 **SCHEME OF WORK 2016-17 (Term 1)**

Big Tutorial

Skills Competitions

Enterprise

Equality & Diversity

English and Maths

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| **Programme Name** |  | **Course Code:** |  | | **Level** | | Entry Level 3, Level 1 & Level 2 | | | |
| **Unit/Module** | **Tutorial** | **Start date** | **5 September 2016** | | **End date** | | 16 December 2016 | | | |
| **Progress Coach** |  | **No of weeks** | **14** | | **Hours per week** | | 1 | | | |
| **Course Aims (or unit outcomes):** | * Self-assess T Shaped Skills and job readiness * Set actions for achieving own goals and achievements * Understand what is required for 1:1 reviews * Understand where to get support * Understand more about safety eg internet, safeguarding * What are British Values | | | | | | | | | |
| **Week No/date** | **Topic/ Content** | | | **Progress Coach Activity** | | **Reviews** | | **College Themes & Events**  **(could be developed in TLA delivery this week)** | |
| **1.**  5th Sept 2016 | Induction:  Role of Progress Coach  Reporting absence  Purpose and importance of group tutorials/1:1 reviews  App BDCPlus | | | Go through Tutorial Essentials Induction checklist | |  | | **Induction Week** | |
| **2.**  12th Sept 2016 | Intro to eTracker (My Profile)  Student disciplinary  Student code of conduct  Group contract | | | Go through Tutorial Essentials Induction checklist  Induction for any late starters | |  | |  | |
| **3.**  19th Sept 2016 | Personal goals  Short/long term goals | | | Go through Tutorial Essentials Induction checklist  Induction for any late starters | |  | | **Jeans for Genes Day** | |
| **4.**  26th Sept 2016 | Early at Risk process  Right choice  Enrichment (T Shaped Skills Development)  Employability Passport  BDC Job Shop | | | **Transfer week – ensure any transfers are discussed with team and CTL.**  Go through Tutorial Essentials Induction checklist  Induction for any late starters | |  | | **Principal Welcome Eve**  **Rush Green only 28/9/16**  **TSA only 6/10/16**  **International Day of Peace** | |
| **5.**  03rd Oct 2016 | Target setting  Getting started  Preparing for 1:1 reviews | | | Go through Tutorial Essentials Induction checklist  Induction for any late starters  1:1 Focus:  Initial assessment incl prior achievements and diagnostic  Support needs  Personal qualities  Achievements and successes  Strengths and weaknesses  Action plan & set agreed targets  Careers Coach handout | | **Subject Review Week** | | **Market Maker (business idea generation)** | |
| **6.**  10th Oct 2016 | **Subject Review: Getting Started/Settling In**  Induction Lockdown:  Careers Coach/Emsi – Exercise on checking more about careers in their curriculum  see Tutorial list for step-by-step guide | | | 1:1 Focus:  Initial assessment incl prior achievements and diagnostic, support needs, personal qualities, achievements and successes,  strengths and weaknesses, action plan & set agreed targets  National Careers Service handout | | **Subject Review Week** | | **Black History Month**  **World Mental Health Day**  **10th October** | |
| **7.**  17th Oct 2016 | **Subject Review Week: Getting Started/Settling in**  Look at National Careers Service to see skills required for careers in vocational choice for ‘T’ Shaped Skills and update  Details on Careers Coach/Emsi Guide | | | 1:1 Focus:  Initial assessment incl prior achievements and diagnostic, support needs, personal qualities, achievements and successes,  strengths and weaknesses, action plan & set agreed targets | | **Subject Review Week** | |  | |
| **Half Term 24th Oct 2016** | | | | | | | | | |
| **8.**  31st Oct 2016 | **Progress Review Week: Getting Started/Settling in**  Safeguarding/Prevent & British Values  For resources see Tutorial list | | | 1:1 Focus:  Learners who have not returned from half term  Initial assessment incl prior achievements and diagnostic, support needs, personal qualities, achievements and successes,  strengths and weaknesses, action plan & set agreed targets | | **Progress Review Week** | | |  | |

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| **9.**  07th Nov 2016 | Safeguarding/Prevent & British Values  For resources see Tutorial list | Review & target setting |  | **Possible HE Fair**  **10/11/16 - tbc**  **Armistice Day** |
| **10.**  14th Nov 2016 | Safeguarding/Prevent & British Values  For resources see Tutorial list | Review & target setting |  | * **(TSA Only) Parent/**   **Carers Eve 15/8/16**   * **(Rush Green only) Parents/Carers Eve Weds 16/11/16**   **The Skills Show 2016**  **17 – 19 November at NEC, Birmingham**  **Anti-Bullying Week**  **Global Enterprise week** |
| **11.**  21st Nov 2016 | **BIG TUTORIAL: SAFE COLLEGE WEEK** – Various activities will be advertised around college and in the Daily Bulletin – details to follow of activities and booking students in.  BDC online has You Tube clips on: cyberbullying and sexting, homophobic, physical, racial, text/email bullying and unintended and verbal bullying. | | **Subject Review Week** | **Big Tutorial: Safe College Week (Inc. IT safety)** |
| **12.**  28th Nov 2016 | Safeguarding/Prevent & British Values  For resources see Tutorial list | 1:1 Focus:  Review of previous action plan and update. Self -assessment T Shaped Skills update progress towards Employability Passport  Review of achievements and successes including subject reviews  Review of support needs  Review of study programme based on intended destination, career goals, achievements and progress | **Subject Review Week** | **World Aids Day** |
| **13.**  05th Dec 2016 | Safeguarding/Prevent & British Values  For resources see Tutorial list | 1:1 Focus:  Review of previous action plan and update. Self-assessment T Shaped Skills update progress towards Employability Passport  Review of achievements and successes including subject reviews  Review of support needs  Review of study programme based on intended destination, career goals, achievements and progress | **Subject Review Week** | **International Human Rights Day**  **Skills London 2016**  **09 & 10 December at ExCeL** |
| **14.**  12th Dec 2016 | Safeguarding/Prevent & British Values  For resources see Tutorial list | 1:1 Focus:  Review of previous action plan and update. Self-assessment T Shaped Skills update progress towards Employability Passport  Review of achievements and successes including subject reviews  Review of support needs  Review of study programme based on intended destination, career goals, achievements and progress | **Progress Review Week** |  |
| **Christmas and New Year Holiday - 2 weeks commencing Monday 19th December 2016** | | | | |

**SCHEME OF WORK 2016-17 (Terms 2 and 3) – Revised at 30/3/2017**

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| **Programme Name** |  | **Course**  **Code:** |  | **Levels** | **Entry & L1 groups** |
| **Unit/Module** | **TUTORIAL** | **Start**  **Date:** | **4 January 2017** | **End date** | **End June 2017** |
| **Progress Coach** |  | **No. of weeks** | **13** | **Hours per week** | **1** |
| **You must keep to the scheduled Subject and Progress Review Weeks**  Subject Review: 23 January 2017  Progress Review: 30 January 2017 & 6 February 2017  Subject Review: 20 March 2017  Progress Review: 27 March 2017 & 3 April 2017 | | | | | |

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| **Week No/**  **Date** | **Topic/Content** | **Progress Coach activity** | **Assessment of student learning** | **Relevant Information** |
| 16  4Jan | **Follow up learners back from holidays**  Re-induction activities | Follow up returners from holiday  1:1 Review and target setting  (at Risk Learners) red/amber  Support induction activities | Use eTracker  Complete induction activities |  |
| 17  9 Jan | Safeguarding Activity: ‘Online Grooming’ | 1:1 Review and target setting  (at Risk learners) red/amber | Activity/DVD/discussion |  |
| 18  16 Jan | Safeguarding Activity: ‘Is it Rape’? | 1:1 Focus ‘At Risk’ learners | Activity/DVD/discussion |  |

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| 19  23 Jan | Motivation | |  | Activity | **Subject Review Week** |
| 20  30 Jan | **Progress Review Week:**  See tutorial list to choose topic relevant to group | | 1:1 Reviews/set targets |  | **Progress Review Week**  Lesbian, Gay, Bisexual and Transgender history month |
| 21  6 Feb | | **Progress Review Week:**  See tutorial list to choose topic relevant to group | **Progress Review**  1:1 Reviews/ set targets Attendance data  Complete e-tracker  T Shaped Skills self-assessment update,  Review of achievements and successes including subject review  Monitor e-learning |  | **Progress Review Week** |
| 13 Feb | | **HALF TERM** | | | |
| 22  20 Feb | | College surveys | 1:1 Review / set targets  Attendance data | Completion of surveys | **Parents’/Carers’ Reports to be sent out** College surveys  L2 Progress Coaches – Start Employability Passport – See Tutorial SOW L3 |
| 23  27 Feb | | See tutorial list to choose topic relevant to group  Ensure all students have completed the College Surveys | 1:1 Reviews / set targets  Attendance data | Completion of e-learning tasks/quiz | Rush Green Parents’/  Carers’ Evening 2/3/17 |

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| 24  6 Mar | Preparation for Work Week & Inspiration Day -  Various activities will be available:  Apprenticeships, Films, Employers coming into college – programme will be sent out | 1:1 Reviews / set targets | Completion of e-Learning tasks/quiz | National Careers/National Apprenticeship Week |
| 25  13 Mar | See tutorial list to choose topic relevant to group | 1:1 Reviews / set targets |  |  |
| 26  20 Mar | British Values: Individual Liberty | 1:1 Reviews / set targets | Completion of e-Learning tasks | **Subject Review Week**  SA Parents/Carers’ Eve 22/3/17 |
| 27  27 Mar | **HEALTHY COLLEGE WEEK – Activities to be booked in – tba** | **Progress Review: Making Plans** | Completion of e-Learning tasks | **Progress Review Week Making Plans** |
| 28  3 April | British Values: Mutual Respect & Tolerance | **Progress Review Week** | Completion of e-Learning task | **Progress Review Week** |
| **10/4**  **17/4 EASTER HOLIDAYS** | | | | |

**CHEME OF WORK 2016-17 (Term 3) – Revised at 30 March 2017**

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| **Programme Name** |  | **Course**  **Code:** |  | **Levels** | **Entry, L1 & L2 groups** |
| **Unit/Module** | **TUTORIAL** | **Start**  **Date:** | **24 April 2017** | **End date** | **30 June 2017** |
| **Progress Coach** |  | **No. of weeks** |  | **Hours per week** | **1** |
| ***You must keep to the scheduled Subject and Progress Review Weeks (4 weeks each time)***  Subject Review: 8 May 2017  Progress Review: 15 May 2017 & 22 May 2017 | | | | | |

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| **Week No/**  **Date** | **Topic/Content** | **Progress Coach activity** | **Assessment of student learning** | **Relevant Information** |
| 29  24 Apr | British Values: Democracy | 1:1 review: Amber/red  Follow up non returners | Complete of e-Learning task |  |
| 30  1 May | British Values: Rule of Law | Review of career goals/  destinations and achievements/  successes of subject review  Support e-learning | Complete of e-  Learning task |  |
| 31  8 May | Money Management | 1:1 Reviews/set targets  Attendance data | Complete e-tutorial | **Subject Review Week** |
| 32  15 May | **Progress Review Week**  Progression:  Planning on progression (what will the students need to know before they decide what they are doing in September 2017)All progression forms to be completed. Any referrals made where relevant | **Progress Review: Moving On** |  | **Progress Review Week** |
| 33  22 May | Catch up week  Students who have not completed progression forms  Preparing for final review | **Progress Review Week**  1:1 Reviews/set targets  Attendance data |  | **Progress Review Week** |
| 29 May | **HALF TERM** | | | |
| 34  29 May | Preparing for progression/Catch up | Follow up of non returners |  |  |
| 35  5 June | Preparing for progression/Catch up |  | 1:1 Review: Achievements/At Risk |  |
| 36  12 June | Preparing for progression/Catch up |  | 1:1 Review: Achievements/At Risk |  |
| 35  19 June | Celebrating Achievement | | | |
| 36  26 June | Celebrating Achievement | | | |