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ICT  
Level 2  
Challenge: Not A Penny More  
Teacher Notes

## Lesson focus

Students will be asked to:

- design an invoice for a customer
- create a spreadsheet to help to keep track of expenses
- work out the total claimed using a spreadsheet

## Glossary words

These are found in the podcast:

Invoice or bill, VAT, breakdown, expenses, subtotal

## Other scenarios/tasks

Maths Level 2 challenge 'Gardeners' World' uses work and wages as a central theme.

## Online tasks

These tasks can be completed instead of the worksheets in class. They can be shown to the whole class if individual computers are unavailable. They can also be used individually away from class by students.

## More ideas and things to note

Students will need access to design software for Task 1 and spreadsheet software for Tasks 1 and 2.

This is a very real and practical task that can link very easily to Maths at Level 1. Getting students to work in groups to come up with company names then create their own invoices and bills is a great way to stimulate discussion about profits, cost comparisons, and why the cheapest rarely represents the best value for money.



**Session:**                      **Date:**

**Week no:**                      **Duration:**

**Curriculum Reference:**

**Course/Class:**

**Subject/Topic:**

**Tutor:**

**Resources**

The resources needed for this session consist of: a computer, guroo worksheets, a whiteboard, headphones, student essential equipment (pens, pencils etc).

**Aims and objectives**

- design an invoice
- create a spreadsheet
- find a total using the spreadsheet created

**Flash Activity Links:**

**Learning Outcomes - by the end of the session the student will be able to:**

**Functional ICT Level 2**

- Use ICT 2.1 - use ICT to effectively plan work
- Develop & present 1.3 - enter, develop and format text to maximise clarity
- Develop & present 1.6 - enter, develop, organise numerical information so it is fit for purpose
- Develop & present 1.7 - format numerical information appropriately
- Develop & present 3.1 - work accurately and proof read using appropriate software
- Develop & present 3.2 - produce information using accepted layouts and conventions

**Functional Maths Level 1**

- Solve problems requiring calculations using money
- Understand outcomes, check calculations and explain results
- Add and subtract decimals up to two decimal places

**Additional information**

The students in the class working on Not A Penny More should be working towards Level 2 ICT. Students should be encouraged to access the guroo materials outside of class.

**Differentiation**

All students should listen to the podcast and take part in a discussion about the four test questions. The worksheets have three tasks; some students will complete them all.

## ICT Level 2 Not A Penny More Lesson Plan v2

Topic	Teacher Activity	Student Activity	Materials Required	How learning is checked
Introduction	Register, introduce the guroo materials and explain lesson intentions	Listening		
Listen and learn	Introduce the podcast, answer any questions from the students	Listen to the podcast	Computer, whiteboard, podcast	
Listen and discuss	Run through the four questions in "What Do You Know - Functional Skills"	Discuss answers and reasoning	Computer, whiteboard	
Worksheet Task 1 – design an invoice	Explanation of invoice task – basic reiteration of the information in the worksheet	Respond to questions orally. Students should work individually	Worksheet Task 1 from guroo materials and an appropriate software application	Successful completion of Task 1
Worksheet Task 2 – create an expenses spreadsheet	Talk about the task, discuss what is meant by the task and discuss possibilities	Students should work individually	Worksheet 2 Spreadsheet software	Successful completion of Task 2
Worksheet Task 3 – add details to the spreadsheet to find answer	Go over Task 3 – they are adding to their spreadsheet they have created	Students should work individually	Worksheet Task 3 from guroo materials Spreadsheet created in previous task	Successful completion of Task 3

### Extension Work

Students who progress more rapidly through the tasks have the option of:

- checking their own progress, using the reports
- money features strongly in the Maths Level 1 challenge 'Price is Right'. The Maths Level 2 challenge 'Gardeners World' use wages as a central theme.
- trying different online resources, such as: [www.bbc.co.uk/skillswise](http://www.bbc.co.uk/skillswise)



Session:                      Date:

Week no:                      Duration:

Curriculum Reference:

Course/Class:

Subject/Topic:

Tutor:

**Resources**

The resources needed for this session consist of: a computer per student, guroo worksheets, a whiteboard, headphones, student essential equipment (pens, pencils etc).

**Aims and objectives**

- design an invoice
- create a spreadsheet
- find a total using the spreadsheet created.

**Flash Activity Links:**

**Learning Outcomes - by the end of the session the student will be able to:**

**Functional ICT Level 2**

- Use ICT 2.1 - use ICT to effectively plan work
- Develop & present 1.3 - enter, develop and format text to maximise clarity
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**Functional Maths Level 1**

- Solve problems requiring calculations using money
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**Additional information**

The students in the class working on Not A Penny More should be working towards Level 2 ICT. Students should be encouraged to access the guroo materials outside of class.

**Differentiation**

All students should listen to the podcast. The worksheets have three tasks; some students will complete them all. As students have a computer each in this lesson, they should work individually for all of the tasks. They can use the podcasts as many times as they wish.

## ICT Level 2 Not A Penny More Lesson Plan v2

Topic	Teacher Activity	Student Activity	Materials Required	How learning is checked
Introduction	Register, introduce the guroo materials and explain lesson intentions	Listening		
Listen and learn	Introduce the podcast, answer any questions from the students	Listen to the podcast	Computer, whiteboard, podcast	
What do you Know - Functional Skills	Introduce the "What do you Know" section to complete	Complete the four questions from the "What do you Know" section	Computer	Successful completion of four questions – print out certificate
Worksheet Task 1 – design an invoice	Explanation of invoice task – basic reiteration of the information in the worksheet	Respond to questions orally. Students should work individually	Worksheet Task 1 from guroo materials and an appropriate software application	Successful completion of Task 1
Worksheet Task 2 – create a expenses spreadsheet.	Talk about the task, discuss what is meant by the task and discuss possibilities	Students should work individually	Worksheet 2 Spreadsheet software	Successful completion of Task 2
Worksheet Task 3 - add details to the spreadsheet to find answer.	Go over Task 3 – they are adding to their spreadsheet they have created	Students should work individually	Worksheet Task 3 from guroo materials spreadsheet created in previous task	Successful completion of Task 3

### Extension Work

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