

Sample Scheme of Work

Week	Widening Horizons Content	Responsibility for Delivery
Unit 1: Induction		
1	Getting the best out of induction • Important contacts	<i>Support Officer Vocational Tutor</i>
2	Rules and regulations Why you're here • Am I on the right training programme?	
3	More about you • What sort of person am I?	
Unit 3: Employability		
4	Your CV	<i>Vocational Tutor Literacy Tutor</i>
5	Personal Statements	
Unit 2: Personal Development		
6	Setting goals and targets	<i>Skills Tutor</i>
7	Reviewing your progress • How am I getting on? <i>What happens during a review meeting</i>	
8	<i>Action planning: goals and targets</i>	
9	Review Meeting 1	
10	Learning from your review • Action planning	<i>Employability Tutor</i>
11	• Work-based progress review summary	
12	<i>Updating Personal Training Plan</i>	

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Unit 1: Induction		
13	More about you <ul style="list-style-type: none"> • How do I learn best? 	<i>Skills Tutor</i>
14	Now you know... <ul style="list-style-type: none"> • Induction checklist 	<i>Skills Tutor</i>
Unit 2: Personal Development		
Review Meeting 2		
15		
16	<i>Learning from your review: updating Personal Training Plan</i>	<i>Employability Tutor Skills Tutor</i>
17		
18	Developing your skills <ul style="list-style-type: none"> • Skills I need... • How confident am I? • Other skills 	
19		
Review Meeting 3		
20		
21	<i>Learning from your review: updating Personal Training Plan</i>	<i>Skills Tutor Employability Tutor Literacy Tutor ICT Tutor</i>
22	Learning skills from life Developing a Skills Chart	
Unit 3: Employability		
23	<i>In light of learning:</i> <ul style="list-style-type: none"> • Redraft Personal Statement • Redraft CV 	<i>Employability Tutor</i>
24		
25	Choosing a career pathway <ul style="list-style-type: none"> • What matters to me? • Careers advice and guidance 	

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	Unit 2: Personal Development	
26	Review Meeting 4	
	Unit 3: Employability	
27	<i>Learning from your review: updating Personal Training Plan</i>	<i>Employability Tutor</i>
28	Choosing a career pathway	
29	<ul style="list-style-type: none"> • Careers research • Career planning • How can I find out about job vacancies? 	
30	Applying for jobs or courses	<i>Employability Tutor</i>
31	Letters of application	
32	Application forms <ul style="list-style-type: none"> • Application form checklist 	
	Unit 2: Personal Development	
33	Review Meeting 5	
	Unit 3: Employability	
34	<i>Learning from your review - update:</i>	<i>Literacy Tutor ICT Tutor Employability Tutor</i>
35	<ul style="list-style-type: none"> • CV 	
36	<ul style="list-style-type: none"> • Personal Statement • Personal Training Plan 	
37	Interviews	<i>Employability Tutor</i>
38	Presentations	<i>Literacy Tutor Skills Tutor</i>
	Unit 2: Personal Development	
39	Review Meeting 6	
40	Presenter checks <i>Update Personal Training Plan</i> <i>Prepare neat copies of any documents that need added to the Presenter</i> <i>Check that all necessary documents are in the Presenter</i>	<i>Employability Tutor Skills Tutor Vocational Tutor</i>