**SCHEME OF WORK **

**Unit No/Title:** AS Business – Daniel Tregoning

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| **Programme Title:**  **AS business**  Unit 1 – Business opportunities (Week 1 – 9)  Unit 2 – Business functions (Week 10 – 27)  Revision sessions (Week 28 – 32) | **Exam Board:**    WJEC | **Venue:**  NG 213 (Various) | **Session:**  2018-19 |
| **Lecturer:**  Daniel Tregoning | **Day/Time:**  Monday – 9.00 – 11.30  Tuesday – 9.00 – 11.30 | **Hrs per wk:**  2.15 mins per session. | **No of weeks:**  32 |

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| **WeekNo** | **Topic** | **Aims & Objectives** | **Teaching & Learning Activities** | **Key Skills & Assessment** | **Literacy and numeracy** |
| **1**  **10/09/18**  **11/09/18** | **Entrepreneurs** | * Discuss the aims and objectives for the session. * Define an entrepreneur. * Define enterprise and entrepreneurs and discuss statistics. * Give examples of the key characteristics of entrepreneurs. * Show a YouTube video on entrepreneur characteristics. * Complete a group Kahoot quiz on entrepreneurs and SMEs. * Read an entrepreneur case study with the group. * Arrange the definition cards in groups and discuss your findings. * Evaluate entrepreneurs and SMEs in a written   task and discuss your findings with the class.   * Recap the aims and objectives for the session. | Group discussion.  YouTube video.  Kahoot quiz.  Case study.  Exam question. | Group discussion.  Peer assessment.  Past paper question.  Quiz questions.  Probing questioning. | **Literacy**  **Discussion.**  **Taking notes.**  **Reading case study.**  **Listening.**  **Answering questions.**  **Group presentations.**  **Past paper question.**  **Numeracy**  **Entrepreneurial statistics.**  **Calculate business sizes.**  **Calculate quiz results.** |
| **2**  **17/09/18**  **18/09/18** | **Business planning** | * Introduce the aims and objectives for the session. * Define a business plan and discuss the parts of a business plan. * Show a YouTube video on business planning. * Arrange the business plan section cards in the correct order. * Answer the Kahoot quiz questions on business plans. * Discuss business Wales guide to business plans. * Evaluate business planning by completing a business plan past paper question. * As a group answer the business plan quiz questions using your buzzers. * Recap the aims and objectives for the session. | Questions.  YouTube video.  Kahoot quiz.  Presentation.  Exam question.  Buzzer questions. | Group discussion.  Arranging card examples.  Kahoot quiz.  Past paper question.  Probing questioning.  Peer assessment. | **Literacy**  **Discussion**  **Watching video.**  **Listening.**  **Taking notes.**  **Answering questions.**  **Past paper question – Reading and writing.**  **Numeracy**  **Percentages of success rates.**  **Calculate quiz results.** |
| **3**  **24/09/18**  **25/09/18** | **Demand** | * Introduce the aims and objectives for the session. * Discuss the definition of demand * Explain the law of demand and a demand curve. * Draw a demand curve with a positive shift in demand. * Draw a demand curve with a negative shift in demand. * Describe how the STICAPEW factors affect the demand curve. * Show a YouTube video on the factors that affect the demand curve. * Express how the demand curve can shift to the left and right. * Examine and evaluate how the STICAPEW factors affect demand. * Recap the aims and objectives for the session. | Group discussion.  Presentation.  Exam question.  Questions.  YouTube video. | Group discussion.  Demand curve task – Positive and negative.  Past paper question.  Peer assessment.  Self-assessment.  Kahoot quiz questions. | **Literacy**  **Discussion.**  **Listening.**  **Reading case study.**  **Taking notes.**  **Watching video.**  **Answering questions.**  **Past paper question.**  **Group presentations.**  **Numeracy**  **Demand calculations.**  **Graph statistical analysis.** |
| **4**  **1/10/18**  **2/1018** | **Supply** | * Introduce the aims and objectives for the session. * Discuss the definition of supply as a group. * Draw a supply curve with a positive and negative shift * Explain the law of supply and show a supply curve example. * Analyse the COPING factors that affect supply. * Show a YouTube video on the factors that affect supply. * Answer the Kahoot quiz questions on supply as a group * Draw a supply curve with a positive and negative shift in supply. * Examine and evaluate the COPING factors that affect supply and give examples. * Recap the aims and objectives for the session. | Group discussion.  Presentation.  YouTube video.  Kahoot quiz.  Exam question.  Probing questions. | Group discussion. Supply curve task – positive and negative.  Kahoot quiz.  Past paper question.  Peer assessment.  Self-assessment. | **Literacy**  **Discussion.**  **Taking notes.**  **Reading case study.**  **Answering questions.**  **Listening.**  **Watching video.**  **Group presentations.**  **Past paper question.**  **Numeracy**  **Supply curve calculations.**  **Graph statistical analysis.** |
| **5**  **8/10/18**  **9/10/18** | **Demand and Supply – EQ price** | * Introduce the aims and objectives for the session. * Discuss in groups using your show me boards the factors that affect supply and demand. * Explain what happens to equilibrium price when supply and demand changes. * Give examples of equilibrium price changing on the board. * Complete a supply and demand activity sheet. * Answer the equilibrium price quiz questions as revision. * Recap the aims and objectives for the session. | Group discussion.    Presentation.    Exam question.  Role play.  Quiz  questions. | Group discussion.  Peer assessment.  Revision quiz.  Past paper question. | **Literacy**  **Group discussion.**  **Taking notes.**  **Listening.**  **Reading case study.**  **Group presentation,**  **Answering questions.**  **Past paper question.**  **Watching video.**  **Numeracy**  **Calculating supply and demand shifts.**  **Calculate EQ price changes.** |
| **6**  **15/10/18**  **16/10/18** | **Business structures** | * Introduce the aims and objectives for the session. * In groups discuss the difference between the private and public sector. * Explain the private and public sector and give examples. * Discuss the private sector structures, sole trader, partnerships and limited companies. * Give examples of charities, cooperatives and social enterprises. * Evaluate the business structure advantages and disadvantages. * Show YouTube videos on the public and private sectors and also sole trader examples. * Complete a group Kahoot quiz on the business structures. * Arrange the business structure example and definition cards in groups. * Role play a business structure whilst the class decides which structure you are. * Evaluate the business structures by writing a description of each and give examples. * Explain your evaluations to the class. * Recap the aims and objectives for the session. | Group discussion.  Presentation.  YouTube video.  Kahoot quiz.  Role play.  Arrange cards  .  Exam question. | Written task.  Self-assessment,  Group discussion.  Kahoot quiz results.  Past paper question.  Peer assessment. | **Literacy**  **Group discussion.**  **Listening.**  **Taking notes.**  **Asking questions.**  **Written task.**  **Watching YouTube video.**  **Role play – Group presentations.**  **Past paper question.**  **Probing questioning.**  **Numeracy**  **Liability calculations.**  **Calculate quiz results.**  **Importance of small businesses statistics.** |
| **7**  **22/10/18**  **23/10/18** | **Sources of finance** | * Introduce the aims and objectives for the session. * Define business finance and discuss the internal and external sources of finance. * Evaluate the advantages and disadvantages of each source of finance. * Show a YouTube video on sources of finance. * Answer the sources of finance, group Kahoot quiz questions. * Recap the aims and objectives and answer the revision questions. | Presentation.    YouTube video.  Kahoot quiz.  Questions.  Exam question. | Group discussion.  Quiz results.  Past paper question.  Peer assessment. | **Literacy**  **Discussion.**  **Answering questions.**  **Taking notes.**  **Watching video.**  **Reading case study.**  **Watching video.**  **Past paper question.**  **Numeracy**  **Calculate quiz results.**  **Calculate value of each source of finance.** |
| **8**  **5/11/18**  **6/11/18** | **Consumer protection** | * Introduce the aims and objectives for the session. * Using your show me boards discuss and define consumer protection. * Explain the need for consumer protection and give examples of legislation. * Discuss the importance of ethics in consumer protection. * Show a subliminal advert YouTube video and discuss with the group. * Answer consumer protection Kahoot quiz questions. * Complete a consumer protection example task sheet. * Examine and evaluate the use of consumer protection by completing a past paper question. * Recap the aims and objectives for the session | Group discussion.  Presentation.  YouTube video.  Kahoot quiz.  Written task.  Questions.  Exam question. | Peer assessment.  Group discussion.  Kahoot quiz results.  Peer assessment.  Past paper question. | **Literacy**  **Discussion.**  **Past paper question.**  **Group presentations.**  **Watching video.**  **Taking notes.**  **Answering questions.**  **Numeracy**  **Statistical analysis – Case study examples**  **Calculate quiz results.** |
| **9**  **12/11/18**  **13/11/18** | **AS MOCK EXAMINATIONS** | Introduce the aims and objectives for the session.  Handout the mock exam paper.  Complete the past paper under exam conditions within the time period.  Hand in your paper to be marked.  Recap the aims and objectives for the session. | Mock examination. | Mock exam results.  Feedback. | **Literacy**  **Discussion.**  **Taking notes.**  **Reading past paper questions.**  **Feedback.**  **Numeracy**  **Calculation tasks.**  **Analyzing quantitative data.**  **Quantitative skills.** |
| **10**  **19/11/18**  **20/11/18** | **Market orientation** | Introduce the aims and objectives for the session.  Discuss, what is marketing in groups.  Explain marketing and give examples.  Complete a written description of marketing.  Discuss market orientation, product and asset lead marketing.  Show a YouTube video on market orientation, product and asset lead marketing.  Complete a marketing Kahoot quiz.  Undertake a written analysis of market orientation, product and asset lead marketing.  Recap the aims and objectives for the session. | Group discussion.  Presentation.  Written task.  YouTube  Video.  Kahoot quiz.  Exam question. | Group discussion.  Past paper question – self assessment.  Kahoot quiz results.  Peer assessment. | **Literacy**  **Discussion.**  **Written task.**  **Reading.**  **Listening.**  **Answering questions.**  **Taking notes.**  **Watching video.**  **Past paper question.**  **Numeracy**  **Marketing campaign statistical analysis.**  **Calculate quiz results.** |
| **11**  **26/11/18**  **27/11/18** | **Marketing – Product life cycle** | Introduce the aims and objectives for the session.  Discuss the importance of product in the 4Ps.  Explain product portfolios, branding and USP and give examples.  Show a YouTube video on USP.  Answer the quiz questions on branding and USP.  Explain the product life cycle various stages and suggest extension strategies.  Show a YouTube video on the product life cycle.  Draw a product life cycle and place products on the cycle.  Place new products on the product life cycle.  Recap the aims and objectives for the session | Presentation.  YouTube video.  Quiz  questions.  Peer assessment.  Exam question. | Group discussion.  Quiz results.  Past paper question.  Self-assessment. | **Literacy**  **Discussion.**  **Taking notes.**  **Answering questions.**  **Reading article.**  **Answering questions.**  **Group presentation.**  **Past paper question.**  **Numeracy**  **Calculating correlation between profit and growth.**  **Calculate quiz results.** |
| **12**  **3/12/18**  **4/12/18** | **Marketing – Boston Matrix** | Introduce the aims and objectives for the session.  Complete a product life cycle written task.  Explain the Boston matrix and give examples of products at each stage.  Show a YouTube video on the Boston Matrix.  Place product examples on the Boston Matrix.  Complete a Kahoot quiz on the Boston Matrix and Product life cycle.  Evaluate the Boston Matrix in a written task.  Recap the aims and objectives for the session. | YouTube video.  Group presentation.  Exam question.  Presentation.  Kahoot quiz. | Past paper question.  Peer assessment.  Kahoot quiz results.  Probing questioning.  Past paper question 2. | **Literacy**  **Group discussion.**  **Written task.**  **Reading.**  **Listening.**  **Taking notes.**  **Past paper question.**  **Answering questions.**  **Numeracy**  **Calculate quiz results.**  **Calculate market share percentages.** |
| **13**  **10/12/18**  **11/12/18** | **Marketing – Pricing strategies** | Introduce the aims and objectives for the session.  Discuss in groups what a price maker or price taker is.  Explain the difference between a price maker and price taker.  Complete a price maker or taker quiz.  Explain the various pricing strategies and give examples.  Show a YouTube video on pricing strategies.  Arrange the pricing strategies definition cards in groups.  Complete a pricing strategies Kahoot quiz.  Examine and evaluate the various pricing strategies in a written task.  Answer the group questions using your buzzers.  Recap the aims and objectives for the session. | Presentation.  Quiz questions.  Exam question.  Kahoot quiz. | Group discussion.  Probing questioning.  Quiz results.  Past paper question.  Peer assessment.  Kahoot quiz results.  Quiz questions – Buzzers. | **Literacy**  **Group discussion.**  **Group presentations.**  **Watching YouTube video.**  **Past paper question.**  **Group work.**  **Listening.**  **Reading.**  **Taking notes.**  **Answering questions.**  **Numeracy**  **Pricing strategy analysis.**  **Calculate pricing strategy examples.** |
| **14**  **17/12/18**  **18/12/18** | **Marketing – Promotional strategies** | Introduce the aims and objectives for the session.  Discuss promotion in groups.  Explain the promotional objectives and give examples.  Complete a promotional objectives quiz.  Give examples of above and below the line promotion.  Show a YouTube video on above and below the line promotion.  Arrange the above and below the line promotion cards.  Analyse above and below the line promotion in a written task.  Complete a Kahoot quiz on promotion.  Introduce the aims and objectives for the session. | Presentation.  Quiz questions.  YouTube video.  Kahoot quiz.  Peer assessment. | Group discussion.  Quiz question results.  Peer assessment.  Past paper.  Questioning.  Self-assessment. | **Literacy**  **Group discussion.**  **Listening.**  **Reading case study.**  **Taking notes.**  **Past paper question,**  **Answering questions.**  **Numeracy**  **Create timescale and financial plan for promotional strategies.** |
|  |  | **XMAS BREAK** |  |  |  |
| **15**  **14/01/19**  **15/01/19** | **Marketing – Place** | Introduce the aims and objectives for the session.  Discuss in groups what distribution is.  Explain the various distribution channels available to businesses.  Show a YouTube video on distribution channels.  Discuss the usefulness of internet in marketing.  Arrange the distribution channel definition cards.  Complete a distribution channel written task.  Explain the importance of the marketing mix in decision making.  Answer the marketing mix decision questions using your buzzers.  Complete a marketing mix decisions quiz.  Answer the Kahoot quiz questions on marketing mix decisions.  Complete a written task on marketing mix decisions.  Recap the aims and objectives for the session. | Presentation.  Card game.  Kahoot quiz.  YouTube video.  Peer assessment.  Exam question. | Group discussion.  Peer assessment.  Written task.  Probing questioning.  Self-assessment.  Quiz results.  Past paper question. | **Literacy**  **Group presentations.**  **Taking notes.**  **Listening.**  **Reading.**  **Answering questions.**  **Past paper question.**  **Watching YouTube video.**  **Numeracy**  **Calculate quiz results.**  **Use statistics to complete past paper question.** |
| **16**  **21/01/19**  **22/01/19** | **Workforce planning** | Introduce the aims and objectives for the session.  Discuss changes in workforce planning.  Explain the recent changes in workforce planning.  Discuss the benefits and drawbacks of the recent changes.  Complete a written task and discuss the benefits and drawbacks of workforce practises.  Read an article on zero contract hours.  Explain the importance of workforce planning.  Complete a workforce planning Kahoot quiz.  Evaluate the use of workforce planning in a written task.  Answer the revision questions using your Buzzers.  Recap the aims and objectives for the session. | Presentation.  Article discussion.  Kahoot quiz.  Exam question.  Revision questions. | Group discussion.  Probing questioning.  Peer assessment.  Case study analysis.  Kahoot quiz results.  Past paper question. | **Literacy**  **Group discussion.**  **Listening.**  **Taking notes.**  **Reading article.**  **Answering questions.**  **Watching video.**  **Past paper question.**    **Numeracy**  **Statistical analysis.**  **Calculate quiz results.** |
| **17**  **28/01/19**  **29/01/19** | **Recruitment** | Introduce the aims and objectives for the session.  Explain the recruitment process and give examples.  Evaluate the recruitment process in a written task.  Discuss the internal and external methods of recruitment.  Complete a written task on the internal and external methods of recruitment.  Answer the recruitment quiz questions.  Apply your knowledge and answer the Kahoot quiz questions.  Show a YouTube video on recruitment.  Recap the aims and objectives for the session. | Presentation.  Exam question.  Kahoot quiz.  YouTube video.  Group discussion. | Probing questioning.  Group discussion.  Past paper question.  Peer assessment.  Quiz results. | **Literacy**  **Group discussion.**  **Taking notes.**  **Reading case study.**  **Listening.**  **Answering questions.**  **Past paper question,**  **Watching YouTube video.**  **Numeracy**  **Calculate quiz results.** |
| **18**  **04/02/19**  **05/02/19** | **Training and**  **appraisal** | Introduce the aims and objectives for the session.  Explain the types of training and why businesses use training.  Complete a written evaluation of the types of training.  Answer the group revision questions.  Explain the appraisal system and self/ peer assessment.  Answer the advantages and disadvantages of appraisal quiz.  Discuss how workforce appraisal can help performance on the job.  Recap the aims and objectives for the session. | Presentation.  Revision questions.  Presentation.  Quiz.  Exam question. | Past paper question.  Peer assessment.  Self assessment.  Quiz results.  Past paper question. | **Literacy**  **Group discussion.**  **Reading.**  **Taking notes.**  **Answering questions.**  **Listening.**  **Written task.**  **Watching video**  **Numeracy**  **Calculating quiz results.**  **Undertake workforce appraisal.** |
| **19**  **11/02/19**  **12/02/19** | **Organizational structures** | Introduce the aims and objectives for the session.  Discuss in groups what organizational design is.  Explain organizational design and hierarchical structures.  Draw, describe and discuss adv/dis of hierarchical structure.  Describe a flat organizational structure and evaluate the adv. and dis.  Draw, describe and discuss adv /dis of flat structure.  Describe a matrix organizational structure and evaluate the adv. and dis.  Draw, describe and discuss adv./ dis of hierarchical structure.  Complete a Kahoot quiz on business organizational design.  Recap the aims and objectives for the session. | Presentation.  Exam question.  Kahoot quiz.  YouTube video. | Group discussion.  Probing questioning.  Written tasks.  Peer assessment.  Kahoot quiz results.  Past paper question. | **Literacy**  **Group discussion.**  **Listening.**  **Taking notes.**  **Answering questions.**  **Written task.**  **Past paper question.**  **Numeracy**  **Calculating Kahoot quiz results.** |
| **20**  **18/02/19**  **19/02/19** | **Management and leadership** | Introduce the aims and objectives for the session.  Explain what are management and leadership.  Discuss the roles and objectives of management and leadership.  Arrange the advantage and disadvantage cards – Management objectives.  Complete the written task on management of business by objectives.  Explain McGregor’s theory X and Y workers.  Show a YouTube video on McGregor’s theory.  Analyse McGregors theory in a written task.  Recap the aims and objectives for the session. | Presentation.  Arrange cards.  Written task.  Peer assessment.  YouTube video. | Group discussion.  Arrange example cards.  Probing questioning.  Peer assessment.  Past paper question.  Self-assessment. | **Literacy**  **Group discussion.**  **Listening.**  **Taking notes.**  **Written task.**  **Answering questions.**  **Watching video.**  **Past paper question.**  **Numeracy**  **Dealing with statistics.**  **Calculating percentages**. |
| **21**  **4/03/19**  **5/03/19** | **Leadership styles** | Introduce the aims and objectives for the session.  Discuss the effective manager traits and leadership styles.  Show a YouTube video on leadership styles.  Answer the Kahoot quiz on leadership styles.  Complete a written evaluation of the various leadership styles.  Arrange the leadership style definition cards.  Complete the leadership style quiz questions.  Recap the aims and objectives for the session. | Presentation.  Kahoot quiz.  Quiz.  Arrange card examples.  Exam question. | Kahoot quiz questions.  Group discussion.  Arrange definition cards.  Peer assessment.  Past paper question.  Probing questioning. | **Literacy**  **Group discussion.**  **Taking notes.**  **Watching video,**  **Answering questions.**  **Past paper question.**  **Listening.**  **Numeracy**  **Calculating Kahoot quiz results.**  **Dealing with statistics.** |
| **22**  **11/03/19**  **12/03/19** | **Leadership – Fielders model** | Introduce the aims and objectives for the session.  Answer the leadership styles quiz questions.  Explain Fielders contingency model and give examples.  Complete a written evaluation of Fielders contingency model.  Explain Wright and Taylors leadership model.  Complete a Fielders scale task.  Undertake a written evaluation of Wright and Taylors leadership model.  Answer the Kahoot quiz questions on Leadership and management.  Recap the aims and objectives for the session. | Presentation.  Group task.  Kahoot quiz    Exam question. | Group discussion.  Written task – Peer assessment.  Kahoot quiz results.  Self assessment – Past paper question.  Probing questioning. | **Literacy**  **Reading case study.**  **Group discussion.**  **Taking notes.**  **Listening.**  **Reading.**  **Answering questions.**  **Past paper question.**  **Numeracy**  **Calculate percentages.**  **Dealing with data.** |
| **23**  **18/03/19**  **19/03/19** | **Research and Development**  **Technology** | * Introduce the aims and objectives for the session. * Explain research development and innovation. * Give examples of research and development methods. * Complete a research and development written task. * Discuss your task answers with the group. * Answer the research and development quiz questions. * Discuss in groups, what is technology. * Explain CAD, CAM, computer modelling, robotics and IT usage. * Describe why companies use technology. * Complete a description of CAD, CAM, computer modelling, robotics and IT usage. * Read an article on robotics taking over jobs from manufacturing. * Recap the aims and objectives for the session. | Presentation.  Exam question.  YouTube video.  Article.  Case study.  Kahoot quiz. | Group discussion.  Probing questioning.  Quiz question results.  Article analysis.  Past paper question. | **Literacy**  **Group discussion.**  **Reading.**  **Listening.**  **Taking notes.**  **Answering questions.**  **Past paper question.**  **Numeracy**  **Calculate percentages.**  **Calculate spare capacity.** |
| **24**  **25/03/19**  **26/03/19** | **Economies of scale** | Introduce the aims and objectives for the session.  Discuss economies of scale in groups.  Explain economies of scale and the long or short term factors.  Complete a written description of economies of scale.  Describe the internal economies of scale.  Show a YouTube video on economies of scale.  Explain the external economies of scale.  Complete a written evaluation of the external economies of scale.  Answer economies of scale Kahoot quiz questions.  Recap the aims and objectives for the session. | Presentation.  Written task.  YouTube video.  Kahoot quiz. | Past paper question.  Peer assessment.  Group discussion.  Probing questioning.  Quiz question results. | **Literacy**  **Group discussion.**  **Reading.**  **Listening.**  **Taking notes.**  **Watching video.**  **Past paper question.**  **Numeracy**  **Calculate economies of scale.** |
| **25**  **01/04/19**  **02/04/19** | **Diseconomies of scale** | Introduce the aims and objectives for the session.  Discuss dis economies of scale and give examples.  Describe dis economies of scale in a written task.  Explain the importance of stakeholders to economies of scale.  Show a YouTube video on economies of scale.  Arrange economies of scale definition cards.  Read two economies of scale newspaper article and discuss with the group.  Complete economies of scale past paper question.  Recap the aims and objectives for the session. | Kahoot quiz.  Evaluation.  YouTube video.  Past paper question. | Group discussion.  Past paper question.  Newspaper article – Peer assessment.  Probing questioning. | **Literacy**  **Group discussion.**  **Watching video.**  **Taking notes.**  **Reading articles.**  **Listening.**  **Past paper question.**  **Numeracy**  **Calculate diseconomies of scale.** |
| **26**  **08/04/19**  **09/04/19** | **Purchasing** | Introduce the aims and objectives for the session.  Explain the methods of stock management and give examples.  Complete a written description of JIT management. Discuss how technology has been used in stock control.  Answer the purchasing methods questions in groups. Complete two purchasing past paper questions. Answer the Kahoot quiz questions.  Recap the aims and objectives for the session. | Kahoot quiz  Past paper question.  YouTube video.  Group discussion. | Group discussion.  Probing questioning.  Past paper questions.  Peer assessment.  Kahoot quiz results. | **Literacy**  **Group discussion.**  **Taking notes.**  **Reading.**  **Answering questions.**  **Listening.**  **Group presentation.**  **Past paper question.**  **Numeracy**  **Calculate levels of stock.** |
| **27**  **29/04/19**  **30/04/19** | **Workforce planning** | Introduce the aims and objectives for the session.  Discuss in groups the importance of workforce planning.  Explain the key features of workforce planning.  Show a YouTube video on Workforce planning.  Read an article summarizing the benefits of workforce planning.  Explain the recent changes affecting workforce planning.  Answer Workforce planning past paper questions.  Undertake a workforce planning Kahoot quiz. Undertake a personal skills audit and discuss your findings with the group.  Recap the aims and objectives for the session. | Group discussion.  Presentation.  Exam question.  YouTube video. | Group discussion.  Peer assessment.  Past paper question.  Kahoot quiz results.  Probing questioning. | **Literacy**  **Group discussion.**  **Reading.**  **Taking notes.**  **Answering questions.**  **Watching video.**  **Past paper question.**  **Numeracy**  **Calculate percentages.** |
| **28**  **06/05/19**  **07/05/19** | **Past paper session**  **Unit 1** | * Introduce the aims and objectives for the session. * Handout a Unit 1 past paper. * Prepare answer plans for each question. * Complete the past paper session within the time period. * Pass you work to a partner to be marked. * Recap the aims and objectives for the session. | Past paper.  Group discussion.  Peer assessment. | Group discussion.  Self assessment.  Peer assessment.  Feedback. | **Literacy**  **Reading.**  **Taking notes.**  **Past paper question.**  **Numeracy**  **Calculation questions.** |
| **29**  **13/05/19**  **14/05/19** | **Past paper session**  **Unit 2** | * Introduce the aims and objectives for the session. * Handout a Unit 2 past paper. * Prepare answer plans for each question. * Complete the past paper session within the time period. * Recap the aims and objectives for the session. | Past paper.  Group discussion.  Peer assessment. | Group discussion.  Self assessment.  Peer assessment.  Feedback. | **Literacy**  **Reading.**  **Taking notes.**  **Past paper question.**  **Numeracy**  **Calculation questions.** |
| **30**  **20/05/19**  **21/05/19** | **Past paper session**  **Unit 2** | * Introduce the aims and objectives for the session. * Handout a Unit 2 past paper. * Prepare answer plans for each question. * Complete the past paper session within the time period. * Recap the aims and objectives for the session. | Past paper.  Group discussion.  Peer assessment. | Group discussion.  Self assessment.  Peer assessment.  Feedback. | **Literacy**  **Reading.**  **Taking notes.**  **Past paper question.**  **Numeracy**  **Calculation questions.** |
| **31**  **27/05/19**  **28/05/19** | **Past paper session**  **Unit 2** | * Introduce the aims and objectives for the session. * Handout a Unit 2 past paper. * Prepare answer plans for each question. * Complete the past paper session within the time period. * Recap the aims and objectives for the session. | Past paper.  Group discussion.  Peer assessment. | Group discussion.  Self assessment.  Peer assessment.  Feedback. | **Literacy**  **Reading.**  **Taking notes.**  **Past paper question.**  **Numeracy**  **Calculation questions.** |
| **32**  **03/06/19**  **04/06/19** | **Past paper session**  **Unit 2** | * Introduce the aims and objectives for the session. * Handout a Unit 2 past paper. * Prepare answer plans for each question. * Complete the past paper session within the time period. * Recap the aims and objectives for the session. | Past paper.  Group discussion.  Peer assessment. | Group discussion.  Self assessment.  Peer assessment.  Feedback. | **Literacy**  **Reading.**  **Taking notes.**  **Past paper question.**  **Numeracy**  **Calculation questions.** |