

**For use on Community Learning and non-regulated courses only**

**Scheme of Work - 2023/2024**

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

**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) |  |

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| **Personal Development** | Essential Transferable Skills and Attributes | 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 |  |
| Equality and Diversity |  |
| Other |  |

**SMART Tutor Set Targets and Course Related Skills**

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| **SMART Target** | | **Course Related Skills**  *Skills that will be developed in order to achieve SMART Target* |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Learner Profile**

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**Breakdown of Sessions**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week/Session Number** | **SMART Session Outcomes** | **Skills to be Developed** | | **Tutor Set SMART Targets (ref)** | **Session Content** | **Resources** | **Learner Activities** | **Assessment Methods** | **FP = feedback provided**  **FR = feedback response**  **H =homework set**  **IR = ILP Review** |
| **Course Related Skills to be developed** | **Essential Transferable Skills and Aptitudes to be developed** |
| **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** | | | | | | | | | |

**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:** |