

TDASTL7

Support the use of information and communication technology for teaching and learning



Overview

Who is this unit for?

This unit is for those who help with the setting up and use of ICT resources to support teaching and learning.

What is this unit about?

This unit is about making sure that ICT resources are available and ready to use when required and helping the teacher and/or pupils to use the resources safely and effectively.

This unit contains two elements:

1. Prepare ICT resources for use in teaching and learning
2. Support the use of ICT resources for teaching and learning

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Performance criteria

You must be able to:

Prepare ICT resources for use in teaching and learning

- P1 confirm the requirements for ICT resources with the teacher
- P2 check the availability of the required ICT resources and promptly inform the teacher of any problems with obtaining the resources needed
- P3 follow the manufacturers' and safety instructions for setting up ICT resources
- P4 make sure that there is ready access to accessories, consumables and information needed to use ICT resources effectively
- P5 confirm that the ICT equipment and software are appropriate for the pupils
- P6 check that the equipment is switched on, ready and safe for use when needed
- P7 check and maintain screening devices to prevent access to unsuitable material via the internet when appropriate
- P8 promptly report any faults with ICT resources to both the teacher and the person responsible for arranging maintenance or repair
- P9 ensure that any faulty equipment is isolated from any power source, appropriately labelled and made safe and secure

Support the use of ICT resources for teaching and learning

You must be able to:

- P10 operate ICT resources correctly and safely when asked to do so
- P11 give clear guidance and instructions on the use of ICT resources by others
- P12 give support as needed to help pupils develop skills in the use of ICT
- P13 provide an appropriate level of assistance to enable pupils to experience a sense of achievement, maintain self-confidence and encourage self-help skills in the use of ICT
- P14 monitor the safe use of ICT resources, including internet access, and intervene promptly where actions may be dangerous
- P15 regularly check that equipment is working properly and promptly report any faults to the appropriate person
- P16 use only approved accessories and consumables
- P17 make sure that ICT resources are left in a safe condition after use
- P18 make sure that ICT resources are stored safely and securely after use

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Knowledge and understanding

You need to know and understand:

- K1 the potential learning benefits of using ICT in different ways to support learning
- K2 the sorts of ICT resources available within the school and where they are kept
- K3 school procedures for booking or allocating ICT resources for use in the classroom
- K4 the location and use of accessories, consumables and instructions/information texts
- K5 who to report equipment faults and problems to and the procedures for doing this
- K6 operating requirements and routines for different ICT resources with which you work
- K7 relevant legislation, regulations and guidance in relation to the use of ICT, e.g. copyright, data protection, software licensing, child protection
- K8 the importance of health, safety, security and access
- K9 the specific requirements to ensure the learning environment is accessible and safe for pupils using ICT resources
- K10 the school policy for use of ICT in the classroom including virus controls and access to the internet
- K11 safeguarding issues for pupils who access the internet
- K12 how to use screening devices to prevent access to unsuitable material via the internet
- K13 how to provide clear instructions and guidance on the use of ICT resources
- K14 how to use the software and learning programmes used by the pupils with whom you work
- K15 how to select and use learning packages to match the age and development levels of the pupils with whom you work
- K16 useful online and offline resources that support appropriate use of ICT
- K17 the range of ICT skills needed by pupils and what can be expected from the age group with which you work
- K18 how to adapt the use of ICT for pupils of different ages, gender, needs and abilities
- K19 the types of support pupils may need to use ICT effectively and how to provide this support
- K20 the importance of pupils having time to explore and become familiar with ICT activities and equipment
- K21 how to support the development of ICT skills in pupils
- K22 how to promote independence in the use of ICT resources by pupils
- K23 risks associated with ICT resources and how to minimise them

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- K24 the sorts of problems that might occur when supporting pupils using ICT and how to deal with these
- K25 school requirements and procedures for storage and security of ICT resources
- K26 as ICT is a rapidly developing and changing area, how you will keep up to date in order to ensure you provide the best support and opportunities for pupils' learning through ICT

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Additional Information

Glossary

Checking the availability

making sure that ICT resources are both functional and available when and where required. This may necessitate booking equipment that is shared across a number of classrooms in the school or checking equipment that is kept within the classroom for use as required

ICT resources

a range of different equipment and technological devices, such as programmable toys, telephones, videos, timers, keyboards, keypads, computers, software, digital cameras, interactive whiteboards. The use of learning technologies in schools is changing rapidly and these standards are intended to encompass new and emerging technologies as they become available

ICT skills

the ability to operate ICT resources safely and effectively as a learning resource. In helping pupils to develop skills in the use of ICT, you will be helping them to develop:

1. basic user skills
2. the use of appropriate software packages
3. skills in accessing and using learning programmes
4. ways of accessing information
5. their use of electronic communication

Links to other NOS

TDASTL8 Use information and communication technology to support pupils' learning

TDASTL56 Monitor and maintain curriculum resources

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