

Course Title:

Area of Specialism:

Target Learners:

Duration of Sessions:

Key Aims of Education and Training in Own Specialist Area:

- Support the development of essential ICT skills in a modern, inclusive context.
- Promote social and emotional development through collaborative and purposeful activities.
- Enable learners to build self-esteem and confidence through creative and practical ICT experiences.
- Facilitate understanding of safe online behaviour alongside technical skill development.
- Provide differentiated instruction recognising individual learning styles, supporting access and achievement for all learners.
- Encourage critical thinking, problem solving, and independence using technology as a tool for learning.

45 minutes per session

Session	Session Title	Session Objectives	Learning Activities	Assessment & Differentiation	Resources	Teacher Guidance
1	Introduction to Word Processing & Touch Typing	<p>Introduce word processing software.</p> <p>Baseline assessment of typing skills.</p> <p>Discuss importance of touch typing and ICT skills.</p>	<p>Group discussion on computers in daily life.</p> <p>Demonstration of basic word processing functions (Open, Save, Type).</p> <p>Initial typing exercises (alphabet keys).</p>	<p>Observe learners' comfort and skill levels.</p> <p>Differentiated support: extra time, guided practice.</p> <p>Peer encouragement.</p>	<p>Computers/laptops</p> <p>Word processing software</p> <p>Typing tutor</p>	<p>Set a welcoming tone.</p> <p>Encourage all learners to participate.</p> <p>Scaffold instructions for SEN learners.</p>

					program Projector	Note individual strengths/needs for future planning.
2	Home Row Keys & Touch Typing Techniques	Develop familiarity with home row keys.  Practise correct finger placement.	Demonstrate hand positioning.  Guided touch typing exercises (home row only).  Short games to reinforce learning.	Individual feedback.  Use visual aids and hand-over-hand support for those struggling.  Extension: attempt speed challenges for confident learners.	Typing tutor software  Visual keyboard diagrams  Handouts	Move around the room to check technique.  Use positive reinforcement.  Provide physical supports if needed.
3	Practising Touch Typing: Top Row Keys	Extend touch typing to top row keys.  Reinforce accuracy over speed.	Touch typing drills (top row only).  Pair work: encourage peer modelling.  Short, timed activities.	Monitor accuracy and finger placement.  Adapt targets: focus on accuracy for some, speed for others.  Record progress for each learner.	Computers  Typing tutor  Worksheets	Praise effort and improvement.  Give specific feedback.  Use supportive language, especially with SEN learners.
4	Touch Typing: Bottom Row Keys & Common Mistakes	Master bottom row keys.  Identify and correct common errors.	Error-spotting activities.  Typing tutor practice.  Peer correction and self-evaluation.	Scaffolded support.  Group work for encouragement.  Prompt correction strategies.	Typing tutor  Error worksheets  Peer review sheets	Explain error patterns.  Model self-correction.  Use humour to keep atmosphere positive.

5	Typing for a Purpose: Writing a Simple Letter	Use touch typing skills to write a formal letter.  Learn basic formatting.	Show example letters.  Plan and type a short letter (e.g. to a teacher or local authority).  Discuss layout and content.	Individual support for planning.  Differentiated templates.  Peer review: check formatting and typing.	Word processing software  Letter templates  Example letters	Encourage creativity.  Offer sentence starters for SEN learners.  Highlight real-world relevance.
6	Typing for Pleasure: Creative Writing	Use word processing for creative expression.  Practise extended typing.	Brainstorm story ideas.  Free typing session: write a short story or poem.  Share and discuss.	Provide writing prompts.  Support spelling and grammar.  Encourage positive feedback in peer reviews.	Word processing software  Creative prompts  Example stories	Celebrate individuality.  Scaffold writing process.  Allow extra time for those who need it.
7	Editing and Formatting Documents	Learn to edit and format text.  Understand basic tools: bold, italics, underline, font size.	Demonstrate formatting tools.  Editing challenge: improve a given document.  Pair work: support with formatting.	Use visual guides.  Step-by-step instructions for SEN learners.  Extension: experiment with styles and colours.	Word processing software  Sample documents  Formatting cheat sheets	Model each step.  Check for understanding.  Encourage exploration of features.
8	Typing for a Purpose: Creating Posters &	Apply typing and formatting skills to design a	Show examples of	Visual aids for layout.	Word processing	Encourage

	Flyers	poster or flyer.  Focus on layout and presentation.	posters/flyers.  Learners design their own using word processing tools.  Mini-presentations.	Differentiated templates.  Support for graphics and text.	software  Poster templates  Sample flyers	teamwork.  Allow creativity.  Guide on appropriate language and images.
9	Typing for Pleasure: Journals & Diaries	Use word processing for personal reflection.  Practise regular typing routines.	Discuss benefits of journaling.  Learners start a digital diary.  Optional sharing with class.	Provide sentence starters.  Allow privacy for SEN learners.  Praise effort and honesty.	Word processing software  Example diary entries  Journaling prompts	Respect learners' privacy.  Offer supportive feedback.  Foster a safe environment.
10	Improving Speed and Accuracy	Focus on increasing typing speed.  Maintain accuracy.	Timed touch typing tests.  Individual goal setting.  Speed games and competitions.	Track progress visually.  Set personalised targets.  Encourage healthy competition.	Typing tutor software  Speed charts  Certificates	Celebrate improvements.  Support those who find speed difficult.  Use fun activities to motivate.
11	Safe Online Behaviour & E-Safety in Word Processing	Understand importance of e-safety.  Learn safe sharing and online responsibility.	Group discussion: online dangers.  Scenarios: identify safe/unsafe behaviour.	Use accessible language for SEN.  Role play for understanding.	Word processing software  E-	Encourage open discussion.  Address misconceptions.

			Create an e-safety checklist.	Reinforce safety messages.	safety posters Scenario cards	Praise sensible contributions.
12	Final Project: Showcasing Word Processing Skills	Consolidate all skills. Create a final piece (letter, story, poster, diary entry).	Learners choose their project. Plan, type, and format their work. Class showcase and feedback.	Individualised support. Differentiated project choices. Self and peer assessment.	Word processing software Project guidelines Certificates/awards	Celebrate achievements. Give constructive feedback. Display work where possible. Encourage reflection on progress.