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| **Pathways logo** | **Scheme of Work**  **Course: Essential Skills Wales**  **Unit/subject: Communication L1** | **Tutor name: Tammy Watkins / Deborah Moss**  **Total number of hours: Minimum of 6**  **Number of weeks: TBC**  **Start date:**  **End date:**  **Room number:** |

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| **Session Number** | **Objectives of the session**  **(including specific resources required)** | **Cross Cutting Themes** | | | | | **Assessment** | **Amendments made to scheme of work** |
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| 1  C1.1.1  C1.1.2  C1.1.3 | Learners will plan for and take part in a formal group discussion about how literacy and numeracy are used at work. | ✓ |  |  |  |  | Planning notes, introduction and calculations |  |
| 2  C1.3.1 | Learners will produce draft job cards and type up a final job card for their portfolio of evidence. | ✓ |  |  |  |  | Planning notes and calculations |  |
| 3  C1.1.1  C1.1.2  C1.1.3 | Learners will plan for and take part in a formal group discussion about how waste materials are disposed of / recycled in a motor vehicle workshop environment. | ✓ |  | ✓ |  |  | Notes and calculations |  |
| 4  C1.2.1  C1.3.1 | Learners will read, understand and obtain information independently from at least two different types of documents, then summarise information into one written document of 250 words. | ✓ |  |  |  |  | Notes and calculations |  |
| 5 | Learners will produce a completed portfolio of evidence | ✓ |  |  |  |  | Draft and final report |  |

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| **Resources required for this scheme of work:**  ESW Communication Level 1 booklet – including standards, summary sheet and learner declaration.  Evidence of planning, rough notes, draft and final documents.  Writing paper, pens, computers, internet access, printer, paper, whiteboard.  Sample portfolio / PowerPoint slides for guidance. |