Birches Head Academy

Year 11   ICT
Learning Programme 3

The LORIC skill focus for this LP is: RESILIENCE
The values for this LP are RESPECT and JUSTICE
Respect - treat others how you would wish to be treated yourself.
Justice - our College rules are fair and reasonable

What will I be learning about in this Learning Programme?
You will continue to finish your database section of the controlled assessment before moving on to the automated documents section.

Where have I seen this learning before?
You have seen these before in Year 10 LP3 where you developed your knowledge and skills on Access and Word.

What could I use it for?
You will use this to complete controlled assessment tasks and into the future where you will use the Microsoft package

Literacy Non-Negotiables:
• Capital letters must be used at the start of sentences and for the first letter of proper nouns
• Full stops must be used at the end of a sentence
• Question marks must be used at the end of a question
• Apostrophes should only be used for possession or omission
• Days of the week and months must be spelled correctly
• Key words must be spelled correctly
• Vocabulary to be taught using the Frayer model

		Frayer Model Words	Homework
In LP3.1, I will know:	**05/01/26 - (WK 2)**		
how to create a user interface for my database how to apply this to my controlled assessment tasks		Validation	Complete the fortnightly knowledge check on Unit 1 exam theory
In LP3.2, I will know:	**12/01/26 - (WK 1)**		
how to add the features and controls that make the system user friendly how to apply this to my controlled assessment tasks		Macro	
In LP3.3, I will know:	**19/01/26 - (WK 2)**		
how to plan and design an automated document in response to the client brief how to apply this to my controlled assessment tasks		Place holders	Complete the fortnightly knowledge check on Unit 1 exam theory
In LP3.4, I will know:	**26/01/26 - (WK 1)**		
how to create an effectively structured data source and link that to a standard document how to apply this to my controlled assessment tasks Extended Task.		Fields	
In LP3.5, I will know:	**02/02/26 - (WK 2)**		
how to appropriately structure the content of the standard document and insert fields as required how to apply this to my controlled assessment tasks		Salutation	Complete the fortnightly knowledge check on Unit 1 exam theory
In LP3.6, I will know:	**09/02/26 - (WK 1)**		
how to merge and output the final documents. how to apply this to my controlled assessment tasks		Watermark	
LP3 RLW, I will:	**23/02/26 - (WK 2)**		
review my learning, recalling and applying key knowledge, and focus on closing any gaps in my knowledge.			
In LP3.7, I will know:	**02/03/26 - (WK 1)**		
how to evaluate the document and identify improvements how to apply this to my controlled assessment tasks Extended Task.		Merge	Complete the fortnightly knowledge check on Unit 1 exam theory

PRT Task 1

PRT Task 2

Resources to support learning:
Microsoft Teams, controlled assessment brief

FFET Award Challenge for this Learning Programme:
To create a presentation on the different careers within ICT