SUPPORTING YOUR CHILD TO ACHIEVE IN ADMIN AND IT (N5)

A note from the Faculty Head:

Following your child's recent tracking report, their teacher has identified them as currently being off track for achieving a National 5 qualification this year.

In this flyer, I wanted to highlight some of the resources that your child has been working on in class that could support them at home to develop their knowledge and understanding at National 5 level. In addition to the resources outlined below, they have also been given a condensed 'Study Pack' to help them focus on the areas that they need to develop.

It is my hope that by engaging with these resources, your child will become 'on track'.

Mr. Thompson

Hints and Tips

Admin and IT involves some theory elements, as well as practical skills. It is crucial that pupils revise both.

There is sometimes a misconception that pupils cannot study Admin and IT at home, however we have created a wide variety of revision materials for both theory and practical elements. These are available on teams. Pupils are best to revise these using a computer or tablet. If they do not have access to this at home then they can use the computers in the ICT department at any time (before school, after school, interval or lunch).

Resources to support:

Logbooks	Your child has their own individual achievement logbook. They can self assess their progress against the key criteria for each unit. This allows them to have a targeted and structured approach to revision. An electronic version is available on Teams. The logbook is separated into theory and practical units and highlights which practical units are assessed in the assignment and which are part of the exam. Theory can be assessed across both the assignment and exam.
Supported Study	Information on Supported Study will be shared with pupils over the coming days.
PowerPoints (Theory)	PowerPoint presentations for every theory unit are on Teams. This is a great resource to find more detailed notes, or to catch up on areas missed due to absence. There is also a PowerPoint on Command Words.
Revision Videos (Practical)	Pupils have access to revision videos on how to complete some of the practical elements of the course. These are available on Teams and are a great resource for revisiting some previously taught content, or catching up on topics/units missed due to absence.
Homework (Theory)	Your child receives regular and meaningful homework from their teacher for the theory elements of the course. It is really important that they complete this, as homework is the best way to get feedback on exam style questions at National 5 level. Homework is posted on Satchel One.
Past Paper Questions (Theory and Practical)	There is a vast number of Past Paper questions available on Teams. These are organised into topics and units so that your child can complete focused and structured revision.
Revision Notebook (Theory)	Pupils have access to a revision notebook for every theory unit on Teams. In this they will find condensed revision notes that can help them revisit previously taught content when completing past paper questions.

Stay in touch :

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Guide for studying

Admin and IT

Logbooks
1. Use your logbook to identify Red/Amber areas for each unit and topic.

Study Plan
2. Plan to revise these areas, tackle one unit at a time.
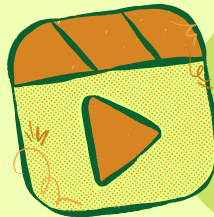
Past Paper Questions (theory and practical)
3. Attempt the Past Paper questions for the unit you are working on (focusing on the topics identified from your logbook).

Revision Notebook (theory) and Revision Videos (practical)
4. Does a read over the notes in the revision notebook, or watching the revision videos help you to answer the question?

PowerPoints (theory)
5. If not, then use the PowerPoints for more detailed notes.

Still not sure?
6. Ask your teacher for help – in class, on Teams or on Satchel One.

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