**For use on all regulated courses only**

**Scheme of Work - 2024/2025**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Title:** |  | **Start Date:** |  | **End Date:** |  | **Course Type:** | Tailored Learning |  |
| Regulated |  |
| **Tutor Name:** |  | **Venue Name:** |  | **Number of Sessions:** |  | Engagement (<2hrs) |  |
| Workshops/Taster (<5hrs) |  |
| **Learning Aim Ref (Regulated courses):** |  | **GLH:** |  | Short Course (5-9hrs) |  |
| Long Course (10hr+) |  |
| **Course Aim:** |  |

**Essential Components of the Course**

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| --- | --- |
| **Components** | **Specify exactly how these components will be embedded into the course** |
| **Personal Development** | English |  |
| Maths |  |
| Digital Skills |  |
| Information, Advice and Guidance (IAG), including Careers Education and Guidance (CEG) |  |
| Progression, e.g. into further learning and/or employment |  |
| Health and wellbeing |  |
| Supported Learning (differentiation) |  |
| **Personal Development** | Essential Transferable Skills and Aptitudes | Listening: |
| Speaking/Presenting: |
| Problem Solving: |
| Creativity: |
| Staying Positive: |
| Aiming High: |
| Leadership: |
| Teamwork: |
| Resilience: |
| Confidence: |
| Independence: |
| Tolerance: |
| **Safeguarding** | Health and Safety |  |
| British Values, including PREVENT |  |
| Online safety |  |
| Equity, Diversity and Inclusion |  |
| Other |  |

**Learner Profile**

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**Awarding Body Learning Outcomes and Assessment Criteria**

**Breakdown of Sessions**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week/Session Number** | **SMART Session Outcomes** | **Essential Transferable Skills and Aptitudes to be developed** | **Curriculum Reference** | **Session Content** | **Resources** | **Learner Activities** | **Assessment Methods** | **FP = feedback provided****FR = feedback response****H =homework set****IR = ILP Review** |
| **1.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |
| **2.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |
| **3.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |
| **4.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |
| **5.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |
| **6.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |
| **7.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |
| **8.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |
| **9.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |
| **10.** |  |  |  |  |  |  |  |  |
| **Notes and evaluation from this session/planning for next session** |

**Tutor Declaration**

A risk assessment for this course has been completed and attached to this Scheme of Work. The Scheme of Work meets the aims of the programme and has been discussed with the learners.

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| --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |