Year 9: ASK Yourself!

Subject: IT (OCR)
Unit: Whole Year

	Launching 1-2	Developing 3-4	Progressing 5-6	Mastering 7-9
S kills				
Databases	Able to create queries and a basic report. Able to edit tables.	Able to import data and create reports. Able to create advanced queries. Able to use validation techniques.	Able to create a basic relational database. Able to perform calculated queries. Able to use a range of validation techniques.	Able to create switchboards and macros. Able to create relational databases using more than two tables. Able to make use of security measures.
Spreadsheets	Able to use basic functions and link worksheets.	Able to import data and use more advanced functions.	Able to use absolute cell referencing and what if analysis.	Able to make sure of macros and security measures.
Initiation	Able to use SWOT to initialise a project.	Able to use SWOT and SMART to initialise a project.	Able to use PERT, SWOT and SMART to initialise a project.	Able to use PERT, SWOT and SMART effectively to initialise a project.
Planning	Can produce a limited Gantt chart and design documentation for a scenario.	Can produce an adequate Gantt chart and design documentation for a scenario.	Can produce a detailed Gantt chart and design documentation for a scenario.	Can produce a detailed and effective Gantt chart and design documentation for a scenario.
Review	Able to produce a limited review of a project.	Able to produce an adequate review of a project. May show some limited evidence of iterative reviews.	Able to produce a review of a project and demonstrating some evidence of iterative reviews.	Able to produce an adequate review of a project and demonstrating clear use of iterative reviews.

Knowledge				
Initiation	Understand what a SWOT analysis.	Understand what SMART Objectives are.	Able to understand what a PERT diagram is.	Able to explain SWOT, SMART and PERT tools.
Project phases	Able to state the different project phases.	Able to describe the different project phases.	Able to explain the different project phases.	Able to discuss the different project phases.
Data	Understand that data has different types.	Able to describe the types of data.	Able to explain the types of data. Know that data needs to be processed to become information.	Able to discuss appropriate types of data for scenarios. Know that information is data which has been coded, structured and has context.
Data Collection	Able to state the different data collection methods.	Able to describe the different data collection methods.	Able to explain the different data collection methods.	Able to discuss the different data collection methods.
Legislation	Able to state the different legislation applied to IT.	Able to describe the different legislation applied to IT.	Able to explain the different legislation applied to IT.	Able to discuss the different legislation applied to IT.
Devices	Able to state some appropriate devices for a scenario.	Able to describe appropriate devices for a scenario.	Able to explain appropriate devices and storage methods for a scenario.	Able to discuss appropriate devices and storage methods for a scenario.
Social Engineering	Able to state social engineering concerns.	Able to describe social engineering concerns.	Able to explain the social engineering concerns with some consideration to preventative methods.	Able to discuss social engineering concerns and preventative measures.