 **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** | | Level 3, Year 2 only | | | |
| **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 * Know progression routes after Level 3 – Higher Education/Apprenticeships/Employment * Know how to search and apply for UCAS/Apprenticeships/Employment * Understand how to write a Personal Statement (where required) | | | | | | | | | |
| **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  Look at Careers Coach | | | 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:  Look at National Careers Service to see skills required for careers in vocational choice for ‘T’ Shaped Skills and update | | | 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**   * Understand progression routes after L3 – HE/Apprenticeships/Employment * Introduction to UCAS/Apprenticeships website | | | 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  e-tutorial | | **Subject Review Week** | |  | |
| **Half Term 24th Oct 2016** | | | | | | | | | |
| **8.**  31st Oct 2016 | **Progress Review Week: Getting Started/Settling in**   * Register for UCAS * How to search for Universities & courses | | | 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  e-tutorial | | **Progress Review Week** | | |  | |

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| **9.**  07th Nov 2016 | * What Universities are looking for in a Personal Statement   Student Finance UK giving talks on Loans for HE and how to apply on 10/11/16  (Possible Higher Education Fair for students to attend (Thurs 10/11/16). To be confirmed  (Look out for Personal Statement Workshops being held by Careers) | Review & target setting  e-tutorial |  | **Possible HE Fair**  **10/11/16 - tbc**  **Armistice Day** |
| **10.**  14th Nov 2016 | * Preparing for University: * Writing a Personal Statement * Looking for Courses/Universities | Review & target setting  e-tutorial |  | * **(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 | * Preparing for University: * Writing a Personal Statement * Looking for Courses/Universities | 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 | * Preparing for University: * Writing a Personal Statement * Looking for Courses/Universities | 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 | * Preparing for University: * Writing a Personal Statement * Looking for Courses/Universities | 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** | | | | |

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| **Programme Name** |  | **Course**  **Code:** |  | **Levels** | **Level 3** |
| **Unit/Module** | **TUTORIAL** | **Start**  **Date:** | **4 January 2017** | **End date** | **30 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 207    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’  (Level 3 Year 2 – UCAS) | 1:1 Review and target setting  (at Risk learners) red/amber | Activity/DVD/discussion |  |
| 18  16 Jan | | Safeguarding Activity: ‘Is it Rape’?  Level 3 Year 2 – UCAS) | 1:1 Focus ‘At Risk’ learners | Activity/DVD/discussion |  |
| **Week No/**  **Date** | | **Topic/Content** | **Progress Coach activity** | **Assessment of student learning** | **Relevant Information** |
| 19  23 Jan | | Motivation | 1:1 Focus ‘At Risk’ learners | Activity | **Subject Review Week** |
| 20  30 Jan | | **Subject Review Week**  LGBT | **Progress Review Week** | Complete activity | **Progress Review Week**  Lesbian, Gay, Bisexual and Transgender history month |
| 21  6 Feb | International Women’s Day | | **Progress Review Week**  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**  Complete activity | **Progress Review Week**  International Women’s Day |
| 13 Feb | **HALF TERM** | | | | |
| 22  20 Feb | College surveys  Run a CV from e-Tracker (in preparation for using Reed Resources) | | 1:1 Review / set targets  Attendance data | Completion of surveys  Completion of own CV | **Parents’/Carers’ Reports to be sent out**  College surveys |

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| **Week No/**  **Date** | **Topic/Content** | **Progress Coach Activity** | | **Assessment of Student Learning** | **Relevant Information** |
| 23  27 Feb | Complete Bestest Formative Assessment  Ensure all students have completed the College Surveys | | 1:1 Reviews/set targets  Attendance data | Completion of Reed e-  Learning formative assessment | Rush Green Parents/  Carers’ Evening 2/3/17 |
| 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 | | | | National Careers & Apprenticeship Week |
| 25  13 Mar | Job Search & Interview Techniques | 1:1 Reviews / set targets  Attendance data | | Completion of Reed e-  Learning resources |  |
| 26  20 Mar | Workplace behaviours & motivation |  | | Completion of Reed e-  Learning resources | **Subject Review Week**  TSA Parents/Carers’ Eve 22/3/17  **If they have 90% attendance, good punctuality, and have completed all Reed resources they can get BRONZE PASSPORT** |
| 27  27 Mar | **HEALTHY COLLEGE WEEK – Activities to be booked in – Details of events will be advertised** | **Progress Review Week: Making Plans**  Discuss career goals/aspirations based on intended destination  Complete e-tracker  T Shaped Skills self-assessment update,  Review of achievements and successes including subject review  Monitor e-learning | |  | **Progress Review Week** |
| 28  3 April | Professionalism & Resilience | Progress Review Week | | Completion of Reed e-Learning resources | **Progress Review Week** |
| **10/4**  **17/4 EASTER HOLIDAYS** | | | | | |

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

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| **Programme Name** |  | **Course**  **Code:** |  | **Levels** | **L2 &**  **L3** |
| **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 | Organisation & Sociability | 1:1 Reviews / set targets  Attendance data  **Moving on:** Discuss career goals/aspirations based on intended destination  Complete e-tracker. T Shaped Skills self-assessment update,  Review of achievements and successes including subject review  Monitor e-learning | Completion of Reed e-  Learning resources |  |
| 30  1 May | Initiative | 1:1 Reviews / set targets  Attendance data | Completion of Reed  e-Learning resources |  |
| 31  8 May | Take Bestest Summative assessment | 1:1 Reviews/set targets  Attendance data | Completion of Reed Learning Summative assessment | **Subject Review Week** |
| 32  15 May | **Progress Review Week**  Update own CV  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 Week:** |  | **Progress Review Week**  If students have Bronze Passport and:   * 90% attendance and good punctuality * All coursework up-to-date on eTracker * Completed the Reed x 6 resources * Completed a CV and covering letter and rated as ‘Good) they can get SILVER PASSPORT |
| 33  22 May | Catch up week  Students who have not completed progression forms  Preparing for final review | **Progress Review Week** |  | **Progress Review Week** |
| 29 May | **HALF TERM** | | | |

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| **Week No/**  **Date** | **Topic/Content** | **Progress Coach Activity** | **Assessment of student learning** | **Relevant Information** |
| 34  29 May | Preparing for progression/Catch up/  Employability Passport | Follow up of non returners  Discuss career goals/aspirations based on intended destination  Complete e-tracker. T Shaped Skills self-assessment update,  Review of achievements and successes including subject review |  |  |
| 35  5 June | Preparing for progression/Catch up/  Employability Passport | Discuss career goals/aspirations based on intended destination  Complete e-tracker. T Shaped Skills self-assessment update,  Review of achievements and successes including subject review | 1:1 Review: Achievements/At Risk |  |
| 36  12 June | Preparing for progression/Catch up/  Employability Passport | Discuss career goals/aspirations based on intended destination  Complete e-tracker. T Shaped Skills self-assessment update,  Review of achievements and successes including subject review | 1:1 Review: Achievements/At Risk |  |
| 36  19 June | Celebrating Achievement | | | |
| 37  28 June | Celebrating Achievement | | | |