

SWITCH ONTO ICT



As we progress into the age of technology, it has become apparent that along with excellent numeracy and literacy skills, there is an increasing demand for good ICT skills in employment, as computers and associated technology are becoming the norm.

Switch onto ICT has been designed to help develop young people's ICT skills with an emphasis on hands-on learning activities, using a range of modern technology found in the workplace.

Switch onto ICT sees pupils divided into small groups and taking part in a carousel of activities while working with different business supporters to complete a variety of activities and tasks - all reinforcing how ICT skills learnt in the classroom will be vital in their future employment routes and how they apply to the world of work. This programme is delivered over a full day to up to 80 pupils.

Businesses are encouraged to involve some of their practices (examples of their work) to show how these skills are transferred from classrooms to employment. All activities also support and develop the key employability skills including communication, teamwork, problem solving, task and time management skills as pupils work in groups under tight time constraints to complete the challenging activities designed for them. The activities are expected to be drawn from the following:

- A presentation from business supporters showing pupils how they use ICT skills in their line of work.
- Spreadsheets - creating a timetable of how they use their time during the week and producing a suitable graph, pie chart, bar chart.
- Word documents - writing a letter for a specified reason (for example requesting an application form for employment).

- Designing a questionnaire to find out information about a particular business involved with the event.
- Publisher (desk top publishing) - designing a flyer or poster for an event or business offer.
- Web Design - looking at how and why business supporters websites have been designed in a particular way, and then designing a front page for their own website.
- Printing documents - using applications that would enable pupils to look at different way of presenting work through print.
- Utilising digital imagery - using a digital camera to illustrate the uses of supporting images in ICT-generated products.
- Saving and printing work - looking at all possible devices to allow work to be stored and printed (floppy disks, CD's, memory sticks).
- Powerpoint - at the end of the day, pupils will be asked to provide a short presentation about their day, using all the applications they have looked at with the business supporters. Presentation preparation will also indicate the importance of knowing their audience when making presentations.

Participation in this programme can also support pupils' portfolio building requirements for various modules in the Wider Key Skills, ASDAN and COPE awards.

Switch onto ICT Events can be delivered to:

- Specific year groups of a single school.
- Selected pupils from Years 7 - 11 (secondary).
- Mixed secondary schools including Special Schools.

Education Business Connections provides:

- Recruitment of businesses to deliver activities.
- Practical advice and guidance to companies on the development of their proposed activities.
- Recruitment of schools to take part in the event.
- Full event organisation, including arrangements for venues, transport, and all related housekeeping aspects.
- Full post-event evaluation.

**'BUILDING CONFIDENCE IN YOUNG PEOPLE THROUGH A CREATIVE APPROACH
TO CURRICULUM NEEDS AND BUSINESS PARTNERSHIPS'**