

Suffolk Family Learning

Family Literacy Language and Numeracy to Employment (30 hours, adults only)

Return to work with work placements

22.5 hours 9 weeks x 2.5 hours

Learner level: Level 1 and 2

Setting: Primary School

Scheme of work

Week 1

Introduce aims of course

Difference between skill and qualifications

What is a CV?

Learning styles quiz

Short pithy statement to go on CV

Examine language used in job adverts

Curriculum refs: Rw/E2.1, Wt/L1.1, Wt/L1.2, Wt/L1.4, Wt/L1.5, Wt/L1.6, Rt/E3.4, SLc/L1.14

Week 2

Begin drafting CV – what skills have I got?

IAG visit

What sort of work would I like?

Curriculum refs: Wt/L1.1, Wt/L1.2, Wt/L1.3, Wt/L1.4, SLc/L2.2

Week 3

More drafting of CV

Linda Frost visit – Jobcentre Plus

Telephoning for job apps

Other interests for CV

Curriculum refs: SLIr/L1.4, SLc/L1.2, SLc/L1.1, SLc/L1.2, SLIr/L2.4, SLd/L2.4, Ws/L2.1, Ws/L2.2, Wt/L2.2

Week 4

Interviews role play

Narrative writing for interests section

Curriculum refs: Rt/L2.8, Rt/L2.5, SLd/L2.2, SLc/L2.3, SLc/L2.1, SLc/L1.2, SLIr/L1.3, SLIr/L1.4, SLIr/L2.4, Wt/L2.2, Wt/L2.7, Ws/L2.1

Week 5

Covering letters

Application forms

Spellings

NIACE visit – what issues do we have?

Curriculum refs: Rt/L1.2, Wt/L1.1, Wt/L1.2, Wt/L1.3, Wt/L1.4, Wt/L1.5, Wt/L1.6, Ws/L2.1, Ww/L1.1, Ws/L1.2, Ww/L1.1, Rt/E3.8, Wt/L2.4

Week 6

Finish covering letters – proofread

Another application form

Start to word process CV

Curriculum refs: Ww/L1.1, Rt/E3.8, Wt/L2.4, Wt/L2.7

Week 7

Look through hard copy of CV – proofread

Amend/finish CV on word processor

Word process letters

Curriculum refs: Wt/L2.7, Ww/L1.1

Week 8

Finish CVs

Finish letters

Evaluation forms

Week 9

Evaluate course as group

What's next?

Session plan 1

Course: FLLN to Employment

Venue: Whitehouse Infants, Ipswich

Sector: FE

Date: 17.4.08

Number in group: 7

Aim: To introduce focus of course.

Outcomes: **1. Complete initial paperwork**
 2. Understand individual skill base

Relevant previous knowledge/skills (as appropriate)

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
9.00	Introductions Enrolments What does the course cover?			Complete paperwork	Enrolments	
9.15	Front cover of ILP				ILPs	
9.20	What is a CV?		Write on whiteboard	Ideas	Whiteboard/pen	
9.30	What is the difference between a skill and a qualification?			Look at 'motherhood' sheets completed at end of last course and skills sheet 1. Rw/E2.1	Motherhood sheets Skills sheet 1 from pack	
9.45	What skills do I have now?		Discuss			
10.00	Learning styles quiz			Complete a LS assessment (pictorial). Draft the statement Wt/L1.1 Wt/L1.2 Wt/L1.4 Wt/L1.5 Wt/L1.6	Give out useful words sheet	Support C

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
10.20	Write a short pithy statement about yourself. Show examples.			In pairs look at real job adverts – discuss language used feedback to whole class. Rt/E3.4 Each pair feed back to whole group using a particular job. SLc/L1.14	Jobs page from EADT	Work in pairs
10.40	Coffee break					
11.00	Look at language used in job adverts					
11.20	What skills are needed for a particular job? How do these link to skills you use in the family? Complete ILP				ILPs	

Methods of assessing learning:

Feedback from activities

Evaluation/reflection:

DRAFT

Session plan 2

Course: FLLN to Employment

Sector: FE

Venue: Whitehouse Infants School, Ipswich

Date: 24.4.08

Number in group: 7

Aim: To meet with IAG worker and begin to complete a blank CV template

Outcomes: 1. Make action plan with IAG worker
 2. List own skills and qualifications on blank CV

Relevant previous knowledge/skills (as appropriate)

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
9.00	Review last week.		Review	Comments?		
9.15	Start to draft CV.			List skills/qualifications Wt/L1.1 Wt/L1.2 Wt/L1.3 Wt/L1.4	Blank CV templates	Reassure about spelling not being issue with draft process.
9.30	IAG group talk and then individual.			Individual action plans with IAG or continue drafting CV. SLc/L2.2		
10.30	Coffee break					
10.45	Think about what jobs I have done before and what sort of job I want. Identify how 'home' skills relate to the workplace.		Discussion	Make notes on CV.		
11.20	Complete ILP.					

Methods of assessing learning:

Look at CV notes (take home to ascertain spelling issues).

Evaluation/reflection:

Actions:

Session plan 3

Course: FLLN to Employment

Venue: Whitehouse Infants School, Ipswich

Aim: To finish drafting CVs

Sector: FE

Date: 1.5.08

Number in group: 7

Outcomes:

- 1. Speak to Jobcentre Plus about job placements**
- 2. Understand the type of information needed for a general CV**

Relevant previous knowledge/skills (as appropriate)

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
9.00	Finish drafting CV Think about questions to ask representative form Jobcentre Plus			Make notes.		
9.30	Presentation from Jobcentre Plus			Any questions. SLlr/L1.4 SLlc/L1.2		Support Ls who missed last week's session to catch up.
10.30	Coffee break					
10.45	Telephoning for application forms. Identify challenges to listening and responding on the telephone e.g. no visual clues for meaning, listener reaction. Set task for activity at home with children to watch for and note body language in home conversations.		Listen unobtrusively.	In pairs, each one playing part, then feed back to group on issues raised. SLc/L1.1 SLc/L1.2 SLlr/L1.4 SLd/L2.4	Telephone	
11.05	Other information for CVs, e.g. interests.			Discuss and then note on CV. Ws/L2.1 Ws/L2.3 Wt/L2.2	CV drafts	
11.25	Complete ILP				ILPs	

Methods of assessing learning:

Listen to role play

Look at draft CVs, especially spelling/grammar

Evaluation/reflection:

Actions:

Session plan 4

Course: FLLN to Employment

Venue: Whitehouse Infant School, Ipswich

Sector: FE

Date: 8.5.08

Number in group: 7

Aim: To introduce importance of presentation in interviews through role play

Outcomes: 1. Increased awareness of individual presentation skills – verbal and non-verbal
2. Complete draft CV

Relevant previous knowledge/skills (as appropriate)

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
9.00	The perfect Interview		Read through relevant parts	Highlight/discuss issues Rt/L2.8 Rt/L2.5	The perfect interview sheet from newspaper	
9.15	Interviews – identify what questions you might be asked.			Choose job advertisement to use. In pairs, make list of five or six questions you might get asked at interview. Decide on answers. SLd/L2.2	Various jobs from newspaper job vacancy pages.	
9.30	Role play		Video role plays	Work in pairs, each one taking role of interviewer and interviewee. SLc/L2.3 SLc/L2.1 SLc/L1.2 SLlr/L1.3 SLlr/L1.4 SLlr/L2.4	Video camera	
10.15	Coffee break					
10.30	Review interviews		Encourage some constructive criticism/praise.	Review as individuals		

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
10.45	CVs – look at writing in more narrative form in ‘interests’ section.		Look at individual sentences. Wt/L2.2 Wt/L2.7 Ws/L2.1	Draft/edit own		
11.20	Complete ILP. (If time, start covering letters.)					

Methods of assessing learning:

Observe role play
 Look at individual draft CVs

Evaluation/reflection:

Actions:

Session plan 5

Course: FLLN to Employment

Sector: FE

Venue: Whitehouse Infant School

Date: 15.5.08

Number in group: 7

Aim: To work on covering letter and start to look at application forms

Outcomes:

1. Complete draft of covering letter
2. Complete draft CV

Relevant previous knowledge/skills (as appropriate)

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
9.00	Look at example of covering letter. How is it set out? What is the language like?			Discuss together language etc. Rt/L1.2	Example of covering letter	
9.20	Differences between a formal and informal letter. Using job titles from last week start to draft letter.		Support individually.	Use example to support own letter. Wt/L1.1 Wt/L1.2 Wt/L1.3 Wt/L1.4 Wt/L1.5		
10.15	Coffee break					
10.30	Complete draft letters. Edit/proofread.			Wt/L1.6 Ws/L2.1 Ww/L1.1 Ws/L1.2	Dictionaries/thesaurus	Look at spelling issues with individual Ls and work on strategies.
11.00	Look at example of application form.			Start to complete. Ww/L1.1 Rt/E3.8 Wt/L2.4		
11.20	Complete ILP				ILPs	

Methods of assessing learning:

Look at draft letters

Evaluation/reflection:

Actions:

Session plan 6

Course: FLLN to Employment

Venue: Whitehouse Infant School, Ipswich

Aim: To draft a copy of CV using word processing

Sector: FE

Date: 22.5.08

Number in group: 7

Outcomes:

1. Complete an application form
2. Have a hard copy and saved copy of word processed CV

Relevant previous knowledge/skills (as appropriate)

WP knowledge (checked previously) – all able to use mouse and keyboard

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
9.00	Review last week. Discussion on using the look. say, write, cover, check method for spelling.			Comment verbally		
9,10	Complete application form.			Fill in relevant details. Ww/L1.1 Rt/E3.8 Wt/L2.4		Application forms relevant to individual Ls interests
9.30	Use computer suite to begin to draft CVs.		Give all copy of blank CV from memory stick.		Draft CVs Memory stick	
10.30	Coffee break					
10.40	Finish word processing CV.		Save CVs on memory stick and hard drive in Family Learning folder	Wt/L2.7		
11.20	Complete ILP.				ILPs	

Methods of assessing learning:

Observe proofreading of CV/completed ILP

Evaluation/reflection:

Actions:

DRAFT

Session plan 7

Course: FLLN to Employment

Venue: Whitehouse Infant School, Ipswich

Sector: FE

Date: 5.6.08

Number in group: 7

Aim: To complete a word processed CV

Outcomes: **1. Personalised CV**
 2. Hard copy and saved copy of final version of CV

Relevant previous knowledge/skills (as appropriate)

WP knowledge (checked previously) – all able to use mouse and keyboard

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
9.00	Identify individual word processing needs for learners to work on. Word process letter.		Support Ls individually.	Complete individual task as identified.	Computers	Ls work at own level and task.
10.15	Complete drafting of CV. Prepare final copy and save. Proofread hard copy.			Complete CV. Wt/L2.7 Ww/L1.1	Memory stick	
11.10	Review of work done. Identify further needs. Complete ILP.			Save work on memory stick and hard drive in Family Learning folder.		

Methods of assessing learning:

Observe successful completion of tasks

Evaluation/reflection:

Actions:

Session plan 8

Course: FLLN to Employment

Sector: FE

Venue: Whitehouse Infant School, Ipswich

Date: 12.6.08

Number in group: 7

Aim: To review work on CVs and letter writing

Outcomes:

1. Complete proofreading of letters and CVs
2. Review documents needed for job application

Relevant previous knowledge/skills (as appropriate)

WP knowledge (checked previously) – all able to use mouse and keyboard

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
9.00	Review previous week's work. Proofread full range of word processed job application documents.		Support Ls individually.	Complete individual task as identified.	Hard copies of documents	Ls work at own level and task.
10.15	Review of work done. Discussion and identification of further needs. Complete ILP.			Save work on memory stick and hard drive in Family Learning folder.	ILP	
11.00	Complete course evaluation forms.					

Methods of assessing learning:

Observe successful completion of tasks

Evaluation/reflection:

Actions:

Session plan 9

Course: FLLN to Employment

Venue: Whitehouse Infant School, Ipswich

Sector: FE

Date: 19.5.08

Number in group: 7

Aim: To evaluate the course as a group and celebrate course achievements.

Outcomes:

- 1. Feedback for NIACE on the course model**
- 2. Reflection on individual achievements**
- 3. identification of future needs and actions**

Relevant previous knowledge/skills (as appropriate)

Time	Content	Outcome	Teacher	Students	Resources	Differentiation
9.00	Review and evaluation of course contents and delivery methods. Complete group records.			Comment verbally.		Individual views and needs identified.
10.15	Discussion of future activities and needs. Celebration.					

Methods of assessing learning:

Evaluation/reflection:

Actions: