# KS4 – IT and the world of work

## Unit introduction

The world of work has been transformed by the use of information technologies. Learners must be able to identify how the modern structure of the workplace will impact their future lives. This unit will facilitate a deeper comprehension of the methods employed by organisations and the impact the use of IT in the working environment has on all stakeholders. These methods include the manner in which collaborative and communication tools facilitate remote and mobile work patterns, the advantages and disadvantages to the workforce and organisations, issues surrounding accessibility and inclusivity, platforms that promote collaboration and communication, and the social, moral, and ethical impact these methods have.

## Overview of lessons

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| **Lesson** | **Brief overview** | **Learning objectives** |
| Lesson 1 –The modern world of work  | This lesson will introduce learners to the way the workplace has changed over time. This includes an overview of traditional and modern work practices; how flexibility is achieved through 24/7/365 availability; and how modern technology facilitates inclusivity and accessibility for all stakeholders.  | * Examine traditional and modern team working
* Interpret the advantages and disadvantages of 24/7/365 availability
* Compare inclusivity and accessibility within traditional and modern teams
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| Lesson 2 – Change enablers, accessibility  | This lesson will broaden learners' knowledge and understanding of accessibility issues and how technology supports individuals' access to the modern working world. Learners will investigate the tools available for those with visual and hearing impairments by evaluating accessibility tools and design. They will also explore the value of collaboration within working teams and consider how the tools available for those with a disability facilitate inclusivity in the workplace.It is recommended that this lesson be completed in a computer room with access to the internet. | * Examine modern technology tools that assist inclusivity and accessibility
* Explore communication tools
* Evaluate collaborative working
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| Lesson 3 – The skills required  | The purpose of this lesson is to prepare learners for the workplace through the evaluation of good communication practice. They must be able to differentiate between the language used with their peers online and that used with their colleagues, in order to develop a positive online presence within the workplace.  | * Recall collaboration and communication platforms
* Evaluate effective online communication
* Formulate a proposal that identifies essential skills for the modern workplace
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| Lesson 4 – Why cloud computing?  | This lesson will help learners understand the purpose of cloud computing. It will support the development of knowledge about the different services offered by providers of cloud computing and look at how they may or may not be an advantage to business. | * Assess the functions and features of cloud computing
* Justify the selection of communication platforms
* Evaluate the security of using the cloud for storage and document/data creation
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| Lesson 5 – Creating personal networks  | The purpose of this lesson is to instruct learners about methods of constructing personal networks, which is an essential skill if they are to continue into the workforce as remote workers. The ability to create a personal network will also be useful in many other scenarios. In addition to looking at methods of creating personal networks, learners will be asked to consider the security of their own personal data and that of others. | * Recognise methods of creating a network when mobile or remote working
* Evaluate the advantages and disadvantages of ad hoc networks
* Judge the security of ad hoc networks
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| Lesson 6 – Remote working  | Well-being is an integral part of society and will continue to be so. This lesson will encourage learners to consider the benefits and drawbacks of working remotely to their physical and mental well-being. It will also allow them to consider the well-being of those close to them.  | * Evaluate the impact of mental well-being on individuals
* Evaluate the impact of physical well-being on individuals
* Create a positive working environment
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## Progression

This unit progresses learners’ knowledge and understanding of IT in the workplace, please refer to the learning graph for this unit.

## Curriculum links

[**National curriculum links**](https://www.gov.uk/government/publications/national-curriculum-in-england-computing-programmes-of-study/national-curriculum-in-england-computing-programmes-of-study)

* Develop their capability, creativity, and knowledge in... information technology

[**Education for a Connected World links**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683895/Education_for_a_connected_world_PDF.PDF)

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### Health, well-being, and lifestyle

* I can analyse well-being issues experienced by others in the wider news from my own online research
* I can analyse and identify opportunities and risks that may arise from technologies (e.g. VR, AR, AI) that could impact on health and well-being

## Assessment

### A summative assessment and answers are available for this unit

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## Subject knowledge

This unit focuses on the IT element of KS4 Computing and specifically focuses on the world of work. You will need to be familiar with remote working tools to teach this unit.

Enhance your subject knowledge to teach this unit through the following training opportunities:

### Microsoft and Google courses

The most common application suites in schools are Office 365 and G Suite. If your school uses these suites and you are unsure of how to use them, both companies provide free online courses. Certification requires a fee. The courses are:

* [The Google Education: Teacher Center](https://teachercenter.withgoogle.com/training) (G Suite account required)
* [Microsoft Certified Educator](https://education.microsoft.com/courses-and-resources/resources/mce-study-guide) (Office 365 account required)

### Online training courses

* [Impact of Technology: How to Lead Classroom Discussions](https://www.futurelearn.com/courses/impact-of-technology)

Resources are updated regularly — the latest version is available at: [ncce.io/tcc](http://ncce.io/tcc).

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