

Scheme of Work



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Course title: Employability	Accreditation opportunities (Including Functional Skills) N/A
Course code:	
Tutor: Jonothan Hope	Length, start and end date: 5 weeks
Course aim(s): <ol style="list-style-type: none">1. Improve basic ICT skills required for obtaining a job2. Track training and career to date and set goals3. Identify transferable skills, abilities and experience4. Write an effective C.V.5. Complete a job application form correctly6. Prepare for and perform well in an interview	
Progression opportunities: Family Finance – natural progression or Maths / English L1/2 as a target / requirement for more training to meet employment goals.	

No	Differentiated learning outcomes							What have you planned for Initial Assessment and does it include functional skills?
	Basic	>	>	>	>	>	Advanced	
	Outcome A		Outcome B		Outcome C			
1	Open documents and write text into a Word document.		Copy and paste text using at least one method.		Copy and paste using 2 methods and format text using Word.			Career self -assessment
	Record training and career to date set at least one goal		Track training and career, set at least one goal and ID 2 skills / abilities		Track T&C, set at least one goal and ID transferable skill, abilities and experience			
2	Identify at least one feature of a C.V.		Identify at least 2 features of a C.V. and write a personal statement		Identify most of the features of a C.V., write a personal statement and input education and training into C.V.			
3	Complete training, education and employment section of job application		Plan application statement using the JD and Person Spec.		Plan and write application statement using JD and PS.			What were the results of your Initial Assessment? How will you apply this to meet the needs of specific learners?
4	Create an interview action plan		Create action plan and write at least 3 questions and answers likely to come up in interview.		Create action plan, write 5 questions and answers and questions for the employer.			
5	Recall at least one way to create a good impression in an interview.		Give examples of times when you have used a skill when questioned.		Demonstrate a variety of good presentation skills and give examples when questioned in an interview scenario.			

Date	Learning outcomes number	Assessment / learning checks	Notes - including teaching methods / learner activities and resources, opportunities for functional Skills development
	1	Group discussion Tutor led Learner feedback – ideas written on FC. Written, initial assessment Feedback, discussion and tutor observation Learners evaluate session	Introduction and Welcome Housekeeping Group Agreement Paperwork Navigating Windows MS Word Email – setting up or getting to grips with Copying, moving and saving files Internet usage
	2	Group discussion Written, initial assessment Discussion & group work Tutor to circulate and support, written work Written work & discussion Learner feedback Summary of learning Learners evaluate session	Introduction and Welcome Paperwork Career aspirations Identifying personal attributes Identifying skills and abilities Education, training and experience Job search Training requirements Homework Learning diaries
	3	Tutor led teaching Group discussion Discussion, CV created online Verbal feedback Written work Summary of learning. Learners evaluate session.	Recap Homework share Features of a CV CV Builder website Personal Statement CV features advanced Homework Learning diaries

Good practice checklist

Have you planned:

- Assessment/checking with learners of Functional Skills English, Maths, IT as appropriate
- Differentiation
- Embedded FS learning opportunities?
- Methods/format for regular recording progress and achievement with learners?
- Timely reviews and recording of learning and progress
- Embedded equality and diversity?
- Enhancement of learning by using digital technologies?
- Attention to health and safety?
- Ensuring learners feel safe and able to raise issues and concerns?
- Timely and sufficient opportunities to raise aspiration and reflect on progression opportunities?

4	<p>Tutor led Group discussion Verbal feedback and circulate and support Feedback / written work Written work</p>	<p>Recap Homework share – personal statements Gathering info to complete an application form Completing the fixed information Referees Using the JD & Person Spec Planning statement Homework Learning diaries</p>
5	<p>Tutor led discussion Verbal feedback Tutor observation and Group discussion Small group then whole Summary of learning. Learners evaluate session. LDs completed.</p>	<p>Recap Identifying things to prepare for Preparing for an interview Telephone questions Practice questions Creating a good impression Questions for the employer Homework Learning diaries</p>
6	<p>Tutor led discussion & feedback Discussion & feedback Written work completed and fed back. Observation and support - circulate Observations during group work then tutor assessment Summary of learning. Learners evaluate session. LDs completed.</p>	<p>Recap Body language Answering questions Practice interview questions Presentation skills Learning diaries and evaluations</p>

How will you know the course aims and LOs have been achieved?

Tutor reflection / Notes for future delivery