

# Year 10 ICT

## Learning Programme 4

Reading texts that pupils will study during the learning programme

Loric for LP4 is Initiative

The values we are learning about are integrity and gratitude

Coursework brief

Integrity - Being honest and having strong moral principles

Gratitude- the quality of being thankful and showing appreciation

**What will I be learning about in this Learning Programme?**

Students will learn basic theory, creation and use of mail merge.

**Where have I seen this learning before?**

Students will use prior knowledge of word processing software from KS3

**What could I use it for?**

Students will use these skills again when you complete your controlled assessment at the end of year 10

In LP4.1, I will know :	10/03/2025 - (WK 2)	Behaviour to support the values: STEPS/SLANT	Homework
how to understand and identify the components of a range of business documents; how to analyse client requirements by explaining how you will create an effective solution to meet the brief.		I will show integrity by expressing gratitude to others.	Homework tasks are located in the Knowledge Organisers
In LP4.2, I will know :	17/03/2025 - (WK 1)	Behaviour to support the values: STEPS/SLANT	Homework
how to design a standard document including location of place holders, formatting and features to be used.		I will show gratitude by showing my appreciation when someone does something nice.	Homework tasks are located in the Knowledge Organisers
In LP4.3, I will know :	24/03/2025 - (WK 2)	Behaviour to support the values: STEPS/SLANT	Homework
how to justify design choices made for the automated document; how to identify how data will be sourced to make a merged document.		I will show integrity by taking responsibility for my actions whether they be good or bad.	Homework tasks are located in the Knowledge Organisers
Extended Task			
In LP4.4, I will know :	31/03/2025 - (WK 1)	Behaviour to support the values: STEPS/SLANT	Homework
how to create an effectively structured data source and link that to a standard document.		I will show gratitude by completing a random act of kindness.	Homework tasks are located in the Knowledge Organisers
In LP4.5, I will know :	21/04/2025 - (WK 2)	Behaviour to support the values: STEPS/SLANT	Homework
how to appropriately structure the content of the standard document and insert fields as required.		I will show integrity by being reliable and trustworthy.	Homework tasks are located in the Knowledge Organisers
In LP4.6, I will know :	28/04/2025 - (WK 1)	Behaviour to support the values: STEPS/SLANT	Homework
how to merge and output the final documents.		I will show gratitude by being respectful.	Homework tasks are located in the Knowledge Organisers
Extended Task			
In LP4.7, I will know :	05/05/2025 - (WK 2)	Behaviour to support the values: STEPS/SLANT	Homework
how to evaluate the final documents.		I will show integrity by showing patience and flexibility when obstacles get in the way.	Homework tasks are located in the Knowledge Organisers
<b>Resources to support learning:</b>			
Teams, Knowledge organisers, client brief			
<b>FFET Award Challenge for this Learning Programme:</b>			
Create a presentation on what is the future of ICT			

