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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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| 1C1.1.1C1.1.2C1.1.3 | 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 |  |
| 2C1.3.1 | Learners will produce draft job cards and type up a final job card for their portfolio of evidence.  | ✓ |  |  |  |  | Planning notes and calculations |  |
| 3C1.1.1C1.1.2C1.1.3 | 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 |  |
| 4C1.2.1C1.3.1 | 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. |