

ICT Skills Framework

Foundation Phase - Y6



Foundation Phase

Common Skill: Pupils should be encouraged to talk about ICT in the wider world and use ICT appropriately in their play

<p>Create and Communicate Information</p> <ul style="list-style-type: none"> • Talk about ICT in the wider world & use ICT play equipment appropriately in role play situations • Respond orally to a range of stimuli including media & ICT texts • Aware that ICT can be used to present words, text, pictures and numbers • Move words, numbers, letters or pictures on screen for a selected task • Use a Paint package for Mark Making • Produce a piece of emergent writing • Recognise single letters or numbers on a keyboard • Begin to understand that specific keys on a computer keyboard make something happen, such as Space Bar • Begin to understand that text and images on a computer can be printed • Begin to use a digital camera to capture images • Create a simple picture, changing brush size and colour • Begin to use simple devices to record and play sounds • Use a sequence of pictures to create a simple musical composition 	<p>Find and Analyse Information</p> <ul style="list-style-type: none"> • Use a simulation program to complete simple tasks • Use the mouse or IWB to move objects on screen for a purpose • Use ICT to sort and sequence objects on a screen • Aware that CD ROMs and the Internet are sources of activities & information • Use a simple graphing/pictogram program to develop counting and numeracy skills • Talk about how ICT devices in "everyday" situations give us information • Understand that machines can be controlled • Know that a robotic toy can be controlled • Direct a robotic toy to complete a simple task 	<p>Thinking Skills</p> <p>Plan</p> <ul style="list-style-type: none"> • Asking questions (to understand the problem) • Activating prior knowledge, skills and understanding • Gathering information • Determining the process/method and strategy • Determining success criteria <p>Develop</p> <ul style="list-style-type: none"> • Generating and developing ideas • Valuing errors and unexpected outcomes • Entrepreneurial thinking • Thinking about cause and effect and making inferences • Thinking logically and seeking patterns • Considering evidence, information and ideas • Forming opinions and making decisions • Monitoring progress <p>Reflect</p> <ul style="list-style-type: none"> • Reviewing outcomes and success criteria • Reviewing the process/method • Evaluating own learning and thinking • Linking and lateral thinking
<p>Use internet / technology safely and with support</p>		
<p>Generic Skills</p> <ul style="list-style-type: none"> • Name different parts of the computer and peripherals • Develop fine motor skills using the mouse or other pointing device • Demonstrate an interest in ICT • Show perseverance to complete tasks on the computer • Share equipment and take turns 	<p>Skills Framework for 3-19 year olds</p> <p>Communication Skills</p> <p>Oracy</p> <ul style="list-style-type: none"> • Develop information and ideas • Presenting information and ideas <p>Reading</p> <ul style="list-style-type: none"> • Locating selecting, and using information using reading strategies • Responding to what has been read <p>Writing</p> <ul style="list-style-type: none"> • Organising ideas and information • Writing accurately <p>Wider Communication Skills</p> <ul style="list-style-type: none"> • Communicating ideas and emotions • Communicating information 	<p>Number Skills</p> <p>Use Mathematical Information</p> <ul style="list-style-type: none"> • Using Numbers • Measuring • Gathering information <p>Calculate</p> <ul style="list-style-type: none"> • Using number System • Using a variety of methods <p>Interpret & present Findings</p> <ul style="list-style-type: none"> • Talking about and explaining work • Comparing data <p>Recording and interpreting data & presenting findings</p>

Foundation Phase - Year 1

Common Skill: Pupils should be encouraged to develop keyboard skills

<p>Create and Communicate Information</p> <ul style="list-style-type: none"> • Talk about ICT in the wider world & use ICT play equipment appropriately in role play situations • Begin to understand that their work can be Saved, & Retrieved on a computer • Know that word, images and numbers can be displayed in a variety of sizes and give us different information • Aware that Font size and colour can be changed and begins to change size and colour of Font • Use the Shift key to create a capital letter • Use the Space bar, Enter and Backspace keys • Choose words or numbers from a word bank to write sentences • Print their work • Move images around the screen • Use a variety of devices to record sounds with some assistance • Create a simple musical composition using a sequence or pattern on a computer • Use basic tools to create simple pictures and patterns • Know how to use the Undo tool to correct mistakes or try things out • Can use the Flood Fill tool as part of their picture • Can combine images created with written text • Can combine image stamps and drawn images • Can use the Shape tool and vary the thickness of lines 	<p>Find and Analyse Information</p> <ul style="list-style-type: none"> • Talk about & compare a simple adventure/simulation program based on fantasy or real life situations with reality • Explore a simple adventure program or complete tasks in a simulation • Know that computers store information and begin to find information from a variety of sources • Use a pictogram to find information and talk about what the pictogram shows • Make a simple pictogram • Enter data into a pre-prepared database and use information stored to answer simple questions • Make a graph and interpret the data • Know that objects can be labelled, grouped and sorted • Understand the concept of key words to classify and sort • Understand that machines and devices can be controlled • Make a robotic toy move through a sequence of step by step instructions • Begin to predict and test programmable toy journeys 	<p>Thinking Skills</p> <p>Plan</p> <ul style="list-style-type: none"> • Asking questions (to understand the problem) • Activating prior knowledge, skills and understanding • Gathering information • Determining the process/method and strategy • Determining success criteria <p>Develop</p> <ul style="list-style-type: none"> • Generating and developing ideas • Valuing errors and unexpected outcomes • Entrepreneurial thinking • Thinking about cause and effect and making inferences • Thinking logically and seeking patterns • Considering evidence, information and ideas • Forming opinions and making decisions • Monitoring progress <p>Reflect</p> <ul style="list-style-type: none"> • Reviewing outcomes and success criteria • Reviewing the process/method • Evaluating own learning and thinking • Linking and lateral thinking <p>Number Skills</p> <p>Use Mathematical Information</p> <ul style="list-style-type: none"> • Using Numbers • Measuring • Gathering information
<p>Use internet / technology safely and with support</p>		
<p>Generic skills</p> <ul style="list-style-type: none"> • Demonstrate an interest in ICT • Sustain concentration for an appropriate length of time when using a computer program • Show perseverance to complete tasks on the computer • Share equipment and work with others on a task • Understand that ICT equipment should be looked after and treated with care • Aware of basic safety rules when working with ICT equipment 	<p>Skills Framework for 3-19 year olds</p> <p>Communication Skills</p> <p>Oracy</p> <ul style="list-style-type: none"> • Develop information and ideas • Presenting information and ideas <p>Reading</p> <ul style="list-style-type: none"> • Locating selecting, and using information using reading strategies • Responding to what has been read <p>Writing</p> <ul style="list-style-type: none"> • Organising ideas and information • Writing accurately <p>Wider Communication Skills</p> <ul style="list-style-type: none"> • Communicating ideas and emotions • Communicating information 	<p>Calculate</p> <ul style="list-style-type: none"> • Using number System • Using a variety of methods <p>Interpret & present Findings</p> <ul style="list-style-type: none"> • Talking about and explaining work • Comparing data <p>Recording and interpreting data & presenting findings</p>

Foundation Phase - Year 2

Common Skill: Pupils should be able to save & retrieve work with assistance

<p>Create and Communicate Information</p> <ul style="list-style-type: none"> • Talk about ICT in the wider world & use ICT play equipment appropriately in role play situations • Save and Retrieve work with assistance • Use the computer to write simple sentences including full stops and the Shift key for Capital letters • Use images to enhance text • Use sound to enhance text • Change the font size, colour & style of text • Use the Enter key to position the text cursor • Add and delete words to edit text • Print work • Know that the computer can be used to send and receive messages • Send an e-greeting • Create a musical composition using a sequence or pattern • Evaluate musical compositions and make changes • Use a variety of devices to record sounds. • Present or perform tune to others • Combine shape tools & Flood fill in a graphic package to create patterns • Use an increasing range of tools and effects to develop and refine pictures • Take pictures with a digital camera 	<p>Find and Analyse Information</p> <ul style="list-style-type: none"> • Save and retrieve work with assistance • Navigate through an adventure/simulation and make decisions to solve problems & complete a variety of tasks • Make predictions in an adventure program and understand that decisions made will make something happen • Know that CD ROMs, Computers and the Internet hold large amounts of information • Use menus to find information from appropriate resources • Complete a data capture sheet • Transfer data into a prepared database • Interrogate a database using a simple search • Plot and interpret graphs • Pre-plan a journey for a robotic toy • Amend a sequence of instructions • Use direct commands to move a turtle or simulated robotic toy around a screen 	<p>Thinking Skills</p> <p>Plan</p> <ul style="list-style-type: none"> • Asking questions (to understand the problem) • Activating prior knowledge, skills and understanding • Gathering information • Determining the process/method and strategy • Determining success criteria <p>Develop</p> <ul style="list-style-type: none"> • Generating and developing ideas • Valuing errors and unexpected outcomes • Entrepreneurial thinking • Thinking about cause and effect and making inferences • Thinking logically and seeking patterns • Considering evidence, information and ideas • Forming opinions and making decisions • Monitoring progress <p>Reflect</p> <ul style="list-style-type: none"> • Reviewing outcomes and success criteria • Reviewing the process/method • Evaluating own learning and thinking • Linking and lateral thinking
<p>Use technology safely and responsibly and know how to remain safe online</p>		
<p>Digital Skills</p> <ul style="list-style-type: none"> • Demonstrate an interest in ICT • Demonstrate perseverance to complete tasks on the computer • Work collaboratively to solve problems and talk about their decisions • Talk about work and share ideas with others • Demonstrate confidence in making independent choices when using ICT resources • Take care of ICT equipment • Share & work with others using ICT equipment • Aware of basic safety rules when using ICT equipment 	<p>Skills Framework for 3-19 year olds</p> <p>Communication Skills</p> <p>Oracy</p> <ul style="list-style-type: none"> • Develop information and ideas • Presenting information and ideas <p>Reading</p> <ul style="list-style-type: none"> • Locating selecting, and using information using reading strategies • Responding to what has been read <p>Writing</p> <ul style="list-style-type: none"> • Organising ideas and information • Writing accurately <p>Wider Communication Skills</p> <ul style="list-style-type: none"> • Communicating ideas and emotions • Communicating information 	<p>Number Skills</p> <p>Use Mathematical Information</p> <ul style="list-style-type: none"> • Using Numbers • Measuring • Gathering information <p>Calculate</p> <ul style="list-style-type: none"> • Using number System • Using a variety of methods <p>Interpret & present Findings</p> <ul style="list-style-type: none"> • Talking about and explaining work • Comparing data • Recording and interpreting data & presenting findings

Year 3

Common Skill: Pupils should be able to Save & Retrieve work independently

<p>Create and Communicate Information</p>	<p>Find and Analyse Information</p>	<p>Thinking Skills</p>
<ul style="list-style-type: none"> • Plan their work and Save, Edit & Retrieve independently • Insert & move images and text • Evaluate a variety of text styles • Edit text- alter font size, colour and style • Able to use a bank of images set up by the teacher • Re-size images in a document • Begin to use Cut, Copy and Paste • Use a spell checker • Know different ways of communicating and that messages can be sent over distances • Send and Receive e-mails • Know the importance of e-mail addresses being accurate • Know how to use e-mail safely 	<ul style="list-style-type: none"> • Navigate a specific website using a web browser • Begin to understand that information stored on websites may not be accurate • Use a Favourites list set up by the teacher • Enter a URL (web address) into a browser • Search for images using a safe stock image site • Use the History function in a browser • Know how to remain safe online • Plan their work and Save, Edit & Retrieve independently • Collect appropriate information using a data-capture sheet • Input accurate data into a prepared Database • Add/remove records • Plot and interpret a simple chart/graph • Interrogate the database using Simple questions • Sort fields in a database • Move a turtle around a screen using direct commands for a given purpose • Use Repeat commands to create a simple procedure to draw shapes • Understand the effects of changing variables such as length and angles • Save and edit procedures 	<p>Plan</p> <ul style="list-style-type: none"> • Asking questions (to understand the problem) • Activating prior knowledge, skills and understanding • Gathering information • Determining the process/method and strategy • Determining success criteria <p>Develop</p> <ul style="list-style-type: none"> • Generating and developing ideas • Valuing errors and unexpected outcomes • Entrepreneurial thinking • Thinking about cause and effect and making inferences • Thinking logically and seeking patterns • Considering evidence, information and ideas • Forming opinions and making decisions • Monitoring progress <p>Reflect</p> <ul style="list-style-type: none"> • Reviewing outcomes and success criteria • Reviewing the process/method • Evaluating own learning and thinking • Linking and lateral thinking
<p>Use technology safely and responsibly and know how to remain safe online</p>		
<p>Digital Skills</p> <ul style="list-style-type: none"> • Record sounds and play them back • Locate sound files from a variety of sources to use in their work • Create and evaluate musical compositions • Manipulate sounds and evaluate the changes • Use a digital camera to capture images • Use captured images within other software applications • Use still images to produce a simple video 	<p>Skills Framework for 3-19 year olds</p> <p>Communication Skills</p> <p>Oracy</p> <ul style="list-style-type: none"> • Develop information and ideas • Presenting information and ideas <p>Reading</p> <ul style="list-style-type: none"> • Locating selecting, and using information using reading strategies • Responding to what has been read <p>Writing</p> <ul style="list-style-type: none"> • Organising ideas and information • Writing accurately <p>Wider Communication Skills</p> <ul style="list-style-type: none"> • Communicating ideas and emotions • Communicating information <p>Number Skills</p> <p>Use Mathematical Information</p> <ul style="list-style-type: none"> • Using Numbers • Measuring • Gathering information <p>Calculate</p> <ul style="list-style-type: none"> • Using number System • Using a variety of methods <p>Interpret & present Findings</p> <ul style="list-style-type: none"> • Talking about and explaining work • Comparing data • Recording and interpreting data & presenting findings 	

Year 4

Common Skill: Pupils should be able to Cut, Copy & Paste and begin to use Repeat functions

<p>Y4 Create and Communicate Information</p>	<p>Find and Analyse Information</p>	<p>Thinking Skills</p>
<ul style="list-style-type: none"> Discuss different ways in which information can be communicated Create and respond to an e-mail using the address book, understanding the importance of e-mail addresses being accurate Create and respond to an e-mail using attachments Understand that different file types can be sent as attachments Use the Inbox, Sent Items, Outbox and Delete folders Can send a picture or file as an attachment Use Copy, Paste and Repeat techniques in their work Justify Text to centre headings Edit and revise their work Use images to illustrate their work Rotate, Group and overlap images on the page Begin to consider appropriate choice of layout and styles 	<ul style="list-style-type: none"> Know that information stored on websites may not be accurate Begin to use a moderated search engine to locate information to use in their work Know how to create a series of yes or no questions to identify objects Develop a tree diagram to investigate a set of questions Use a branching database to sort information to find answers to questions Develop a branching database by Adding and Removing objects and editing questions Understand the need for accuracy when entering data into a database Input data into a prepared spreadsheet from surveys Use the Summation tool in a spreadsheet Use the data to plot and interpret a variety of graphs Create a spreadsheet containing simple formulae and use the Fill function to replicate cells and formulae Interrogate and analyse the data and/or the effect of changing the data 	<p>Plan</p> <ul style="list-style-type: none"> Asking questions (to understand the problem) Activating prior knowledge, skills and understanding Gathering information Determining the process/method and strategy Determining success criteria <p>Develop</p> <ul style="list-style-type: none"> Generating and developing ideas Valuing errors and unexpected outcomes Entrepreneurial thinking Thinking about cause and effect and making inferences Thinking logically and seeking patterns Considering evidence, information and ideas Forming opinions and making decisions Monitoring progress <p>Reflect</p> <ul style="list-style-type: none"> Reviewing outcomes and success criteria Reviewing the process/method Evaluating own learning and thinking Linking and lateral thinking
<p>Use technology safely and responsibly and know how to remain safe online</p>		
<p>Digital skills</p> <ul style="list-style-type: none"> Know that ICT can be used to develop images on screen Use the Select tool in a Graphics package to create stamps and repeat patterns Use 'Save as' to keep drafts of work Create patterns in a Graphics package using a variety of Tools and Effects Review and Edit graphic work and discuss the ways ICT enables changes to be made Use a digital camera effectively, becoming more aware of the camera features Make photographic compositions in a variety of styles Transfer images from the camera to computer Edit photos using software Evaluate and use photos to enhance their work 	<p>Skills Framework for 3-19 year olds</p> <p>Communication Skills</p> <p>Oracy</p> <ul style="list-style-type: none"> Develop information and ideas Presenting information and ideas <p>Reading</p> <ul style="list-style-type: none"> Locating selecting, and using information using reading strategies Responding to what has been read <p>Writing</p> <ul style="list-style-type: none"> Organising ideas and information Writing accurately <p>Wider Communication Skills</p> <ul style="list-style-type: none"> Communicating ideas and emotions Communicating information <p>Number Skills</p> <p>Use Mathematical Information</p> <ul style="list-style-type: none"> Using Numbers Measuring Gathering information <p>Calculate</p> <ul style="list-style-type: none"> Using number System Using a variety of methods <p>Interpret & present Findings</p> <ul style="list-style-type: none"> Talking about and explaining work Comparing data Recording and interpreting data & presenting findings 	

Year 5

Common Skill: Pupils should consider layout & presentation in all aspects of ICT work

<p>Create and Communicate Information</p> <ul style="list-style-type: none"> Plan, Revise & Resave work independently Insert & manipulate images within a document considering layout and purpose Use Higher and Lower settings & Group objects to generate the best layout for presenting text and images Create templates using Text Frames and Text Flows Make appropriate use of layout and text alignment tools to accurately present information Create and amend tables Use tools that enhance layout such as water-marks, borders, and appropriate effects Create hyperlinks Analyse, discuss & evaluate a variety of media/texts/genres Compare & evaluate the use of ICT with traditional methods Send e-mails with a variety of attachments that include documents, images or sounds Evaluate a number of websites of a similar nature with regard to layout and presentation 	<p>Find and Analyse Information</p> <ul style="list-style-type: none"> Select relevant information from a range of given sources including the Internet Enter & check the validity of data in a database Interrogate a database using complex search techniques that include AND, OR, NOT, < > operators Plot graphs and use tables to analyse findings within a database Sort on more than one field Using created spreadsheets as live models to investigate "what would happen if?" Create Spreadsheets that include a variety of formula and cell formats, such as money and decimal places Sort, order and copy formulae across a range of cells Understand that changing the data in a spreadsheet changes the graph displayed Explore patterns using a screen turtle utilising Procedures and Sub-procedures Make simple predictions about how changing one variable affects another Create their own turtle environments 	<p>Thinking Skills</p> <p>Plan</p> <ul style="list-style-type: none"> Asking questions (to understand the problem) Activating prior knowledge, skills and understanding Gathering information Determining the process/method and strategy Determining success criteria <p>Develop</p> <ul style="list-style-type: none"> Generating and developing ideas Valuing errors and unexpected outcomes Entrepreneurial thinking Thinking about cause and effect and making inferences Thinking logically and seeking patterns Considering evidence, information and ideas Forming opinions and making decisions Monitoring progress <p>Reflect</p> <ul style="list-style-type: none"> Reviewing outcomes and success criteria Reviewing the process/method Evaluating own learning and thinking Linking and lateral thinking
<p>Use technology safely and responsibly and know how to remain safe online</p>		
<p>Digital Skills</p> <ul style="list-style-type: none"> Use a digital camera / webcam to capture images required for a project Understand that the features of a digital camera can enhance images Use a sound recording device to capture sounds or narrations Select appropriate captured images, sounds and narrations to use within a planned project Create a video or animation that includes captured and other appropriate resources such as music Discuss and compare film for effect on audience Explain choice of clips, effects and structure in resources they have created Plan & work collaboratively on a group project or task 	<p>Skills Framework for 3-19 year olds</p> <p>Communication Skills</p> <p>Oracy</p> <ul style="list-style-type: none"> Develop information and ideas Presenting information and ideas <p>Reading</p> <ul style="list-style-type: none"> Locating selecting, and using information using reading strategies Responding to what has been read <p>Writing</p> <ul style="list-style-type: none"> Organising ideas and information Writing accurately <p>Wider Communication Skills</p> <ul style="list-style-type: none"> Communicating ideas and emotions Communicating information 	<p>Number Skills</p> <p>Use Mathematical Information</p> <ul style="list-style-type: none"> Using Numbers Measuring Gathering information <p>Calculate</p> <ul style="list-style-type: none"> Using number System Using a variety of methods <p>Interpret & present Findings</p> <ul style="list-style-type: none"> Talking about and explaining work Comparing data Recording and interpreting data & presenting findings

Year 6

Common Skill: Pupils should be able to make choices and present their work for a specific purpose bearing in mind the intended audience

<p>Create and Communicate Information</p> <ul style="list-style-type: none"> Consider & evaluate how ICT is used in the wider world and use this knowledge to plan work Make judgments and choices on the most appropriate software/ hardware to use for a given purpose Recognise the features of good page design and layout & use techniques & tools to structure their work Work collaboratively to research, plan, modify and organise information for a given audience Understand that a presentation conveys meaning and refine work for an intended audience Plan, create and evaluate Presentations that include, text, images, sound, narration or music Plan, design and create Electronic books or web pages containing a range of hyperlinks Create and use images for a specific purpose Begin to understand the importance of file size and type depending on purpose Use ICT to communicate electronically with a range of audiences Compare & evaluate the use of ICT with traditional methods 	<p>Find and Analyse Information</p> <ul style="list-style-type: none"> Search for and select information from a range of ICT and non-ICT sources Use a moderated, safe search engine to obtain relevant information from the Internet Check searched information for relevance, plausibility and accuracy Plan, design and evaluate a data collection sheet understanding that information is stored within a database using a variety of Field types Produce and enter information into a database checking for accuracy Construct appropriate questions and choose which search techniques to use to interrogate a database Understand the difference between a database and a spreadsheet Investigate ready made spreadsheet models containing a complex range of formula and asking questions of the nature, "what would happen if?" Create spreadsheets that include a variety of formulae & use the spreadsheet as a live model for further investigation Use spreadsheet functions such as average, maximum and minimum Plot a variety of graph types to illustrate specific data within the spreadsheet Draw conclusions from their analysis and present their findings 	<p>Thinking Skills</p> <p>Plan</p> <ul style="list-style-type: none"> Asking questions (to understand the problem) Activating prior knowledge, skills and understanding Gathering information Determining the process/method and strategy Determining success criteria <p>Develop</p> <ul style="list-style-type: none"> Generating and developing ideas Valuing errors and unexpected outcomes Entrepreneurial thinking Thinking about cause and effect and making inferences Thinking logically and seeking patterns Considering evidence, information and ideas Forming opinions and making decisions Monitoring progress <p>Reflect</p> <ul style="list-style-type: none"> Reviewing outcomes and success criteria Reviewing the process/method Evaluating own learning and thinking Linking and lateral thinking
<p>Use technology safely and responsibly and know how to remain safe online</p>		
<p>Digital Skills</p> <ul style="list-style-type: none"> Use captured resources for developing a multimedia presentation Understand that images combined with appropriate music can convey a powerful message Create a presentation with title, images, and sound that creates an appropriate mood and conveys meaning Plan & use a digital video camera and edit to combine with text, sound and music to create a story Add titles and transitions, to the video Evaluate & refine work giving consideration to intended audience 	<p>Skills Framework for 3-19 year olds</p> <p>Communication Skills</p> <p>Oracy</p> <ul style="list-style-type: none"> Develop information and ideas Presenting information and ideas <p>Reading</p> <ul style="list-style-type: none"> Locating selecting, and using information using reading strategies Responding to what has been read <p>Writing</p> <ul style="list-style-type: none"> Organising ideas and information Writing accurately <p>Wider Communication Skills</p> <ul style="list-style-type: none"> Communicating ideas and emotions Communicating information <p>Number Skills</p> <p>Use Mathematical Information</p> <ul style="list-style-type: none"> Using Numbers Measuring Gathering information <p>Calculate</p> <ul style="list-style-type: none"> Using number System Using a variety of methods <p>Interpret & present Findings</p> <ul style="list-style-type: none"> Talking about and explaining work Comparing data Recording and interpreting data & presenting findings 	