 **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
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| **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 CoachReporting absencePurpose and importance of group tutorials/1:1 reviewsApp BDCPlus | Go through Tutorial Essentials Induction checklist |  | **Induction Week** |
| **2.**12th Sept 2016 | Intro to eTracker (My Profile)Student disciplinaryStudent code of conductGroup contract | Go through Tutorial Essentials Induction checklistInduction for any late starters |  |  |
| **3.**19th Sept 2016 | Personal goalsShort/long term goals | Go through Tutorial Essentials Induction checklistInduction for any late starters |  | **Jeans for Genes Day** |
| **4.**26th Sept 2016 | Early at Risk processRight choice Enrichment (T Shaped Skills Development)Employability PassportBDC Job Shop | **Transfer week – ensure any transfers are discussed with team and CTL.**Go through Tutorial Essentials Induction checklistInduction 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 startedPreparing for 1:1 reviews | Go through Tutorial Essentials Induction checklistInduction for any late starters1:1 Focus:Initial assessment incl prior achievements and diagnosticSupport needsPersonal qualitiesAchievements and successesStrengths and weaknessesAction plan & set agreed targetsCareers 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 curriculumsee 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 targetsNational 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 updateDetails 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 ValuesFor resources see Tutorial list | 1:1 Focus:Learners who have not returned from half termInitial 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 ValuesFor resources see Tutorial list | 1:1 Focus:Review of previous action plan and update. Self -assessment T Shaped Skills update progress towards Employability PassportReview of achievements and successes including subject reviewsReview of support needsReview 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 ValuesFor resources see Tutorial list | 1:1 Focus:Review of previous action plan and update. Self-assessment T Shaped Skills update progress towards Employability PassportReview of achievements and successes including subject reviewsReview of support needsReview 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 ValuesFor resources see Tutorial list | 1:1 Focus:Review of previous action plan and update. Self-assessment T Shaped Skills update progress towards Employability PassportReview of achievements and successes including subject reviewsReview of support needsReview 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 2017Progress Review: 30 January 2017 & 6 February 2017Subject Review: 20 March 2017Progress 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** |
| 164Jan | **Follow up learners back from holidays**Re-induction activities | Follow up returners from holiday1:1 Review and target setting(at Risk Learners) red/amberSupport induction activities | Use eTrackerComplete induction activities |  |
| 179 Jan | Safeguarding Activity: ‘Online Grooming’ | 1:1 Review and target setting(at Risk learners) red/amber | Activity/DVD/discussion |  |
| 1816 Jan | Safeguarding Activity: ‘Is it Rape’? | 1:1 Focus ‘At Risk’ learners | Activity/DVD/discussion |  |

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| 1923 Jan | Motivation |  | Activity | **Subject Review Week** |
| 2030 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 |
| 216 Feb | **Progress Review Week:**See tutorial list to choose topic relevant to group | **Progress Review**1:1 Reviews/ set targets Attendance dataComplete e-trackerT Shaped Skills self-assessment update, Review of achievements and successes including subject reviewMonitor e-learning |  | **Progress Review Week** |
| 13 Feb | **HALF TERM** |
| 2220 Feb | College surveys | 1:1 Review / set targetsAttendance data | Completion of surveys | **Parents’/Carers’ Reports to be sent out** College surveysL2 Progress Coaches – Start Employability Passport – See Tutorial SOW L3  |
| 2327 Feb | See tutorial list to choose topic relevant to groupEnsure all students have completed the College Surveys | 1:1 Reviews / set targetsAttendance data | Completion of e-learning tasks/quiz | Rush Green Parents’/Carers’ Evening 2/3/17 |

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| 246 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 |
| 2513 Mar | See tutorial list to choose topic relevant to group | 1:1 Reviews / set targets |  |  |
| 2620 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 |
| 2727 Mar | **HEALTHY COLLEGE WEEK – Activities to be booked in – tba**  | **Progress Review: Making Plans**  | Completion of e-Learning tasks | **Progress Review Week Making Plans**  |
| 283 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 2017Progress 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** |
| 2924 Apr | British Values: Democracy | 1:1 review: Amber/redFollow up non returners | Complete of e-Learning task |  |
| 301 May | British Values: Rule of Law | Review of career goals/destinations and achievements/successes of subject reviewSupport e-learning  | Complete of e-Learning task |  |
| 318 May | Money Management | 1:1 Reviews/set targetsAttendance data | Complete e-tutorial | **Subject Review Week** |
| 3215 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** |
| 3322 May | Catch up week Students who have not completed progression formsPreparing for final review | **Progress Review Week**1:1 Reviews/set targetsAttendance data |  | **Progress Review Week** |
| 29 May | **HALF TERM** |
| 3429 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 |  |
| 3612 June | Preparing for progression/Catch up |  | 1:1 Review: Achievements/At Risk |  |
| 3519 June | Celebrating Achievement |
| 3626 June | Celebrating Achievement |