

NCFE Scheme of Work

Course Title:

Unit Title:

Teacher Name:

Learner Profile:

Session Length:

Teaching Context:

Resources:

CLAiT materials, computers, projector, handouts, portfolio templates

Session	Topic	Learning Objective(s)	Lesson Activities	Resources
1	Introduction to NCFE & CLAiT Portfolio	<ul style="list-style-type: none"> Understand the course structure and portfolio requirements. Identify the purpose of IT skills in business. 	<ul style="list-style-type: none"> Teacher-led introduction: overview of NCFE, CLAiT, and session outline. Class discussion: businesses requiring IT skills. Set up individual portfolios (folder structures on computers). Simple icebreaker: learners list IT skills they already have. 	<ul style="list-style-type: none"> CLAiT course handbook Portfolio templates Computers Whiteboard/project or
2	Word Processing Fundamentals	<ul style="list-style-type: none"> Develop basic word processing skills (typing, saving, formatting). Understand file management for documents. 	<ul style="list-style-type: none"> Demonstration: creating and saving a Word document. Guided practice: learners type and format a short business letter. Discussion: file naming conventions and saving work. 	<ul style="list-style-type: none"> CLAiT Word resources Computers with Word Sample business letter

3	Advanced Word Processing	<ul style="list-style-type: none"> Apply formatting tools: tables, bullets, images and page layout. Use spelling and grammar check. 	<ul style="list-style-type: none"> Teacher demonstration: inserting tables, bullets, images. Learners create a formatted business report using provided information. Peer review: check each other's work using spelling and grammar tools. 	<ul style="list-style-type: none"> CLAiT Word advanced activities Computers Sample business report template
4	Epresentation Basics (PowerPoint)	<ul style="list-style-type: none"> Understand the features of presentation software. Create a simple business presentation. 	<ul style="list-style-type: none"> Demonstration: PowerPoint interface and slide creation. Learners create a presentation about a chosen business. Pair work: share presentations and give feedback. 	<ul style="list-style-type: none"> CLAiT Epresentation resources Computers with PowerPoint Business case study handout
5	Advanced Epresentation Skills	<ul style="list-style-type: none"> Use advanced features: transitions, animations, embedded media. Edit and improve a business presentation for clarity. 	<ul style="list-style-type: none"> Teacher demonstration: transitions, animations, embedding images/video. Learners enhance their previous presentation. Group review: present to class and discuss improvements. 	<ul style="list-style-type: none"> CLAiT Epresentation advanced resources Computers Sample media files
6	E-image Creation Fundamentals	<ul style="list-style-type: none"> Understand basic image editing tools. Create and save simple business graphics. 	<ul style="list-style-type: none"> Demonstration: basic image editing using CLAiT software. Learners create a business logo or flyer using provided images. Discuss image file types and saving formats. 	<ul style="list-style-type: none"> CLAiT E-image creation resources Computers with image editing software Sample images

7	Advanced E-image Creation	<ul style="list-style-type: none"> Apply advanced editing techniques: layering, cropping, text overlay. Prepare images for use in business documents. 	<ul style="list-style-type: none"> Teacher demonstration: layering, cropping, adding text. Learners create a promotional poster for a business event. Class gallery: review posters and discuss design choices. 	<ul style="list-style-type: none"> CLAiT E-image advanced activities Computers Business event scenario handout
8	Spreadsheet (Excel) Fundamentals	<ul style="list-style-type: none"> Understand spreadsheet layout and basic functions. Create a simple business budget spreadsheet. 	<ul style="list-style-type: none"> Demonstration: Excel cells, rows, columns, basic formulas. Learners input data for a fictional business budget. Explore simple calculations (addition, subtraction). 	<ul style="list-style-type: none"> CLAiT Excel resources Computers with Excel Budget worksheet template
9	Advanced Spreadsheet Skills	<ul style="list-style-type: none"> Use formulas, charts and data formatting in Excel. Analyse business data using spreadsheets. 	<ul style="list-style-type: none"> Teacher demonstration: creating charts, using SUM and AVERAGE functions. Learners create a sales graph from provided data. Peer analysis: discuss findings and how data can inform decisions. 	<ul style="list-style-type: none"> CLAiT Excel advanced activities Computers Sample sales data handout
10	Database Fundamentals	<ul style="list-style-type: none"> Understand database concepts: records, fields, queries. Create a simple business database. 	<ul style="list-style-type: none"> Demonstration: database interface, data entry. Learners input customer records into a database. Explore searching and sorting data. 	<ul style="list-style-type: none"> CLAiT Database resources Computers with database software Customer data template
11	Advanced Database Skills	<ul style="list-style-type: none"> Create and run queries to extract business information. Produce simple reports from database data. 	<ul style="list-style-type: none"> Teacher demonstration: query design and report generation. Learners create queries to find specific customer information. 	<ul style="list-style-type: none"> CLAiT Database advanced activities Computers

			<ul style="list-style-type: none"> Class discussion: how databases support business decisions. 	<ul style="list-style-type: none"> Query and report templates
12	Improving Productivity in Business using IT	<ul style="list-style-type: none"> Review how IT tools improve productivity. Compile evidence of skills into a portfolio for assessment. 	<ul style="list-style-type: none"> Class discussion: how Word, Epresentation, E-image, Excel and Database skills support business productivity. Learners organise and submit their CLAiT portfolio work. Teacher-led feedback and individual support for final improvements. 	<ul style="list-style-type: none"> CLAiT productivity resources Portfolio folders Computers
Cross curricular links Non-teaching				

Differentiation Strategies

- Dyslexia: Use coloured overlays, clear fonts, and visual icons. Instructions provided in written and verbal format. Allow extra time for reading and written tasks.
- Dyspraxia: Break down activities into smaller steps. Offer keyboard shortcuts and mouse alternatives. Use scaffolded worksheets and checklists.
- ADHD: Use short, focused activities with regular movement breaks. Give clear, concise instructions and display agendas visually. Allow for flexible seating.
- Autism Spectrum Disorder: Provide clear routines and visual schedules. Reduce sensory distractions. Use structured templates and offer choices of task where possible.
- Speech and Language Disorders: Use visuals, diagrams, and written prompts. Encourage peer support and use sentence starters. Allow responses in multiple formats (oral, written, pictorial).
- Emotional and Behavioural Disorders: Build rapport and establish a safe, supportive learning environment. Use positive reinforcement and clear boundaries. Allow time for reflection and self-regulation.

Suggestions for Higher Attaining Learners

- Encourage independent research and more complex portfolio projects (e.g. advanced database queries, automated spreadsheets).
- Assign leadership roles in group activities or peer review.
- Introduce real-world scenarios and case studies for analysis.
- Offer opportunities to present findings to the class or create instructional materials.

Suggestions for Lower Attaining Learners

- Provide additional scaffolding: step-by-step guides, templates and worked examples.
- Use paired and group work to support collaborative learning.
- Break tasks into shorter, manageable chunks with frequent checks for understanding.
- Allow use of assistive technology and provide regular feedback.
- Reduce cognitive load by focusing on essential skills before introducing new concepts.