



NORTON RADSTOCK COLLEGE

Scheme of Work



INVESTOR IN PEOPLE

Course Title: ITT Bridging Course	Module/Unit Title: Literacy	Duration & Location & Start Date: 12 weeks starting 23 rd Sept
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Aims & Objectives:

- To enable participants to gain Key Skills Level 2 Communication/National Literacy Test
- To build sufficient competence and confidence in participants' literacy and language skills to enable progression to initial teacher training

Rationale-

Initial Assessment of student learning needs will be achieved by:
Self assessment of skills / free writing task/reading and note taking task

Teaching & Learning activities planned include: pair and small group work/individual research tasks/ student presentations/group discussion

Other comments:

Candidates will be encouraged to make links between the skills/techniques that are used on the course and the embedding of literacy into their own subject area. ICT will be embedded throughout the module. ICT support will be provided for individual learners as appropriate to their needs. Tasks will focus on the production and use of texts which relate to the initial teacher training course and which raise awareness of Functional Skills

Basic Skills Requirements – to successfully complete this course students will need to be able to:

Listen for key points and to the opinions of others in group discussion, deliver a 4 minute presentation, demonstrate reading and writing skills at Level 2 or above.
Functional Skills Coverage and Range are highlighted in italic.

Health & Safety issues related to this scheme of work (Risk Assessments are located in the course file)

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Date or No	Criteria- objectives; main qualification, key skill or basic skill	TOPIC	ASSESSMENT Due	RESOURCES	Date for IV, EV, CR&E	Comments/ <i>Functional Skills</i>
1	To introduce candidates to the course and accreditation To undertake skills assessment and self assessment	Introduction to the course, the accreditation, the team and each other Assessment tasks – free writing Reading & extracting key points Self assessment checklist IT: self assessment	Self assessment and Initial assessment tasks	Course outline Assessment tasks Self assessment checklist Accreditation info		Candidates will be advised on the appropriate accreditation on the outcome of their performance in assessment tasks
2	To develop planning and paragraphing skills	Different approaches to planning, linking plans to assignments Paragraphing – how to structure and link paragraphs IT: text input, create and save a file (write and save a paragraph)	Task – writing and linking 3 paragraphs of a reflective journal (KS writing task)	Sample plans Sample paragraphs and paragraph task (reflective journal)		Reflective Journal Entry = KS Writing text 1 <i>Present info/ideas concisely, logically and persuasively</i>
3	To identify and demonstrate the reading skills required for study purposes	Extracting key points – underlining task & Note taking – different types of notes Summarising Reading and understanding assignment questions IT: Highlighting /searching the internet	Task – underlining/highlighting a text (Race & Pickford) Search for Petty website	Text and underlining task (differentiation) Lightbulb summarising task Sample assignment questions		Differentiation texts + resulting report = KS reading and writing task 2 <i>Read and summarise succinctly info/ideas from different sources</i>

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4	To understand the Harvard system and how to use is appropriately	Harvard Referencing and plagiarism How to incorporate references into your writing IT: cut and paste	Task – Harvard Ref and paraphrasing		Notetaking examples and task Paraphrasing task Harvard ref cards Examples of plagiarism Examples and task – incorporating refs into an assignment	
5	To develop the skills to structure a text around a HE assignment question	How to structure a report Analyse sample report questions and produce a group plan Individual work on an outline report IT: headings, underlining, embolden, bullet points & numbering	Task- outline of a report (Link to KS Writing assignment)		Sample report questions and materials for developing a group plan	<i>Present information on complex subjects concisely and clearly</i>
6	To identify the key features of academic writing	What is Standard English and how does it differ from Non-Standard? Informal to formal exercise IT: search and replace informal words/phrases	Task – informal to formal English		Informal to formal exercise Examples of academic style	<i>Use a range of styles of writing for different purposes</i>
7	To develop an understanding of different sentence types and their use in writing To develop confidence in the use of a range of punctuation marks	Types of sentences Kernel sentence exercise Introduction to punctuation: capitals/apostrophes/bracket s/hyphens IT: Punctuation on the keyboard???	Task – punctuating simple and compound sentences		Sample sentences and task Kernel sentence task Information sheets Punctuation exercises web exercises (pairs)	<i>Use a range of sentence structures, including complex sentences</i>
8	To be able to use full stops and commas to	Writing and punctuating complex sentences	Task – creating complex sentences		Sample sentences on card	<i>As above</i>

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	punctuate complex sentences	Full stops/commas/ (colons and semi-colons if appropriate)			Web pages on board Text to punctuate Info sheets	<i>Punctuate accurately using commas, apostrophes and inverted commas</i>
9	To identify the skills & knowledge required to give a presentation and to practise those skills	How to deliver a presentation – do’s and don’ts Collaborative task – prepare and deliver a short presentation to the group or time to prepare presentation for next session IT: PowerPoint?	Task – prepare a short talk		Info sheet Task sheet	<i>Present information and ideas clearly and persuasively to others</i>
10	To deliver a 4 minute presentation	Individuals deliver short presentations (KS assignment)			Candidates’ own work	Presentation = KS assessment <i>As above</i>
11	To be able to use strategies to improve spelling and to extend their vocabulary	Vocabulary development – using a thesaurus Spelling hints and tips IT: spell-check, thesaurus	Task – synonyms and antonyms		Thesaurus Synonyms task Spelling games Info sheet	<i>Ensure written work has accurate grammar, punctuation and spelling</i>
12	To evaluate the module By taking part in a group discussion	Group discussion relating to own professional practice	Key Skills assessment			<i>Make significant contributions to discussions..</i> Discussion = KS assessment

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