**For regulated courses only**

**Scheme of Work – Regulated Courses** Most recent update: 16 October 2025

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course title |  | | | | | Course type | Regulated |  |
| Tutor name |  | | | | | Engagement (<2 hours) |  |
| Venue name |  | Start date |  | End date |  | Short course (1 day) |  |
| Learning Aim reference  (regulated courses) |  | Number of sessions |  | GLH |  | Workshop/taster (1 day) |  |
| Course aim |  | | | | | Standard course (>1 day) |  |

**Essential components of the course**

|  |  |  |
| --- | --- | --- |
| **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) |  |
| **Personal development** | Progression, e.g. into further learning and/or employment |  |
| 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) | 1 Listening: |
| 2 Speaking/Presenting: |
| 3 Problem Solving: |
| 4 Creativity: |
| 5 Staying Positive: |
| 6 Aiming High: |
| 7 Leadership: |
| 8 Teamwork: |
| 9 Resilience: |
| 10 Confidence: |
| 11 Independence: |
| 12 Tolerance: |

|  |  |  |
| --- | --- | --- |
| **Safeguarding** | Health and Safety |  |
| British Values, including PREVENT |  |
| Online safety |  |
| Equity, Diversity and Inclusion |  |
| Other |  |

**Learner profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learner name** | **Initial assessment results** | **Access needs** | **Learning support required** | **Other considerations**  e.g. medical, attendance, prior learning |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**O**

**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

**Breakdown of Sessions**

Add/delete rows for each session as required

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Notes and evaluation of session; planning for next session | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Notes and evaluation of session; planning for next session | | | | | | | | |

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

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Notes and evaluation of session; planning for next session | | | | | | | | |

**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.

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