

S2 Broad General Education Plan – Breadth, Depth, Challenge and Skills

Aug – Oct	Oct – Dec		Jan– Feb			Feb – May	
Learning and Teaching Focus (Es and Os) Admin & IT Unit – pupil will take on the role of an Admin Assistant in an organisation, using word, excel and PowerPoint to perform business related tasks.	Learning and Teaching Focus (Es and Os) Creating Websites - pupils will code their own websites using HTML.	Learning and Teaching Focus (Es and Os) Business – pupils will learn what it means to be an Entrepreneur and research some famous Entrepreneurs and their businesses.	Learning and Teaching Focus (Es and Os) Option Choices lesson – pupils will learn about the different jobs related to Administration, Business and Computing that they could do in the future.	Learning and Teaching Focus (Es and Os) Hour of Code – every year our BGE pupils take place in an hour of code challenge on code.org to mark Computing Science Week	Learning and Teaching Focus (Es and Os) Internet Safety – pupils will look in to the positives and negatives of being online and create a presentation of their findings.	Learning and Teaching Focus (Es and Os) Databases – pupils will learn how to store records and search for information using Microsoft Access.	Learning and Teaching Focus (Es and Os) Pupil Choice (Admin, Business, Computing) – pupils will select a task/tasks based on subject choice in S3.
Assessment Approach and evidence gathered: End of unit class test – to be completed on a computer, printed and stored in a portfolio.	Assessment Approach and evidence gathered: End of unit class test – to be completed on a computer, printed and stored in a portfolio.	Assessment Approach and evidence gathered: Class discussions and teacher observation of tasks. End of unit class test – to be completed on paper and stored in a portfolio.	Assessment Approach and evidence gathered: Class discussions and teacher observation of tasks. Pupil self-assessment will be recorded on a GLOW form.	Assessment Approach and evidence gathered: Class discussions and teacher observation of tasks. Pupil completion of series of online lessons. Results will be shared with class teacher.	Assessment Approach and evidence gathered: Class discussions and teacher observation of tasks. Pupil self-assessment will be recorded on a GLOW form.	Assessment Approach and evidence gathered: End of unit class test – to be completed on a computer, printed and stored in a portfolio.	Assessment Approach and evidence gathered: Range of assessment strategies based on chosen activity.
Key Skills: Literacy/Numeracy/HWB/Digital Literacy Literacy – present communication in an appropriate order. Digital Literacy – produce business documents using appropriate software. Numeracy – use formulas in Excel to make calculations.	Key Skills: Literacy/Numeracy/HWB/Digital Literacy Literacy – read and interpret relevant information to present this in an appropriate manner. Digital Literacy – produce business documents using appropriate software.	Key Skills: Literacy/Numeracy/HWB/Digital Literacy Literacy – note taking from appropriate sources to help understand how areas of a business work. Digital literacy – use the internet to research and select appropriate information.	Key Skills: Literacy/Numeracy/HWB/Digital Literacy Literacy/Digital literacy – use the internet to research and select appropriate information.	Key Skills: Literacy/Numeracy/HWB/Digital Literacy Literacy – understand that order of instructions is important. Digital literacy – use of an online platform (Hour of Code) to break down and solve complex problems.	Key Skills: Literacy/Numeracy/HWB/Digital Literacy Digital literacy – use the internet to research and select appropriate information. HWB –	Key Skills: Literacy/Numeracy/HWB/Digital Literacy Literacy – read and interpret relevant information to present this in an appropriate manner. Digital Literacy – use Microsoft Access to perform store records of data.	Key Skills: Literacy/Numeracy/HWB/Digital Literacy Literacy/Digital literacy – use the internet to research and select appropriate information.
Skills for learning, work and life Enterprise and employability – learning skills that are key for the world of work and later life. Personal learning planning – creating a variety of business documents.	Skills for learning, work and life Enterprise and employability – learning skills that are key for the world of work and later life.	Skills for learning, work and life Enterprise and employability – learning communication skills that are key for the world of work and later life. Career management and personal learning planning – understanding each	Skills for learning, work and life Enterprise and employability – learning communication skills that are key for the world of work and later life.	Skills for learning, work and life Enterprise and employability – learning problem solving skills through interactive online puzzles.	Skills for learning, work and life Enterprise and employability – learning communication skills that are key for the world of work and later life.	Skills for learning, work and life Career management and personal learning planning – understanding each department of a business and the potential career paths available.	Skills for learning, work and life Enterprise and employability – learning skills that are key for the world of work and later life.

Career management – the ability to communicate with others via email and manage time effectively by using an e-diary.		department of a business and the potential career paths available.						
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Home-learning is usually set once per topic on Teams, this is usually in the format of an MS Form. Pupils should look for opportunities to use ICT skills to support learning at home, for example, creating a word document or PowerPoint Presentation to support homework for another subject. Pupils are also encouraged to make use of online sites and resources used in class such as iDEA, Scratch, typingTest.com