

# Scheme of Work 2020-2021

## Subject: Traineeship Employability Skills

Year Group: Year 12/13

Specification: NCFE – Level 2 Award in Employability Skills

September 2020 – May 2021

The following units will be taught:

- -Mindset (7 September 2020 to 23 October 2020)
- -Presenting Yourself (2 November 2020 to 12 February 2021)
- -Job Search Skills (22 February to 26 March 2021)
- -Job Application Skills (12 April 2021 – 29 May 2021)

Lesson No	Topic & Objectives	Big Question – What will students learn?	Key Activities & Specialist Terminology (Do Now Task / Starter/Tasks/Plenary)	Planned Assessment	Homework or flipped learning resources  DODDLE resources	Lit Num  SMSC Codes
12 <sup>th</sup> – 16 <sup>th</sup> April	Students should now have a rough indication of the project they would like to carry out.  This week students should focus on planning:	Week 1 Planning	<b>Tutor Activity:</b>  Teacher to read through article with students:  <a href="https://www.wales247.co.uk/young-people-roll-up-sleeves-for-aberaeron-beach-clean/">https://www.wales247.co.uk/young-people-roll-up-sleeves-for-aberaeron-beach-clean/</a>  <b>Tutor Activity:</b>			M2, C1, C3, Sp6

	<ul style="list-style-type: none"> <li>• The main aim of this project</li> <li>• Any objectives to support the main aim</li> <li>• Time management plan (what time do we need to leave Basildon?)</li> <li>• Are there any costs involved?</li> <li>• Schedule for the day?</li> <li>• Will students stay in one big group or split into smaller groups?</li> <li>• What equipment will students need? (litter picker/bin bags, gloves)</li> </ul>	<p>What are the benefits of volunteering?</p>	<p><a href="https://www.youtube.com/watch?v=jXcoPO76UyA">https://www.youtube.com/watch?v=jXcoPO76UyA</a></p> <p>“The incredible transformation of the world’s most polluted beach”</p>			
<p><b>19<sup>th</sup> – 23<sup>rd</sup></b> <b>April</b></p>	<p>This week students should continue planning:</p> <ul style="list-style-type: none"> <li>• The main aim of this project</li> <li>• Any objectives to support the main aim</li> <li>• Time management plan (what time do we need to leave Basildon?)</li> </ul>	<p><b>Week 2 Planning</b></p> <p>What is plastic pollution?</p>	<p><b>Key Words: Community, Volunteering, Environment, Plastic Pollution.</b></p> <p><b>Tutor Activity:</b></p> <p>What is the impact of pollution in the sea?</p> <p><a href="https://www.youtube.com/watch?v=cwTDvqaqPlM">https://www.youtube.com/watch?v=cwTDvqaqPlM</a></p>		<p>Students to further research 5 key facts into the effects of pollution on either the environment, humans or animals.</p> <p>Bring to lesson for class discussion.</p>	<p><b>M2, C1, C3, Sp6</b></p>

	<ul style="list-style-type: none"> <li>• Are there any costs involved?</li> <li>• Schedule for the day?</li> <li>• Will students stay in one big group or split into smaller groups?</li> </ul> <p>What equipment will students need? (litter picker/bin bags, gloves)</p>	Is it important to protect animals from pollution?			Facts can be kept for project boards later on in the term.	
<b>26<sup>th</sup>- 30<sup>th</sup> April</b>	<b>Project Week</b>					
<b>4<sup>th</sup> – 7<sup>th</sup> May</b>	<p>Students should either create a presentation or a mood board to showcase their volunteering project. Pictures should be included.</p> <p><b>Key questions:</b></p> <p>What was the purpose of doing this community project?</p> <p>Why do you feel it was important?</p> <p>Who did it help?</p> <p>Would you do it again?</p>	Presentation Preparation Week 1	<p><b>Key Words: Community, Volunteering, Presentation, Reflection.</b></p> <p><b>Student Activity:</b></p> <p>Student's to decide whether they want to create either a presentation with slides or a mood board with writing/pictures to present back to the class/teacher showing their findings and reflections.</p>	Presentation / Mood Board	Student's to bring in notes, pictures and ideas for the presentation/mood boards that they will be working on over the coming weeks.	<b>M2, C1, C3, Sp6</b>

	<p>What did you learn?</p> <p>Anything you feel you could improve for next time?</p> <p>Awards could be given for the best presentation / student who has shown the most development / commitment etc.</p>					
<p><b>10<sup>th</sup> – 14<sup>th</sup></b> <b>May</b></p>	<p>Students should either create a presentation or a mood board to showcase their volunteering project. Pictures should be included.</p> <p><b>Key questions:</b></p> <p>What was the purpose of doing this community project?</p> <p>Why do you feel it was important?</p> <p>Who did it help?</p> <p>Would you do it again?</p> <p>What did you learn?</p>	<p>Presentation Preparation Week 2</p>	<p><b>Key Words: Community, Volunteering, Presentation, Reflection.</b></p> <p><b>Student Activity:</b></p> <p>Student's should continue working on their presentation's / mood boards this week.</p>	<p>Presentation / Mood Board</p>		<p><b>M2, C1, C3, Sp6</b></p>

	Anything you feel you could improve for next time?					
<b>17<sup>th</sup> – 21<sup>st</sup> May</b>	<b>Presentation Week to class/tutor</b>					
<b>24<sup>th</sup> 29<sup>th</sup> May</b>	Students to write up a step by step guide for next year's students to show how they would recommend another young person to engage in a similar project and the steps they would need to take.	Reflection week 1	<p><b>Key Words: Community, Volunteering, Presentation, Reflection.</b></p> <p><b>Tutor Activity:</b></p> <p>Teacher to work with students discussing a step by step plan that shows the methods the class took to carry out a successful project.</p> <p><b>Student Activity:</b></p> <p>Students to implement classroom discussion into their own personal plans. Students to imagine they are writing this for a young person who has never engaged in a project before (the more information the better.)</p>	Instruction manual for successful volunteering		<b>M2, C1, C3, Sp6</b>
<p><b>Half Term</b></p> <p><b>31<sup>st</sup> May – 4<sup>th</sup> June</b></p>						

<p><b>7<sup>th</sup>-11<sup>th</sup></b> <b>June</b></p>	<p>Students to continue working on their step by step guides this week.</p> <p>These should then be printed and included into their project packs.</p>	<p>Reflection week 2</p>	<p><b>Key Words: Community, Volunteering, Presentation, Reflection.</b></p> <p><b>Student Activity:</b></p> <p>Students to finish writing guide before printing off and including in their project packs.</p>	<p>Instruction manual for successful volunteering</p>		<p><b>M2, C1, C3, Sp6</b></p>
<p><b>14<sup>th</sup>-18<sup>th</sup></b> <b>June</b></p>	<p>Students should spend the next 2 weeks updating their CV's and looking for future volunteering projects they could embark on.</p>	<p>Reflection week 3</p>	<p><b>Key Words: Community, Volunteering, CV, Reflection.</b></p>	<p>Completed CV</p>	<p>Students to research 3 more volunteer projects that they would like to carry out in the future</p>	<p><b>M2, C1, C3, Sp6</b></p>
<p><b>21<sup>st</sup>-25<sup>th</sup></b> <b>June</b></p>	<p>Students should spend the next 2 weeks updating their CV's and looking for future volunteering projects they could embark on.</p>	<p>Reflection week 4</p> <p>Do you think engaging in volunteering projects will help your employability skills/prospects. Why?</p>	<p><b>Key Words: Community, CV, Presentation, Reflection.</b></p> <p><b>Teacher Activity:</b></p> <p>Tutor to engage students in a classroom discussion surrounding the many other volunteering projects they could engage in.</p> <p>“The homeless shelter for young people by young people”.</p> <p><a href="https://www.youtube.com/watch?v=P0IGGwz4T-I">https://www.youtube.com/watch?v=P0IGGwz4T-I</a></p> <p><b>Youth Volunteerism:</b></p>	<p>Completed CV</p>		<p><b>M2, C1, C3, Sp6</b></p>

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