

	Week Commencing	7 th September	14 th September	21 st September	28 th September	5 th October	12 th October	19 th October
Autumn 1	Topic	Intro to PowerPoint & self-assessment	PowerPoint skills development	PowerPoint skills development	PowerPoint skills development	PowerPoint skills development	PowerPoint skills development	Exam
	Extended Learning	Adv skills	Adv skills	Adv skills	Adv skills	Adv skills	Adv skills	Adv skills
	Assessment	Observation	Observation	Observation	Diagnostic test	Diagnostic test	Diagnostic test	Exam

	Week Commencing	2 nd November	9 th November	16 th November	23 rd November	30 th November	7 th December	14 th December
Autumn 2	Topic	Careers	Intro to word & self-assessment	Word skills development	Word skills development	Word skills development	Word skills development	Exam
	Extended Learning	UCAS progress	Adv skills	Adv skills	Adv skills	Adv skills	Adv skills	Adv skills
	Assessment	Observation	Observation	Observation	Diagnostic test	Diagnostic test	Diagnostic test	Worksheet

	Week Commencing	4 th January	11 th January	18 th January	25 th January	1 st February	8 th February	
Spring 1	Topic	UCAS progress log in	Intro to spreadsheet & self-assessment	Excel skills development	Excel skills development	Excel skills development	Excel skills development	
	Extended Learning	UCAS progress log in	Adv skills	Adv skills	Adv skills	Adv skills	Adv skills	
	Assessment	UCAS progress log in	Observation	Observation	Observation	Observation	Diagnostic test	

	Week Commencing	22 nd February	29 th February	7 th March	14 th March	21 st March		
Spring 2	Topic	UCAS progress log in	Excel skills development	Excel skills development	Exam	Intro to improving productivity & self-assessment		
	Extended Learning	UCAS progress log in	Adv skills	Adv skills	Adv skills	Adv skills		
	Assessment	UCAS progress log in	Diagnostic test	Diagnostic test	Exam	Observation		

	Week Commencing	11th April	18th April	25th April	2 nd May	9 th May	16th May	23rd May
Summer 1	Topic	IP skills development	IP skills development	IP skills development	IP skills development	Final exam	Revision	Revision
	Extended Learning	Adv skills	Adv skills	Adv skills	Adv skills	Adv skills	Revision	Revision
	Assessment	Observation	Observation	Observation	Diagnostic test	Exam	Revision	Revision

Week Commencing		6 th June	13 th June	20 th June	27 th June	4 th July	11 th July	18 th July
Summer 2	Topic	Revision	Revision	Revision				
	Extended Learning	Revision	Revision	Revision				
	Assessment	Revision	Revision	Revision				