

Functional Skills L1 - SCHEME OF WORK

WK	Link to vocational subject	STRUCTURE	SPEAKING & LISTENING	READING	WRITING	MATERIALS
1	INDUCTION <ul style="list-style-type: none"> Welcome, introductions Group speaking assessments Functional skills inductions and awareness raising activities 		<ul style="list-style-type: none"> Students introduce themselves and aspirations Students to discuss understanding and requirements of FS standards Students to discuss links with vocational subject and FS 	<ul style="list-style-type: none"> Functional skills website Functional Skills standards 		Computer Internet Induction material
2	DIAGNOSTIC ASSESSMENTS <ul style="list-style-type: none"> Word bank 				<ul style="list-style-type: none"> Complete appropriate diagnostic assessment Write a personal profile e.g. describing family background, educational achievements, work experience, aspirations Create personal word bank of technical/vocational words with meanings 	Assessment material

3	Link to vocational subject area/unit	Text types - <ul style="list-style-type: none"> • descriptive language and features • function of nouns, verbs within text 	<ul style="list-style-type: none"> • Discussions and analysis on features of descriptive text 	<ul style="list-style-type: none"> • Read and analyse examples of descriptive text 	<ul style="list-style-type: none"> • Write examples of descriptive text - • Self/peer evaluation of descriptive features used 	Computer internet Whiteboard Paper resources
4	Link to vocational subject area/unit	Text types <ul style="list-style-type: none"> • Persuasive language and features • function of nouns, verbs within text 	<ul style="list-style-type: none"> • Discussions and analysis on features of persuasive text 	<ul style="list-style-type: none"> • Review skim reading techniques • Skim read examples of persuasive writing features 	<p>(to consolidate understanding)</p> <p>Write examples of persuasive text - advertising the key features of one vocational unit</p> <p>Self/peer evaluation of persuasive features used</p>	Computer internet Whiteboard Paper resources

5	<ul style="list-style-type: none"> Link to vocational subject area/unit 	<p>Text types</p> <ul style="list-style-type: none"> Instructional and informative text type features function of nouns, verbs within text 	<ul style="list-style-type: none"> Discussions and analysis on features of instructional and informative text Discuss and select appropriate purpose and format for written activity 	<ul style="list-style-type: none"> Read and analyse instructional and text Read and analyse informative text 	<ul style="list-style-type: none"> Write examples of instructional text - write a behaviour code/policy for classroom setting Write examples of informative text - vocational context 	<p>Computer internet Whiteboard Paper resources</p>
6	<p>Functional Skills Practice assessment</p>	<p>Speaking , listening and communication</p>	<ul style="list-style-type: none"> Discussion of f/s marking criteria and how written assessments meets standards 	<ul style="list-style-type: none"> Reading, understanding and following instructions from assessment paper Reading and following f/s marking criteria 	<ul style="list-style-type: none"> Written response to questions from the assessment paper. Peer marking and evaluation of assessment paper 	<p>Functional skills assessment papers and marking criteria</p>
7	<p>Consolidation of all of literacy text type features</p>	<p>Speaking , listening and communication</p>	<ul style="list-style-type: none"> Pair and group discussions, analysis and review of text features and functions 	<ul style="list-style-type: none"> Reading and analysing all text features 	<ul style="list-style-type: none"> Composition specific text types using features learnt in lesson Practice using words from personal word bank to consolidate learning 	<p>Computer internet Whiteboard Paper resources</p>

8	Link to vocational subject area/unit	Speaking, listening and communication	<ul style="list-style-type: none"> • Present information and ideas in a logical sequence • Self evaluation of speaking and listening strengths and targets for development • Watching video and evaluating S&L content 	<ul style="list-style-type: none"> • Reading and sequencing activity in order to present info • Extract key information from texts 		Interactive board Computers
9	Link to vocational subject area/unit	Speaking, listening and communication	<ul style="list-style-type: none"> • Open and closed questioning techniques • Non verbal communication techniques • Informal group discussions practicing techniques 	<ul style="list-style-type: none"> • Read and listen for detailed information in spoken accounts 		Interactive board Computers

10	Link to vocational subject area/unit	Speaking, listening and communication	<ul style="list-style-type: none"> • Listen for and identify key information • Use new/technical vocabulary meaningfully in context 	<ul style="list-style-type: none"> ▪ Read discuss and agree main purpose of texts ▪ Discuss and agree questions about texts to ask other groups ▪ Read and listen for detailed information in spoken accounts 	<p>Evaluation of activity using words from individual word bank</p> <p>Research and addition of new words into word bank</p>	<p>Interactive board Computers Reading text</p>
11	Link to vocational subject area/unit	<p>Speaking and listening - Role play activity</p> <p>Consolidating/establishing all speaking and listening techniques</p>	<ul style="list-style-type: none"> • Listen for, responding to and identifying key information when speaking 	<ul style="list-style-type: none"> ▪ Reading role play cards and identifying key words for role play 	<p>Written evaluation of S&L skills used</p>	<p>Role play cards Computers</p>
12	Functional Skills Practice assessment	Test preparation	<p>Discussion of FS marking criteria and how written assessments meets standards</p>	<ul style="list-style-type: none"> • Reading, understanding and following instructions from assessment paper • Reading and following f/s marking criteria 	<ul style="list-style-type: none"> • Written response to questions from the assessment paper. • Peer marking and evaluation of assessment paper 	<p>Functional skills assessment papers and marking criteria</p>

13	<p>Starting work:</p> <p>Identify and describe a range of jobs in the vocational sector</p> <ul style="list-style-type: none"> • Examine and discuss range of job roles and tasks • Extract key info from job descriptions 			<ul style="list-style-type: none"> • Match job titles and descriptions • Use skimming, scanning and detailed reading in different ways for different purpose • Predict meaning of unknown words using context clues • Use a dictionary to find the meaning of unknown words 	<ul style="list-style-type: none"> • Select vocabulary to gap-fill texts • Make notes as part of planning process • Write bullet points with nouns and verbs • Use simple sentences accurately 	Vocational material, computers
14.	<p>Starting work:</p> <ul style="list-style-type: none"> • Select vocab to gap-fill text • Extract and bullet point key info from job descriptions 	<p>Vocabulary: Job titles, key nouns and verbs</p> <p>Word families: root and parts of speech: nouns and verbs, common endings and spellings</p>	<ul style="list-style-type: none"> • Use intonation so that meaning is clearly understood 	<ul style="list-style-type: none"> • Scanning techniques for key words in text • Use implicit and explicit grammatical knowledge, along with own knowledge and experiences, to predict meaning, try out plausible meanings and to read and check for 	<ul style="list-style-type: none"> • Gap-fill activities on job roles • Select and use correct form of word (noun or verb) in context • Spelling: identify common endings for verbs and nouns 	<p>Edexcel support materials</p> <p>Vocational materials</p>

				<p>sense</p> <ul style="list-style-type: none">• Predict meaning of unknown words using context clues• Use a dictionary to find the meaning of unknown words		
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15	Starting work: Skills and qualities <ul style="list-style-type: none"> Identify, describe & explain the skills & qualities needed for a range of job roles 	Vocabulary building	<p>Use appropriate vocabulary to describe skills and qualities</p> <p>highlight differences between descriptive and explanative language</p> <p>Use appropriate verb tenses - present simple in all its uses Explain why specific skills and qualities are needed</p>		<ul style="list-style-type: none"> Construct sentences using present simple tense appropriately Identify and use descriptive words accurately in sentences 	Industry material computer
16	Functional Skills Practice assessment	Test preparation	<ul style="list-style-type: none"> Discussion of f/s marking criteria and how written assessments meets standards 	<ul style="list-style-type: none"> Reading, understanding and following instructions from assessment paper Reading and following f/s marking criteria 	<ul style="list-style-type: none"> Written response to questions from the assessment paper. Peer marking and evaluation of assessment paper 	Functional skills assessment papers and marking criteria

17	<p>Personal Effectiveness:</p> <p>Work experience</p> <p>Skills and qualities</p>	FS consolidation	<ul style="list-style-type: none"> • Describe past experiences using range of past tenses appropriately and accurately • Discuss qualities employers are looking for 	<ul style="list-style-type: none"> ▪ Scan alphabetical lists for appropriate qualities ▪ Identify qualities for employability ▪ Identify other job-related skills 	<ul style="list-style-type: none"> • Spell a range of adjectives and adverbs correctly in text ▪ Identify interests outside of work 	
18	<p>Personal Effectiveness Employment skills Checklist</p> <ul style="list-style-type: none"> ▪ Key skills and qualities <p>Strengths and weaknesses evaluation</p>	FS consolidation	<ul style="list-style-type: none"> • Listen to radio interview on job market, identify gist and specific information ▪ Discuss characteristics of job market ▪ Discuss and agree skills necessary for jobs 	<ul style="list-style-type: none"> • Job adverts: genre, format, layout • Skim for gist • Scan for key adjectives to identify desirable qualities ▪ Extract key information from adverts ▪ Scan newspapers for job adverts 	<ul style="list-style-type: none"> • Match strengths to jobs 	