Template 1. Planning and delivering work experience programmes: Overview of an integrated learning plan

Topic	PLP step	Learner activities (LA)	Resources	Responsibilities
About the world of work The world of work can include me. Thinking it out. Employability skills.	**Step 1** What will I get out of work experience? How do I feel about work experience? Skills and knowledge I already have.	What will I get out of work experience? **LA1** Thinking skills: using spidergrams and the Six Thinking Hats **LA2** What can I do already?	CD-ROM spidergram PPT Six Thinking Hats *Hats(or badges) in 6 colours* *Case studies* *Local labour market information* What can I do already? cards. Template of the three skill areas SfL Embedded learning materials: Module 1 *Employers' views: case studies; visits*	Tutor *SfL* tutor Work placement tutor *Connexions* PA
About the world of work Finding out about work	**Step 2** Skills and knowledge I can develop as I find out about the world of work.	**LA3** What jobs are there? **LA4** Could I do that job?	**Jobs4u** website Stereotype card set Embedded learning materials: Module 1	Tutor SfL tutor *Connexions* PA
Getting ready for work	Where do I fit? What do I want to do?	**LA5** My dream job **LA6** Meet the experts	What's important to me? cards CD-ROM What's important to me? summary template. Flipchart Pictures/images	Tutor *Connexions* PA Employer/supervisor

			SfL Embedded learning materials: Module 1 Questionnaire guidelines Tape or video recorder	
Getting ready for work	Employment responsibilities and rights	**LA7** Who's responsible? Health and safety in the workplace **LA8** Who's responsible? Equality and diversity activity	'Who's responsible?' CD-ROM 'Who's responsible?' card set *SfL* Embedded learning materials: Modules 3, 4, 5 and 6 CD-ROM scenarios	Tutor Guest speakers
Getting ready for work	**Step 3** My placement: What will I be doing?	**LA9** The right programme for me **LA10** Spot the skills	CD-ROM video activity CD-ROM video activity Visit to employer	Tutor Tutor and employer
Going to work	**Step 4** Placement learning plan	As specified in individual PLP and E2E Passport Activity plan, eg: • regular assessment review and feedback • skills development off the job	Work place	Tutor Employer/ supervisor
Moving forward		Review learning and either • Repeat steps 2-4 using appropriate activities or • Prepare individual moving on plan		Tutor Employer *Connexions* PA Partners