

## **Business and ICT Department Information for Prospective Candidates**

The Business and ICT Departments were recently amalgamated to form one department. We currently have 7 staff, 4 full time in ICT, and 3 teaching business and travel and tourism at Key Stage 4 and 5. We work as a close and enthusiastic team to deliver dynamically changing subjects across a wide range of ability levels and key stages. All teachers within the department are involved in Curriculum planning and the ongoing development of supportive resources, we are working hard to develop collaborative learning techniques within all lessons. There is a high level of open support and co-operation which produces the positive atmosphere within this successful department.

At key stage 3 the department is delivering the National Curriculum Smart Skills portfolio to years 7, 8 and 9. This is a comprehensive and well resourced package supported by series of projects that introduce and develop key skills. KS3 teacher's assessments have shown good standards at Level 5 or above.

At Key stage 4 we currently teach a wide range of courses, delivering OCR Nationals in ICT at Level 2, we will begin teaching to the 2010 new specification from September 2011. Over the past three years the department has achieved no less than 95% pass rate at Level 2. OCR is delivered on a two tier system with some students following a double time allocation, aiming to achieve 6 completed Units equivalent to 4 GCSE's. Those on a single option will complete at least 1.5 units to achieve 1 GCSE but more often 2 or 3 Units equivalent to two GCSE grades at Pass, Merit and Distinction Levels. The department recently moved away from teaching GCSE Business to follow the new 2010 Btec Specification. In single option time students aim to achieve the diploma, equivalent to 2 GCSE's. Btec Travel and Tourism is taught as a double option with the vast majority of students attaining the equivalent of 4 GCSE's.

At KS5 there are a good range of progression routes. In ICT students follow the OCR National Award, which is a 6 unit course over a two year period, we will be reviewing this for September 2011. In Business we offer A Level Business Studies which has achieved positive residuals and has been successful for a number of years. Btec National Travel and Tourism has also been running successfully for a number of years. We also offer Btec 1<sup>st</sup> Business, level 2 as an alternative progression route for selected students, this option is reviewed on a yearly basis. In September 2010 the department introduced Btec National Business to complement other Btec programmes of study.

The department is well resourced with 6 ICT rooms with 30 machines and air conditioning and a further 2 standard classrooms. All classes have an interactive Smartboard using notebook 10 installed on staff laptops. Software availability and breadth has been a focus of the departments over recent years reflected by the purchase of not only the standard Microsoft Office platform but also more specialist software such as Adobe CS4 Master Collection and Mission Maker. Teachers have access to real time student monitoring software to enhance individual support and we are currently developing the use of RealSmart and Virtual PC.

The school ICT network is supported by a full time technical team of city staff, with further members of staff dedicated to VTLE resourcing. The department is keen to develop skills and uses the City Learning centre where specialist software needs to be tested or introduced for specific tasks.

The department strives to enhance the curriculum through a range of extra curricular and enhancement activities. Year 9 students work with the Newcastle United Enterprise Academy on Enhancement Days and selected students complete an OCR qualification in Enterprise. The department organise additional Enhancement Days both in school and at the CLC. A selected group of year 10 students are beginning Business Administration Apprenticeships through the STEP's programme, leading to NVQ qualifications. In year 12 students are setting up their own 'cup cake' business with support and funding from the EBP. As well as visits to universities, revision sessions and local businesses students also benefit from the opportunity to take part in the department's annual visit to Disneyland Paris each January.

The Business and ICT department is committed to continuous improvement and developing courses and enhancement activities to meet the individual learning needs of all students.

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