Introduction

Welcome to this tutor resource for the Cambridge International Diploma in Information and Communications Technology (ICT) at Foundation Level. We hope you will find it useful as you plan your courses and prepare students for assessment. The resources have been revised and updated to meet the requirements of the current syllabus.

The Cambridge International Diploma in ICT demands high standards of accuracy from its candidates, who may be working on very different software packages. These two factors have been borne in mind when producing these materials. They can be used by teachers with little or no experience of ICT teaching as well as by more experienced members of staff. Of course, they will need to be adapted and used according to your particular teaching situation and the ability and previous experience of your students. However, whether used merely to spark off teaching ideas or in a more structured way lesson to lesson, there should be something here for anyone delivering an ICT-based course.

Planning your course

As a guideline, the Core Module at Foundation Level is designed to take around 30 learning hours, with each Optional Module taking around ten learning hours. This assumes that students starting the course have at best a little knowledge and experience of ICT, but are now seeking to develop a firm foundation of basic competencies in ICT, and to gain a broad, practical introduction to work-related ICT skills. This amount of time could vary considerably, depending on students' prior experience.

Students often progress at different rates, so that flexibility in balancing whole group and one-to-one teaching during the course, and in deciding when to enter students for assessment, may well be required. The on-demand assessment scheme for the Award has been designed to accommodate such flexibility, and to enable tutors to fit assessment with learning in the most effective manner.

Various structures for courses in Foundation Level ICT education and training have proven to be successful, e.g. short intensive programmes, tutorials spread over a period of weeks or months, on-the-job training. The Diploma has been designed so that it fits any course structure, provided that the course leads to the performance outcomes specified in the syllabus. You are encouraged to design the course structure and content which best matches the needs of the particular types of student involved and their local context, and to identify and design activities which your students will find relevant. At Foundation Level, students generally tend to be looking to be taught a defined set of knowledge and skills, so that, at least initially, there needs to be a significant amount of whole-class teaching.

It is usually beneficial to vary the approach and the methods used. Although the majority of time will be spent on the computer in the practice of the specified skill areas, it is also necessary to include other teaching techniques to encourage learning. This may include more informal delivery, workshops, brainstorming sessions, and student data gathering.

What this resource contains

- a summary of what is assessed in the module
- a quick reference to what you need to start the module
- a summary of the underpinning knowledge
- a scheme of work that demonstrates how to deliver a module over a series of lessons, covering all the Assessment Objectives of the syllabus
- suggested activities that can be used as part of the scheme of work or independently

In addition, there is a plan of how to deliver the whole International Diploma in ICT (Core + three optional modules) during a typical academic year. This plan can easily be adapted for use over a different time period.

Course Programme for International Diploma in ICT at Foundation Level

Time: Two hours per week (Total 50 – 60 hours)

Week No	Programme	Each optional module listed will fit into the vacant slots for Option 1, 2 or 3 (10 – 12 hours per module)

Week No	Programme
1	Course introduction Session Plan 1(Core module)
2	Session Plan 2
3	Session Plan 3
4	Session Plan 4
5	Session Plan 5
6	Session Plan 6
7	Session Plan 7
8	Session Plan 8
9	Session Plan 9
10	Session Plan 10
11	Session Plan 11
12	Practice Test
13	Practice Test debrief
14	Core Assessment needs special extended session

Week No	Programme
15	Option 1 Delivery
16	Option 1 Delivery
17	Option 1 Delivery
19	Delivery/Practice Test
20	Practice Test debrief
21	Option 1 Assessment

Week No	Programme
22	Option 2 Delivery
23	Option 2 Delivery
24	Option 2 Delivery
25	Delivery/Practice Test
26	Practice Test debrief
27	Option 2 Assessment

Week No	Programme
28	Option 3 Delivery
29	Option 3 Delivery
30	Option 3 Delivery
31	Delivery/Practice Test
32	Practice Test debrief
33	Option 3 Assessment

Creating Charts
Session Plan 1
Session Plan 2
Session Plan 3
Session Plan 4: Specimen Paper
Session Plan 5: Practice Test debrief
Creating Charts Assessment

Desktop Publishing
Session Plan 1
Session Plan 2
Session Plan 3
Session Plan 4: Specimen Paper
Session Plan 5: Practice Test debrief
Desktop Publishing Assessment

Computer Graphics
Session Plan 1
Session Plan 2
Session Plan 3
Session Plan 4: Specimen Paper
Session Plan 5:Practice Test debrief
Computer Graphics Assessment

Database Operations
Session Plan 1
Session Plan 2
Session Plan 3
Session Plan 4: Specimen Paper
Session Plan 5: Practice Test debrief
Database Operations Assessment

Website Design
Session Plan 1
Session Plan 2
Session Plan 3
Session Plan 4: Specimen Paper
Session Plan 5: Practice Test debrief
Website Design Assessment