



Scheme of Work

<p>*The purpose of this scheme is to give an outline of the content that should be delivered. These sessions can be stand-alone or integrated with other sessions; however, time would need to be allocated in order for the skills/content to be embedded. Some sessions may need longer depending on time allocations and learners.</p>	<p>NCFE Level 2 Functional Skills Qualification in English (603/5054/4)</p>
<p>Guided Learning Hours (GLH): 55</p>	<p>No of Sessions: 30</p>
<p>About this qualification:</p> <p>Aims of the unit: Functional Skills English at this level indicates that learners should be able to speak, listen, communicate, read and write clearly, accurately, confidently and with effectiveness.</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Listen, understand and make relevant contributions to discussions with others in a range of contexts • Apply their understanding of language to adapt delivery and content to suit audience and purpose • Read a range of different text types confidently and fluently, applying their knowledge and understanding of texts to their own writing • Write texts of varying complexity, with accuracy, effectiveness, and correct spelling, punctuation and grammar • Understand the situations when and audiences for which planning, drafting and using formal language are important, and when they are less important. <p>Students should be able to use these functional skills autonomously, applying them to a range of formal and informal contexts, in the workplace and in real life.</p>	

Functional Skills Scheme Of Work

Mark Steyvers



Functional Skills Scheme Of Work:

EBOOK: Homework for Learning: 300 Practical Strategies Gerry Czerniawski, Warren Kidd, 2013-08-16 Are you looking for new and creative ways of engaging and motivating your learners If so then this is the essential resource for you Homework for Learning takes a unique approach to homework arguing that it is more than a finishing off activity and should be inextricably linked to the teaching and learning that takes place in the classroom Homework when imaginatively and considerably deployed can be carried out anywhere not just within the home and can promote independent learning assist in the development of generic skills and free up time for further work on the curriculum The authors present over 300 practical strategies for homework to motivate and energize learners These ideas draw on expert practice and are underpinned by a range of educational theories on learning The accessible ideas include Strategies to ensure high homework completion rates Homework for creative starter activities Ideas for fun and effective exam preparation Technologically innovative and e learning strategies Coursework and project preparation Marking and assessment strategies Off site homework activities to support school trips and visits Whether you are training to teach in mainstream or post compulsory education or are a more experienced teacher this book encourages you to experiment with a variety of novel strategies for homework Homework for Learning is an important read for both new and experienced teachers looking for inspiration Written in an engaging and highly accessible manner the authors offer a persuasive and powerful argument as to why teachers need to consider the transformative potential of learning outside of the classroom The practical strategies offered are underpinned by grounded evidence and a research base which encourages us to rethink our homework practices The emphasis upon looking back and looking forwards supported by critical reflective practice action research and ongoing professional development is timely This will be a must read text in my institution Julie Hughes Head of Department Post Compulsory Education University of Wolverhampton UK Within the first few pages Gerry and Warren s book captured my interest Firstly they openly talk about the problems around homework something I could fully empathise with Then they discuss how homework can be used more creatively to support independent learning and learning that involves others in the process This is not only a very practical book with extensive guidance on good practice for teachers it also draws on literature that challenges some of our pre conceptions about what homework should look like Through a series of activity sheets suggestions thinking points and professional development ideas the authors challenge teachers to think more carefully about the reasons for setting homework what they are trying to achieve from it and how they might best support students What is more this book is stuffed full of fun ideas for homework that represent innovative approaches likely to engage the interest of students and move beyond the traditional essay although this is also included Not only will these suggestions improve the experiences of students it will also be much more fun for teachers in giving and utilising the homework set Dr Linda Hammersley Fletcher Manchester Metropolitan University UK This is a really useful book Written in a clear style Gerry Czerniawski and Warren

Kidd draw on a wealth of classroom experience and research to share some powerful ideas about learning and teaching For this book is not just about homework but about how to teach so that children learn It has heaps of tips and strategies underpinned by big educational ideas that will really excite all sorts of teachers not just those new to the profession and get pupils engaged Inspirational Dr Sara Bubb Institute of Education UK

Planning and Enabling Learning in the Lifelong Learning Sector Ann Gravells, Susan Simpson, 2010-04-28 This was a unit in the CTLLS and DTLLS qualifications which have now been replaced with the Certificate and Diploma in Education and Training CET and DET However the content has since been updated and is now in the book Principles and Practices of Teaching and Training Please note the qualification unit content contained in the appendices has since changed and some legislation mentioned in the book has been updated

Preparing to Teach in the Lifelong Learning Sector Ann Gravells, 2011-05-05 This popular and accessible guide to the PTLLS Award is a comprehensive introduction to teaching in a variety of settings within the Lifelong Learning Sector from colleges to work based learning offender learning and adult and community contexts This fourth edition is completely revised and updated and reflects current practice at levels 3 and 4 A new Extension Activity feature targets those taking the award at level 4 and further theories of learning are incorporated throughout Chapters are based around the learning cycle are focused on the PTLLS assessment criteria and are linked to the LLUK Standards The New Award The fifth edition of *Preparing to Teach in the Lifelong Learning Sector* is also now available written for the NEW four unit PTLLS Award Find out more here <http://www.uk.sagepub.com/books/Book238711/siteId/sage/uk/prodTypes/any/q/gravells/fs/1>

A-Z of Lifelong Learning Jonathan Tummons, Sharon Powell, 2014-06-16 The A to Z of Lifelong Learning has been written for anyone involved in the lifelong learning sector whether as an evening class tutor trainee FE teacher or college manager With its glossary format this book allows students tutors and practitioners to easily explore the many key themes issues and debates that shape contemporary practice in the lifelong learning sector Written in an accessible style the A to Z of Lifelong Learning combines ease of use with a critical perspective covering a range of important topics relating to learning and teaching in lifelong learning the people staff students and other stakeholders and the organisation and management of the sector Each entry provides a succinct and helpful overview for busy students and practitioners and includes Introduction A brief definition of the term including changes in emphasis usage over time Key concepts An exploration of key concepts and debates within the topic referenced to both recent literature and seminal works writers Practical application Commentary relating to the application manifestation of the concept in practice drawing on real world examples where appropriate Readable critical and fully referenced to provide guidelines for further reading and research the book is aimed at students who are taking a wide variety of lifelong learning qualifications This book is an excellent entry point for anyone who wants to know more about lifelong learning and the lifelong learning sector Jonathan Tummons and Ewan Ingleby combine scholarship and experience of the sector with the outcomes of their own research to create a valuable addition to the

literature on lifelong learning If you are unfamiliar with the territory of lifelong learning this book gives you the map Pete Scales Senior Lecturer in Education University of Derby UK In their introduction Tummons and Ingleby describe the breadth and complexity of the lifelong learning sector with its wide range of educational institutions programmes of study contexts and settings and diverse student and teacher populations That it manages so comprehensively to encompass this sector from Accreditation of Prior Learning to Zone of Proximal Development is one of the key achievements of this text This text will be invaluable to all those teaching or studying in the sector and will be particularly useful for those outside the sector baffled by the myriad topics theories policies processes which are current within it indeed there is even an entry on Jargon Andrew Armitage Head of the Department of Post Compulsory Education Canterbury Christ Church University UK This is a welcome and timely text This simple A Z of the sector provides a much needed overview of that complexity For the novice unfamiliar with the pedagogies philosophies and policies that define working with adults this A Z of Lifelong Learning is an accessible introduction The seasoned professional familiar with a particular institutional setting will appreciate gaining depth and insight into the workings of an entirely different educational context The reader is left curious and inspired wanting to follow up and find out more Yet each entry provides just enough detail to stimulate thought and discussion Carol Azumah Dennis PCET Programme Director University of Hull UK Successful Teaching 14-19 Warren Kidd, Gerry Czerniawski, 2010-03-18 Are you looking for a complete training manual to get you through your assignments help you on your teaching practice and support you in your first teaching job For trainee teachers studying to teach the 14 to 19 age group in secondary schools and colleges this book is a practical guide covering the essential skills that must be acquired in order to successfully complete your course Five sections cover education policy professional skills theory practice and reflection The authors provide teaching ideas that work and that will help trainee teachers to improve their grades and lesson observation profiles There is a clear explanation of the theoretical underpinning that must be grasped in order to pass written assignments and Masters level debates are addressed throughout the book with a dedicated chapter exploring academic themes and issues The book is packed with ideas for classroom activities and popular topics covered include essential educational theory behaviour and classroom management how to start off lessons ideas for group work setting homework evaluating your own practice and understanding how you can improve revising for exams working as part of a team using technology All the chapters contain learning objectives discussion points examples from practice Masters level extensions for those studying at that level and suggestions for further reading Suitable for all those studying to teach the 14 to 19 age range this book is ideal for those on Secondary PGCE PGDE and GTP courses leading to QTS those studying for the post compulsory sector PTLLS DTLLS and CTTLS qualifications and those doing Overseas Teacher Training and Teach First courses Warren Kidd and Gerry Czerniawski are former teachers with experience of working in diverse settings they are both Senior Lecturers in the Cass School of Education University of East London **Achieving your Diploma in Education and Training** Jim Gould, Jodi

Roffey-Barentsen,2018-01-08 This book supports the Level 5 Diploma in Education and Training for anyone training to teach in the further education and skills sector Full of informed practical guidance and supported by meaningful links to theory and educational research it covers all mandatory units included in the diploma and has been carefully designed to be your indispensable guide to successfully achieving the qualification Thought provoking activities in every chapter highlight key points and show how you can apply them in practice allowing you to enhance your teaching skills This book clearly communicates what underpins high quality teaching and empowers you to succeed as a teacher of learners in the further education and skills sector New to this edition Reflective activities in every chapter encouraging you to engage critically with key concepts New coverage of employability offering pragmatic guidance for succeeding in the workplace Content updated to reflect current policy directions within the sector Links to further reading throughout highlighting key literature on each major topic

EBOOK: Teaching Sport and Leisure 14+ Cliff Huggett,Chris Manley,2010-10-16 How do you teach a multi faceted subject like Sport and Leisure Drawing on years of teaching and lecturing experience Huggett and Manley explain the growing importance of Sport and Leisure within society from the government s policies to combat obesity to the London Olympics then look at the various qualifications that are available to those who want to follow a career in the industry The authors address different aspects of sport and leisure including areas such as competitive sports community sports development the health and fitness industry and adventurous outdoor activity They consider the skills knowledge and understanding learners need to develop taking into account the life experiences and aspirations of different groups of learners They also look at the organizations that provide education and training and the government initiatives that support their activities This text supports trainee and experienced teachers involved in developing exciting and engaging Sport and Leisure programmes for learners 14 whether in schools colleges higher education or in service training It brings together the theory and practice of learning for Sport and Leisure as a vocational pathway offering the educational practitioner a pedagogical framework for the delivery of their subject About the Teaching 14 series Written to support the unique challenges of teaching vocational subjects the Teaching 14 series provides the pedagogical skills required to become a successful teacher Alongside coverage of issues and debates the series includes interactive exercises case studies and activities that can be used to develop a variety of teaching and learning strategies to improve the delivery of these subjects

Teaching and Training in Lifelong Learning Andy Armitage,2012-03-01 This volume examines key areas in post compulsory education through topical discussion practical exercises theory reading analysis information and examples of student work

EBOOK: Teaching Travel and Tourism 14+ Cliff Huggett,Deborah Pownall,2010-10-16 Travel and Tourism has become an integral part of many countries economies As a rapidly changing multidisciplinary subject there are many approaches to teaching it This book brings together the theory and practice of learning for Travel and Tourism as a vocational pathway offering the educational practitioner a pedagogical framework for the delivery of their subject Huggett

and Pownall outline the vast range of programmes and qualifications you may encounter in your teaching They also consider the skills knowledge and understanding learners need to develop taking into account the life experiences and aspirations of different groups of learners and consider how these are transferable from one sub sector to another The range of job roles within the Travel and Tourism industry is immense and will continue to evolve As well as private industry the authors consider the public and voluntary sectors and look at organizations that have been set up to support and benefit tourism taking into account policies and initiatives that stakeholders introduce This book supports trainee and experienced teachers in developing exciting and engaging Travel and Tourism programmes for learners 14 whether in schools colleges higher education or in service training About the Teaching 14 series Written to support the unique challenges of teaching vocational subjects the Teaching 14 series provides the pedagogical skills required to become a successful teacher Alongside coverage of issues and debates the series includes interactive exercises case studies and activities that can be used to develop a variety of teaching and learning strategies to improve the delivery of these subjects Teaching ICT Carl Simmons, Claire Hawkins, 2009-03-26 Reflective practice is at the heart of effective teaching and this book helps you develop into a reflective teacher of ICT Everything you need is here guidance on developing your analysis and self evaluation skills the knowledge of what you are trying to achieve and why and examples of how experienced teachers deliver successful lessons The book shows you how to plan lessons how to make good use of resources and how to assess pupils progress effectively Each chapter contains points for reflection which encourage you to break off from your reading and think about the challenging questions that you face as a new teacher The book comes with access to a companion website www.sagepub.co.uk/secondary where you will find Videos of real lessons so you can see the skills discussed in the text in action Links to a range of sites that provide useful additional support Extra planning and resource materials If you are training to teach ICT this book will help you to improve your classroom performance by providing you with practical advice but also by helping you to think in depth about the key issues It also provides examples of the research evidence that is needed in academic work at Masters level essential for anyone undertaking an M level PGCE **A Study Guide to English Functional Skills Levels 1 & 2 ,**

Teaching Secondary Music Jayne Price, Jonathan Savage, 2011-10-26 Designed to support teachers in developing new strategies and pedagogies for teaching music and for teacher education students requiring a comprehensive overview of the subject Teaching Secondary Music provides a modern and accessible insight into the key issues in music education at secondary level Focusing on the nature of musical understanding and how to facilitate and assess musical progress the editors bring together a team of experienced music educators leading the programme of support for the new secondary curriculum Supported with practical examples case studies and resources exploring effective practice Teaching Secondary Music covers the key concepts and approaches which underpin good practice in secondary music education These include How music relates to other curriculum subjects Ways of implementing newer aspects of the curriculum The music industry

and intellectual property rights Working with a range of musicians Using ICT as a tool for musical performance Developing musical leadership This book is essential reading for PGCE Secondary music specialists and practising music teachers Jayne Price is the Music Education Coordinator in the School of Education and Professional Development at the University of Huddersfield Jonathan Savage is a Reader in Education at the Institute of Education Manchester Metropolitan University

Learning to Teach Science in the Secondary School Rob Toplis,Jenny Frost,2010-04-15 Learning to Teach Science in the Secondary School now in its third edition is an indispensable guide to the process and practice of teaching and learning science This new edition has been fully updated in the light of changes to professional knowledge and practice including the introduction of master level credits on PGCE courses and revisions to the national curriculum Written by experienced practitioners this popular textbook comprehensively covers the opportunities and challenges of teaching science in the secondary school It provides guidance on the knowledge and skills you need and understanding the science department at your school development of the science curriculum in two brand new chapters on the curriculum 11 14 and 14 19 the nature of science and how science works biology chemistry physics and astronomy earth science planning for progression using schemes of work to support planning and evaluating lessons language in science practical work using ICT science for citizenship Sex and Health Education and learning outside the classroom assessment for learning and external assessment and examinations Every unit includes a clear chapter introduction learning objectives further reading lists of useful resources and specially designed tasks including those to support Masters Level work as well as cross referencing to essential advice in the core text Learning to Teach in the Secondary School fifth edition Learning to Teach Science in the Secondary School is designed to support student teachers through the transition from graduate scientist to practising science teacher while achieving the highest level of personal and professional development

Passing Assessments for the Certificate in Education and Training Ann Gravells,Susan Simpson,2014-04-22 This is an essential text for anyone taking the Certificate in Education and Training no matter which awarding organisation you are registered with or who your learners are It s readable relevant easy to understand and gives key advice on approaching and completing written and practical assessments It helps all learners to understand the requirements of the qualification and to evidence their achievement towards the mandatory units The book gives advice regarding study skills academic writing and referencing reflective practice teaching practice and observations and the minimum core The book will Help learners with the written assessments towards the five mandatory units of the Certificate Give guidance on how learners can demonstrate and evidence their achievement Help learners understand the requirements of observed teaching practice Give guidance on how to evidence the minimum core requirements of literacy language numeracy and ICT

Passing PTLLS Assessments Ann Gravells,2010-05-04 PTLLS candidates often find it difficult to approach and complete their assessments This accessible guide begins with an overview of the award detailing the requirements at Levels 3 and 4 It encourages the reader to assess their own competence in the five

sections of PTTLS helping them to better understand how to prepare for their assessments Detailed guidance on how to demonstrate and evidence competence enables candidates to complete their assessments with confidence Finally a chapter on practical assessments covers how both pre service and in service candidates can prepare for the Microteach and includes hints and tips on how to succeed **Communications, Curriculum and Classroom Practice** Clare Lathan, Ann

Miles, 2013-10-23 This book discusses the development of English Communication and Literacy for children below level one of the National Curriculum The authors take account of the latest QCA guidelines for pupils with significantly below age related expectations **Cross-Curricular Teaching and Learning in the Secondary School... Mathematics** Robert

Ward-Penny, 2010-12-02 Cross curricular approaches have much to offer the modern mathematics classroom They can help teachers to present mathematics as a growing relevant discipline that is central to much of modern life and help learners to make sense of what they are doing and why **Training to Teach in the Learning and Skills Sector** Liz

Keeley-Browne, 2013-11-04 This text takes a pragmatic approach to training to teach in the lifelong learning sector relating theory to real practice through a wealth of cases illustrations and interactive tasks Whether at the beginning of training or already qualified this book offers everything needed to achieve Qualified to Teach Learning and Skills QTLS *The Really Useful Physical Education Book* Gary Stidder, Sid Hayes, 2016-11-10 The Really Useful Physical Education Book offers support

guidance and practical ideas for effective innovative and imaginative physical education lessons Underpinned by easy to understand theory this second edition is fully updated in line with the National Curriculum for Physical Education at Key Stages 3 and 4 and provides a wide range of high quality lessons alongside engaging teaching examples and methodologies With an emphasis on inclusive physical education it highlights the ways in which schools can re design the curriculum to ensure maximum enjoyment for all pupils Key topics covered include Planning progression and assessment Health and safety issues Inclusive track and field athletics Adapting activities to support SEND Swimming and water based activities

Alternative activities including street surfing and combat sports Introducing dance into the curriculum Enjoyable gymnastics for physical literacy On site adventurous activities Values based teaching Teaching accredited awards Using new and emerging technologies The Really Useful Physical Education Book offers essential advice and inspiration for both trainee and practising teachers responsible for the 11 16 age range It is a must read for all those who want to make their lesson inclusive and fun whilst promoting a healthy lifestyle and enthusiasm for lifelong activity Developing Professional Practice 14-19

Andrew Armitage, Gina Donovan, Karen Flanagan, Sabrina Poma, 2013-11-04 The Developing Professional Practice series provides a thoroughly comprehensive and cutting edge guide to developing the necessary knowledge skills and understanding for teaching within the 0 7 7 14 or 14 19 age ranges Each of the three titles offers a genuinely accessible and engaging introduction to a wide range of professional practice supporting the education of babies to young adults Discussion of current developments in theory policy and research is combined with guidance on the practicalities of working with each

age group Numerous examples of real practice are included throughout along with a range of additional features to help promote understanding

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