**Little Heath Sixth Form**

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

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

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

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

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

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

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