



Unit 6.3 iOffice - iCV

Year: Six (Level 4)
Term: Spring

Background information for teachers

Your local council has advertised for a new Superhero to combat local crime. Pupils must use all the skills they have learnt during Levels 1, 2 and 3 on Keynote and the word and spreadsheet processors, to design and present their hero. Pupils will learn how to create and correctly format a CV, how to add hyperlinks into a word processing document and extrapolate data from a garage band in order to design a successful candidate CV.

Learning Outcomes for the Unit

Pupils will learn valuable skills to use throughout their academic and professional career during iCV. Pupils will be taught what a job advert looks like and how to pick out salient points that a candidate will need for the role. They will also learn how to construct a CV. This course is split across word and Excel. Pupils will be expected to use knowledge from Levels 1-3 to complete the tasks. Analysing data will be a large part of their course as they will have to gain insight from data banks to construct the perfect candidate CV.

Key vocabulary

CV	A brief account of a person's education, qualifications, and previous occupations, typically sent with a job application.
Hyperlink	A link from a hypertext document to another location, activated by clicking on a highlighted word or image.
Extrapolate	Estimate or conclude (something) by extrapolating.
Data	facts and statistics collected together for reference or analysis.
Build order	
Presentation	A speech or talk in which a new product, idea, or piece of work is shown and explained to an audience.
Data Bank	A large repository of computer data on a particular topic, sometimes formed from more than one database, and accessible by many users.
Candidate	A person who applies for a job
Employer	A person or organization that employs people.
Employee	A person employed for wages or salary

Unit 6.3 - iDevelop iOffice - iCV

Learning Session 1	This will be the class's first introduction to Job Adverts. As a class they will look to answer a number of questions. What is a Job advert, what purposes do they have, and what information do they tell us about the role/candidate needed? Pupils will write their own job advert for a role of their choice.
Learning Session 2	At the very start of Learning Session 2 the pupils will be shown a job advert asking for a superhero to help a tiny village that has had an increase in crime rate. Pupils will spend the next six lessons creating their superhero and creating a presentation to present their hero to the council. During this lesson pupils will design their hero's crest/symbol based on data from a spreadsheet. Pupils will have to extrapolate data collected from people within the village and weigh up options to make the superhero as popular and efficient as possible in order to get the job.
Learning Session 3	In this lesson the pupils will be writing a CV for their superhero. The class will begin by looking over and discussing a number of examples, looking at what information they give and if it is relevant to the job advert, they saw last week. Pupils will be encouraged to format their own, however templates will be available for pupils of a lower ability. The CV should look professional and include header and footers.
Learning Session 4	This lesson focuses on the importance of true and relevant information. Again, pupils will look at contrasting CVs to see which one they think is more effective and would get an interview for the role. The class will discuss what may happen if you lie on a CV, and what may happen in the future should you obtain the role under false pretences. The remainder of the lesson will be dedicated to finishing their CV from Learning Session 3 and designing more aspects of their hero should there be extra time
Learning Session 5	Now the pupils have finished their CV they will have to begin creating a presentation. The presentation will be done on Keynote and must hit a number of criteria to impress the interview panel. These will include sticking to your superhero's colour scheme, animation, transitions, and screen shots or copies of data to back up their rationale, all of which will be achieved over the next three weeks.
Learning Session 6	The interview panel will score your hero higher if there is music. First the class must learn how to match their music to their presentation. Secondly within this lesson pupils will compose a short 8 bar jingle for their hero. Pupils will then learn how to add music to their keynote presentation.
Learning Session 7	This session will run either as part of a longer half term or a contingency for pupils or classes who have exceeded the lesson plans for the half term. During learning session 6 pupils will learn one final aspect of keynote, to be able to change the build order. Build order is an important part of animation on presentation as it helps the presenter by grouping animations together, so they don't need to click too many times. Pupils will be asked to add the final touches to their presentations and change the build order of at least one of their slides.