

Sample Scheme of Work

1	T		Induction	Paperwork completion	Paperwork completion	Necessary paperwork pens	F
	W		Self awareness Needs analysis (needs of learners and employers in order to match placements)	To have the opportunity to share something about themselves with the rest of the group.	Design a shield – divided in four sections: childhood memory, the room you most liked in your house when you were a child, a story from your childhood, one thing about yourself.	Paper, pens	F
	F	AM	Introduction to Functional Skills and Initial Assessment	Understand what they will be doing over the course of the 18 weeks Understand what is expected of them during sessions Complete initial assessments	Whole group discussion Individual assessment tasks	Flip chart Pens Computers Paper	F
		PM	ILPs	Identify, in conjunction with tutor, ability level and key areas for development	Complete an individual Learning Plan on a one-to-one basis with tutor	ILP forms pens	F
2	T		Plan of life	Identify create a plan of life – a ‘lifeline’ – mapping out how they came to be where they are and encouraging them to think about where they want to be – discuss setting short and long-term targets and thinking about what they aim to achieve by the	Group work Individual work	Pens Paper Flip chart	F

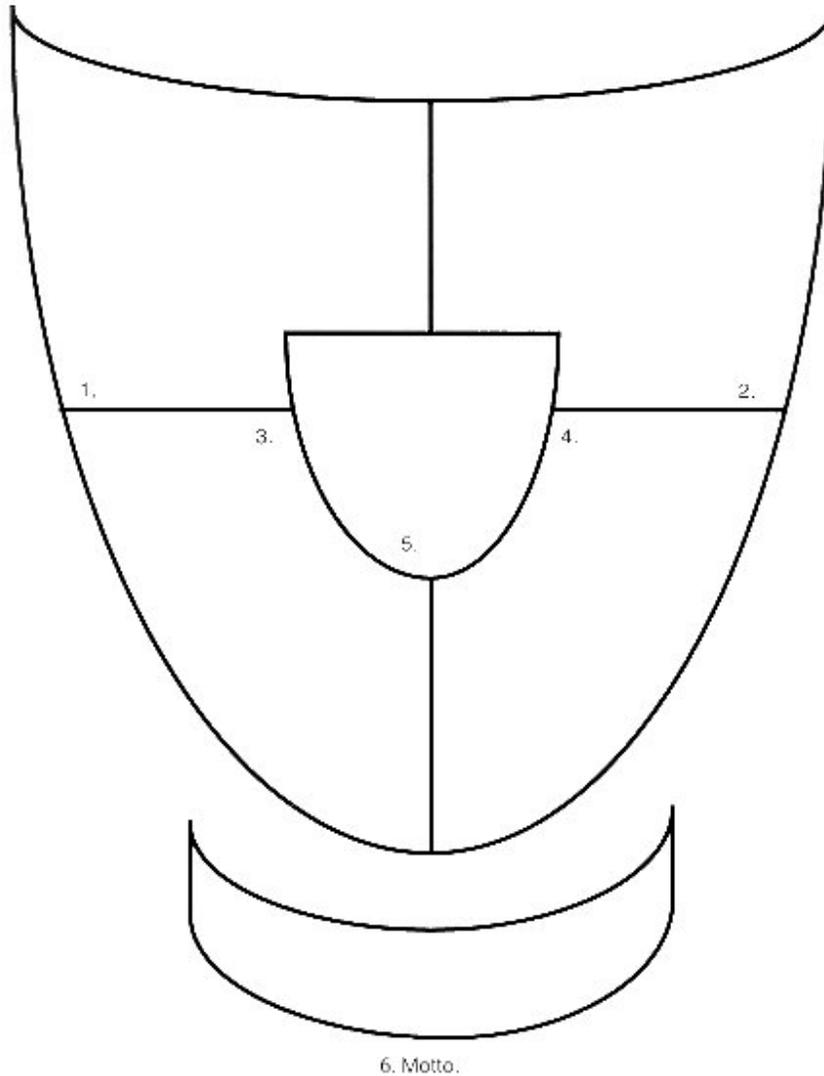
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				end of the programme.			
	W		Focus on the positive	Medals and missions use the things they have identified as being able to do well and create from this a list of some areas on which they feel they need to improve	Class discussion Individual work	Pens paper	F
	F	AM	Introduction to reading	An overview of what is involved in the reading element of Functional Skills English Discuss main themes and ideas in a short text Identify use of capital letters	Whole group discussion Individual tasks	PowerPoint Flip chart Pens Paper	F
		PM	Introduction to writing	An overview of what is involved in the writing element of Functional Skills English Write an informal email Know when to use capital letters and how to end a sentence	Whole group discussion Individual tasks	PowerPoint Flip chart Pens Paper	F
3	T		Wages, working hours and benefits	Looking at typical wages, benefits and working hours and how this affects choices.	Use MSE website in pairs	Pair work	F
	W		Planning and budgeting	How to manage a household/personal budget effectively.	Pair work	Examples of bank statements, bills, internet banking, computers	F

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	F	AM	Types of text	Identify different types of texts eg. Letter, leaflet, report Identify audience Identify common layout and language features	Class discussion Sorting activities	Examples of different types of texts Paper Pens	F
		PM	Purpose of text	Identify purpose of text: to instruct, to inform, to persuade, to describe Identify the main point of a text	Class discussion Highlighting Summarising	PowerPoint Types of text	F
4	T		Written Communication	Understand the importance of written communication	Identify different types of written communication and formal/informal language	Written communication examples Pens Paper	F
	W		Employability	<p>This session is left open for learners to access additional help with needs which have been identified throughout the course of the programme. This may involve: Discussing voluntary placement arrangements and work experience, liaising with employers, guest employers attending.</p> <p>This session may also involve discussions about feedback from voluntary/work experience placements.</p>			F
	F	AM	Skimming, scanning and reading for detail	Understand and demonstrate skimming, scanning and reading for detail	Class discussion Individual work	Examples of texts Pens Papers	F
		PM	Practice reading techniques	Demonstrate comprehension and analysis of various texts	Comprehension activities	Comprehension papers Pens Papers	F

Personal Shield



Tell us about yourself by designing a shield all about you:

In each section, write a few words/draw something to represent:

1. A childhood memory
2. The room you most like in your house
3. A story from your childhood
4. An interesting fact about yourself
5. Your ideal job or career
6. A motto that you feel sums you up