IRVINE ROYAL ACADEMY
Ambition • Respect • Responsibility

Over view of work January to April 2021

S5/6 Admin and IT

January	February	March	April
Communication in Admin: Use of ediary, email and internet research Begin London Trip task combining all skills from CIA unit. Security of People Property and Information Theory	Continue CIA London task practical work. Theory – Legislation	Complete CIA London task practical work. Higher Theory – Working practices N5 Theory – Corporate Image	Higher Theory – Meetings N5 Theory – Using ICT