**For regulated courses only**

**Scheme of Work – 2025/2026**

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| **Course Title:** |  | **Start Date:** |  | **End Date:** |  | **Course Type:** | Regulated |  |
| Engagement (<2hrs) |  |
| **Tutor Name:** |  | **Venue Name:** |  | **Number of Sessions:** |  | Short Course (1 day) |  |
| Workshops/Taster (1 day) |  |
| **Learning Aim Ref (Regulated courses):** |  | **GLH:** |  | | | Standard Course (> 1 day) |  |
| **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, including artificial intelligence |  |
| Information, Advice and Guidance (IAG), including Careers Education and Guidance (CEG) |  |
| Progression, e.g. into further learning and/or employment |  |

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|  | Health and wellbeing, including healthy relationships |  |
| Supported Learning (differentiation) |  |
| **Personal Development** | Essential Transferable Skills and Aptitudes  (transferable skills and aptitudes not covered on the course can be removed) | 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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| **Learner Name** | **Initial Assessment Results** | **Access Needs** | **Learning Support Required** | **Other considerations**  e.g. medical, attendance, prior learning |
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**Official Awarding Body Learning Outcomes and Assessment Criteria**

Insert link or attach a copy, as preferred

**Breakdown of Sessions**

Add/delete rows for each session as required

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| **Session Number** | **SMART Session Outcomes** | **Curriculum Reference** | **Essential Transferable Skills and Aptitudes**  **Covered** | **Session Content** | **Resources** | **Learner Activities** | **Assessment Methods** | **FP = feedback provided**  **FR = feedback response**  **H =homework set**  **IR = ILP Review** |
| **1.** |  |  |  |  |  |  |  |  |
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| **Notes and evaluation of session and planning for next session** |

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| **Session Number** | **SMART Session Outcomes** | **Curriculum Reference** | **Essential Transferable Skills and Aptitudes**  **Covered** | **Session Content** | **Resources** | **Learner Activities** | **Assessment Methods** | **FP = feedback provided**  **FR = feedback response**  **H =homework set**  **IR = ILP Review** |
| **2.** |  |  |  |  |  |  |  |  |
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| **Notes and evaluation of session and planning for next session** |

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| **3.** |  |  |  |  |  |  |  |  |
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| **Notes and evaluation of session and planning for next session** |

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| **4.** |  |  |  |  |  |  |  |  |
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| **Notes and evaluation of session and planning for next session** |

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| **5.** |  |  |  |  |  |  |  |  |
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| **Notes and evaluation of session and planning for next session** |

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| **Session Number** | **SMART Session Outcomes** | **Curriculum Reference** | **Essential Transferable Skills and Aptitudes**  **Covered** | **Session Content** | **Resources** | **Learner Activities** | **Assessment Methods** | **FP = feedback provided**  **FR = feedback response**  **H =homework set**  **IR = ILP Review** |
| **6.** |  |  |  |  |  |  |  |  |
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| **Notes and evaluation of session and planning for next session** |

Add more sessions if needed

**Tutor Declaration**

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

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