide opportunities for learners to practice digital skills
- encourage learners to share experiences and demonstrate skills learnt in their work experience placements
- teach basic social media protocol to avoid vulnerability online

Teachers will . . .



<p>Employers will.....</p>	<ul style="list-style-type: none"> • have high expectations of learners • ensure a safe working environment is provided • complete an induction with learners at the beginning of their placements • provide a key contact for learners in case of need • provide learners with a uniform and PPE if required • disseminate information about a learner’s work experience to their teams to encourage collaborative support from all parties • contribute to learners’ work placement reviews and give them regular feedback • share any safeguarding concerns with the LINK19 College DSL 		<ul style="list-style-type: none"> • mentor learners • support learners to build their confidence during their placement • learn the job role in readiness for training the learner • break down tasks, sometimes applying systematic instruction technique • model workplace behaviours • target setting and monitoring and reviewing progress • produce visual or written aids and reminders (e.g. step by step task list) to support learners • check learners understanding • negotiate an increase in responsibilities or new activities to support learners’ progress 	<p>Work Placement Support Workers will....</p>
-----------------------------------	--	--	--	---

Increasing the opportunities for employment and independence in adulthood within a supportive learning environment

