

Task completion schedule – Work Schedule

Attempt to complete tasks required for Level 5 by the week number of the block as stated

Tutorial Number	Tutorial Name	Task Required for Completion	When required? (week number)
1	What is Data	1	1
2	Where is data stored	2	1
3	Personal Data	3	2
4	Sharing Your Data	4	2
5	Legal and Ethical	5	2
6	Freedom of Information Act	6	2
7	GDPR	7	3
8	Consent and Responsibilities	8	3
9 & 10	Ethical Dilemmas	9	4
Practical assignment in preparation of assessment			4 and 5
16 & 17	Risk Management and Cyber Hygiene	10	6
18	Keeping Data Secure	11	6
Practical assessment			6
19	Encryption	12	7
20	Causes and Effects	13	7
21	Common Security Breaches	14	7
22	Effects on the Individual	15	8
23	Effects on organisations	16	8
24	Simple Solutions	17	8
Pre-assessment for theory to be completed prior to lesson			9
Theory assessment (SOLAR)			10
Weeks 11 and 12 of the block – revision, remediation and resits			