

Week Commencing	Lesson topic	HAIL	Assessment
Staff INSET 01/09 Students Return 02/09	Component 2 – Task 2 – Learning Aim B – able to create a dashboard using data manipulation tools – Data processing Methods 1) Importing data and sorting Formulae & Functions - addition, subtraction, multiplication, and division - sum, average, min, max - sorting on single and multiple columns and values	Know it all ninja – Data Processing Methods – 8.1 Importing data and sorting & 8.2 Formulae & Functions	
07/09/2026	2) Decision-making, lookup & count - decision making functions – IF, WHATIF, SUMIF - lookup functions - VLOOKUP, HLOOKUP - count functions – COUNTBLANK, COUNTIF, COUNTA 3) Logical Operators, Outlining, Filtering & Text to Columns - logical operators – NOT, AND, OR - outline – group, ungroup - filtering – greater than, less than, equals, contains, begins with, ends with, text to columns (delimited and fixed width)	Know it all ninja - Data Processing Methods – 8.3 Decision-Making, Lookup & Count. 8.4 – Logical Operators, Outlining, Filtering & Text to Columns	
14/09/2026	4) Cell references worksheets and comments Conditional formatting, macros & views - absolute and relative cell referencing, named range - macros for automatic navigation, change options - multiple and linking worksheets - cell comments - alternative views – hide/unhide cells, freezing panes - conditional formatting – data bars, colour scales, icon sets Pearson Set Assignment Lessons – Task 2 – part A	Know it all ninja - Data Processing Methods – 8.5 Cell references, Worksheets and Comments. 8.6 – Conditional formatting, Macros & Views.	PSA – Comp 2
21/09/2026	Producing a dashboard 5) Showing data summaries - Totals - Counts - Averages - Percentages - Sales breakdowns Presentation methods – - tables - pivot tables - sparklines - graphs/charts - form controls Pearson Set Assignment Lessons – Task 2 – part A	Know it all ninja - Producing a dashboard – 9.1 Showing data summaries	PSA – Comp 2
28/09/2026	Presentation features – - font style, size, colour - merge - text wrap - cell border and shading - graphics - axis labels - titles - conditional formatting	Know it all ninja - Producing a dashboard – 9.2 Presentation Methods	

05/10/2026	PSA Preparation lessons part B & C	Know it all ninja - Producing a dashboard – 9.3 Presentation Features	
12/10/2026	Pearson Set Assignment Lessons – Task 2 – B & C		PSA – Comp 2
19/10/2026	Pearson Set Assignment Lessons – Task 2 – B & C		PSA– Comp 2
October Half Term			
02/11/2026	Pearson Set Assignment Lessons – Task 2 – B & C		PSA / Core Mocks
09/11/2026	Component 2 – Task 3 – Learning Aim C – Be able to draw conclusions and review data presentation methods	Know it all ninja - Drawing conclusions based on findings – 10.1 Drawing conclusions	Core Mocks
16/11/2026	Learning Aim C - Drawing Conclusions Based On Findings Drawing conclusions: e.g. trends, patterns, anomalies and possible errors. Learning Aim C - How Presentation Affects Understanding The impact of presentation: information being misinterpreted, information being bias and inaccurate conclusions being made.	Know it all ninja - How presentation affects understanding – 11.1 How presentation affects understanding	
23/11/2026	PSA Preparation lessons – Task 3		
30/11/2026	Pearson Set Assignment Lessons – Task 3 – part A		PSA – Comp 2
07/12/2026	Pearson Set Assignment Lessons – Task 3 – part B		PSA – Comp 2
14/12/2026	FINAL SUBMISSION OF PSA – Component 2 – Collecting, Presenting and Interpreting Data		PSA – Comp 2
Christmas Break			
04/01/2027	Component 3 – Effective Digital Working Practices – Learning Aim A – Modern Technologies <u>1 – Communication Technologies</u> Communication technologies: ad-hoc networks, open networks, performance issues and network availability Cloud storage: access rights, synchronisation, availability and scalability. <u>2 – Features and Uses of the Cloud</u> Cloud computing: applications, consistency of versions between users, single shared instances and collaboration tools/features Selection of platforms and services: complexity of features, paid versus free, interface design and available devices. <u>3 – Selection of Cloud Technologies</u> Using cloud and traditional systems together: device synchronisation, online/offline working and notifications Choosing cloud technologies: disaster recovery policies and security of data	Know it all Ninja – Modern Technologies – 1.1 Communication Technologies. 1.2 Features & Uses of the Cloud. 1.3 Selection of Cloud Technologies	
11/01/2027	<u>4- Implications of Cloud Technologies</u> Maintenance, set up and performance considerations: maintenance: updates, downtime and staff expertise and performance: responsiveness, complexity of task and available devices <u>5 – Changes to Modern Teams</u>	Know it all Ninja – Modern Technologies – 1.4 Implication of Cloud Technologies. Impact of Modern Technologies –	Full mocks

	Collaborative technologies: world teams, multicultural, inclusion, 24/7/365 and flexibility.	2.1 Changes to Modern Teams	
18/01/2027	<u>6 – Managing Modern Teams</u> Using modern technology when managing teams: communication and collaboration tools Using technology when managing teams: scheduling and planning tools <u>7 – Communicating with stakeholders and accessibility</u> Communication with stakeholders: communication platforms and selection of appropriate communication channels Accessibility and inclusivity: interface design, accessibility features and flexibility.	Know it all Ninja – Impact of Modern Technologies – 2.2 Managing Modern Teams. 2.3 Communicating with Stakeholders & Accessibility	Full mocks
25/01/2027	<u>8 – Impact of Modern Technology on Organisations</u> How modern technologies impact on the organisation: infrastructure, demand, availability, 24/7 access and security of distributed/distributed data How technologies impact the way organisations operate: inclusivity, accessibility and remote working <u>9 – Impact of modern Technology on Individuals</u> How technology impacts individuals: flexibility, working styles and impact on mental wellbeing	Know it all Ninja – Impact of Modern Technologies – 2.4 Impact of Modern Technology on Organisations 2.5 – Impact of modern Technology on Individuals	Full mocks
01/02/2027	Learning Aim B – Cyber Security <u>10 – Why systems are attacked</u> Why systems are attacked: fun, challenge, espionage, financial gain, personal attack and disruption, theft <u>11 – External Threats</u> External threats to digital systems and data: unauthorised access, malware, phishing, pharming, social engineering, shoulder surfing and man-in-the-middle attacks	Know it all Ninja – Threats to data – 3.1 Why systems are attacked. 3.2 External Threats	Learning Checkpoint - Learning Aim A – Modern Technologies
08/02/2027	<u>12 – Internal Threats</u> Internal threats to digital systems and data security: unintentional disclosure of data, intentional stealing or leaking of information, users overriding security controls, portable devices, downloads from the internet and visiting trustworthy websites <u>13 – User access restrictions</u> User access restriction: locks, passwords, levels of permitted access, biometrics and two-factor authentication	Know it all Ninja – Impact of Modern Technologies – 3.3 Internal Threats Prevention & Management of Threats – 4.1 User Access Restrictions	
February Half Term			
22/02/2027	<u>14 – Data Level Protection 1</u> Data level protection: firewalls, anti-virus software, device hardening and encryption. <u>15 – Data level protection 2 and finding weaknesses</u> Finding weaknesses and improving system security: ethical hacking, penetration testing and analysing system data.	Know it all Ninja – Prevention & Management of Threats 4.2 Data Level Protection 1 4.3 Data Level Protection 2 and Finding Weaknesses	
01/03/2027	<u>16 – Defining Responsibilities and Parameters</u> Defining security parameters: passwords and policies <u>17 – Disaster Recovery</u> Actions to take after an attack: investigate, respond, manage, recover and analyse	Know it all Ninja – Policy – 5.1 Defining Responsibilities and Parameters 5.2 - Disaster Recovery	
08/03/2027	Learning Aim C – The wider implications of digital systems <u>18 – Shared Data</u> Sharing data: benefits, drawbacks and responsible use <u>19 – Environmental Concerns</u> The impact of technology on the environment: impacts of manufacturing, considerations when upgrading/replacing digital systems and usage of settings policies	Know it all Ninja – Responsible Use – 6.1 Shared Data. 6.2 Environmental Concerns Legal and Ethical – 7.1 Equal access and Net Neutrality	Learning Checkpoint - Learning Aim B – Cyber Security

	<u>20 – Equal access and Net Neutrality</u> Net neutrality and how this impacts organisations		
15/03/2027	<u>21 – Acceptable use and boundaries</u> Acceptable use policies: scope, assets, acceptable behaviours, unacceptable behaviours, monitoring, sanctions and agreement. <u>22 – Data Protection</u> Data protection principles: lawful processing, specific purposes, relevant data is collected, accuracy, only kept as long as needed, data subject rights and transferring data to other countries. Data and the use of the internet: right to be forgotten, appropriate legal use of cookies and other transaction data. <u>23 – Intellectual property and criminal use</u> Intellectual property: importance, methods of identifying and legal/ethical use. The criminal use of computer systems: unauthorised access/modification, creation of malware and intentional spreading of malware	Know it all Ninja – Legal and Ethical – 7.2 Acceptable use and boundaries. 7.3 Data Protection. 7.4 Intellectual property and criminal use	
22/03/2027	Learning Aim D – Planning and communication in digital systems <u>24 – Use of different forms of notation</u> Forms of notation: introduction <u>25 – Data flow diagrams</u> Forms of notation: interpreting/creating data flow diagram.	Know it all Ninja – Forms of notation – 8.1 Use of different forms of notation. 8.2 Data flow diagrams	Learning Checkpoint - Learning Aim C – The wider implications of digital systems
Easter Break			
12/04/2027	<u>26 – Information flow diagrams</u> Forms of notation: interpreting/creating information flow diagrams <u>27 – Flowcharts</u> Forms of notation: interpreting/creating flowcharts	Know it all Ninja – Forms of notation – 8.3 Information flow diagrams 8.4 Flowcharts	
19/04/2027	Exam Preparation – Past Papers Including revisiting content, identifying tricky topics, requirements of different command words, diagram practice, extended written response practice.		Learning Checkpoint - Learning Aim D – Planning and communication in digital systems
26/04/2027	Exam Preparation – Past Papers Including revisiting content, identifying tricky topics, requirements of different command words, diagram practice, extended written response practice.		
03/05/2027			EXAM
10/05/2027			
17/05/2027			
24/05/2027			
May Half Term			
07/06/2027			