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| http://ntn-mis-shp1/functional/marketing/College%20Logos/NPTCG-Logo-CMYK-Small.jpg | | **Scheme of Work**  **Course: PGCE Year 1**  **Unit/subject: planning and assessment** | | | [logo](http://www.southwales.ac.uk/)**Lecturer name: Tony Burgoyne**  **Total number of hours: 56**  **Number of weeks: 14**  **Start date: 27th/1/20**  **End date: 1st/6/ 20**  **Room number: 28** | | | | | |
| **Session Number** | **Objectives of the session**  **(including specific resources required)** | | **Cross Cutting Themes** | | | | | | **Assessment** | **Amendments made to scheme of work** |
|  |  | |  |  |  |
| 1  **Module outline**  **ESDGC** | Introduction to course and Moodle  Ice breaker  *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors  Hinge questions to be planned and implemented each week to a given topic. | |  |  | |  |  |  | The lesson is mainly delivered by lecturer.  Lessons will also include  Individual work, team work, group work & learner centred.  Class room, interactive white board, Moodle, handouts, guest speakers, Course reference books, Group discussion | Break the ice  Introduce my self  Students to introduced them self’s  Set out the aims & objectives for the lesson  **Module outline: Break down of the 3 units**  **Produce a scheme of work 8 weeks**  **How to understand & implement ESDGC**  **Look at Cross cutting themes & how to imbed them in you delivery & course plan**  **Lesson content see session plan** |
| **2**    **Identifying learners’ needs**  **’** | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Formative assessment  Questions & Answers | Set out the aims & objectives for the lesson  **Identifying learners ‘needs in the class room**  **How to promote differentiation into our learning/Delivery**  **Group discussion & team work used for work sheets at how to put together a course file.**  **Lesson content see session plan** |
| **3**  **Purpose and principles of assessment** | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Formative assessment  Questions & Answer | Set out the aims & objectives for the lesson  **Purpose and principles of assessment, How & why we assess.**  Guest speaker, Lead EV from C&G to reinforce, the importance of how we need to assess correctly. |
| 4  **Planning programmes**  **Inclusiveness in the classroom** | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Formative assessment  Questions & Answer | Set out the aims & objectives for the lesson  The importance of **Planning programmes**  **Inclusiveness in the classroom, how to use this to enhance student learning & teacher performance**  Look at and discuss WAG guide lines for inclusiveness in the classroom for FE collages in Wales |
| 5  **Why & how to assess**  **Feedback when & where** | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Formative assessment  Questions & Answer |  |
| 6  **Planning learning event**  **Assignment Part 1 deadline**  Hand in day | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Assignment  Summative assessment  Questions & Answers |  |
| 7  **Feedback to learners**  **Observations** | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Formative assessment  Questions & Answer  Star lesson capture |  |
| 8  **Session teaching file** | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Role Play  Power point  You tube |  |
| 9  **Assignment Part 2 deadline** | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | summative assessment  hand in date |  |
| 10  **Computer room** | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | None |  |
| 11  Presentation of team assessment tool | Introduction to course and Moodle  Ice breaker  *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Start lesson capture  Peer assessment  Q&A  Discussion |  |
| 12  Presentation of team assessment tool | *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Presentations  Start lesson capture  Peer assessment  Q&A  Discussion |  |
| 13  Evaluations to hand in | Introduction to course and Moodle  Ice breaker  *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | Work sheets | Final hand in day for Evaluations  File to be put in correct order and to UCW requirements  No poly packets |
| 14  Last day | Introduction to course and Moodle  Ice breaker  *Essential skills) – literacy and numeracy are embedded by use of assignments & learning materials*  *This lesson incorporates (enterprise) as we aim to make a scheme of work for use within the college.*  *Handouts & course materials available on Moodle, to cut down on paper & ink use (Sustainability*).  *(Enterprise and Employability) students to gain qualification for work. Learners to use electronic system to hand in assignment, (Paperless)*  Welsh words of the day promoted with local emphasis on quality. (Welsh Culture and Welsh Language)  (Equality and Diversity) using differing learning styles & lesson delivery.  (ESDGC) has relevance for all aspects of college activity and for all those involved with the college: students, teaching staff, non-teaching staff and visitors | |  |  | |  |  |  | None |  |
| **Resources required for this scheme of work:** | | | | | | | | | | |