**Little Heath Sixth Form**

**Applied Information and Communication Technology** Personal Learning Checklist

**Student Name:............................................................**

|  |  |
| --- | --- |
| **Unit Name Using ICT to Communicate** | **Unit Code: GO40** |
| *Minimum Target Grade:* | *Aspirational Target Grade:* |

*KEY:* ***Red =*** *with difficulty* ***Amber*** *= not sure* ***Green*** *= yes*

|  |  |  |  |
| --- | --- | --- | --- |
| **GCSE Re-Cap (Skills and Knowledge)** | **Red** | **Amber** | **Green** |
| * House Styles
 |  |  |  |
| * Layout Styles
 |  |  |  |
| * Writing Styles
 |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills**  | **Red** | **Amber** | **Green** | **To address this before the exam I will:-** |
| * Show how you have researched for your documents and keep a detailed bibliography of all the sources that you have used to make the document
 |  |  |  |  |
| * Produce handwritten plans which would be sufficiently detailed to allow another person to create the document;
 |  |  |  |  |
| * Keep drafts of each document you create, showing how you refine and improve your work
 |  |  |  |  |
| * Make annotations on your drafts, showing what you will change in order to correct the document and make it more suitable for its purpose
 |  |  |  |  |
| * Use advanced features of the software packages and keep screenshots of your work (see Knowledge section)
 |  |  |  |  |
| * Keep a running evaluation of your work, identifying strengths and weaknesses and how you plan to improve.
 |  |  |  |  |
| **Knowledge/Specification** |  |  |  |  |
| * Creating a style sheet in different programs
 |  |  |  |  |
| * Headers, footers and page numbering
 |  |  |  |  |
| * Automatic table of contents
 |  |  |  |  |
| * Mail Merge
 |  |  |  |  |
| * Identify the benefits and disadvantages of the following Methods of communication
* Paper-based;
* Screen-based;
* SMS (short message service – telephone text messaging);
* MMS (multimedia messaging service)
* Radio;
* Television;
* Telephone;
* E-mail;
* WWW (World Wide Web);
* RSS feeds (Really Simple Syndication – Rich Site Summary);
* Blogs (web logs);
* Podcasts;
* Virtual learning environments (VLE);
* Real time public information systems
 |  |  |  |  |
| * Understand the principles of operation of the following Technologies used to support communication
* Personal computers;
* Touch screens;
* Digital broadcasting (digital television, DAB (digital audio broadcasting)
* DVD (digital versatile disk – digital video disc);
* HD (high definition) / blue ray disks
* Mobile phones, including 3G phones;
* Audio/video compression technologies
* The internet;
* WAP (wireless application protocol).
 |  |  |  |  |

**Grade tracking:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Grade* | *Date* | *Grade* | *Date* | *Grade* | *Date* |
|  |  |  |  |  |  |
| *Grade* | *Date* | *Grade* | *Date* | *Grade* | *Date* |
|  |  |  |  |  |  |

*Note: You should discuss this checklist regularly with your subject teacher/mentor*