

Scheme of Learning Functional Skills

Level 2

Age:	YEAR:	DURATION:
Skills 2	KS3/4	55 Guided Learn Hours 60 Total Qualification Time

AIM:

to provide reliable evidence of a learner's achievements against demanding content that is relevant to the workplace. To provide a foundation for progression into employment and further technical education and help learners to develop skills for everyday life.

AO1: What will pupils be learning about & what skills will they obtain?

to give students an opportunity to demonstrate their ability to read, write, speak, listen and communicate at an appropriate level, gain a qualification for everyday life and apply these skills effectively to a range of purposes in the workplace and in other real life situations. The knowledge and skills gained from this course will prepare learners for further study alongside gaining GCSE skills in preparation for the GCSE exam.

Students will practise reading different types of text from a range of topics and of varying lengths that instruct, describe, explain and persuade.

Identify and understand the main points, ideas and details in texts

Compare information, ideas and opinions relating to texts

Distinguish between fact and opinion

Identify meaning

Understand organisational features and use them to locate relevant information (contents, index, menus, tabs and links)

Interpret information from images

Students will practise writing different types of text. Texts will include narratives, instructions, explanations and reports, all of varying length.

Use a range of punctuation correctly

Use a range of words used most often in word, study and daily life, including specialist words.

Use correct grammar (eg subject-verb agreement, consistent use of tense, definite and indefinite articles)

Communicate information, ideas and opinions clearly, coherently and accurately

Write a text of an appropriate level of detail and of appropriate length to meet the needs of purpose and audience.

Use appropriate format. Structure and language appropriate for audience and purpose

Use punctuation consistently and accurately in complex sentences, using paragraphs where appropriate.

Schemes Of Work Functional Skills In English

Daniela Niemeyer



Schemes Of Work Functional Skills In English:

A-Z of Lifelong Learning Jonathan Tummons, Sharon Powell, 2014-06-16 The A to Z of Lifelong Learning has been written for anyone involved in the lifelong learning sector whether as an evening class tutor trainee FE teacher or college manager With its glossary format this book allows students tutors and practitioners to easily explore the many key themes issues and debates that shape contemporary practice in the lifelong learning sector Written in an accessible style the A to Z of Lifelong Learning combines ease of use with a critical perspective covering a range of important topics relating to learning and teaching in lifelong learning the people staff students and other stakeholders and the organisation and management of the sector Each entry provides a succinct and helpful overview for busy students and practitioners and includes Introduction A brief definition of the term including changes in emphasis usage over time Key concepts An exploration of key concepts and debates within the topic referenced to both recent literature and seminal works writers Practical application Commentary relating to the application manifestation of the concept in practice drawing on real world examples where appropriate Readable critical and fully referenced to provide guidelines for further reading and research the book is aimed at students who are taking a wide variety of lifelong learning qualifications This book is an excellent entry point for anyone who wants to know more about lifelong learning and the lifelong learning sector Jonathan Tummons and Ewan Ingleby combine scholarship and experience of the sector with the outcomes of their own research to create a valuable addition to the literature on lifelong learning If you are unfamiliar with the territory of lifelong learning this book gives you the map Pete Scales Senior Lecturer in Education University of Derby UK In their introduction Tummons and Ingleby describe the breadth and complexity of the lifelong learning sector with its wide range of educational institutions programmes of study contexts and settings and diverse student and teacher populations That it manages so comprehensively to encompass this sector from Accreditation of Prior Learning to Zone of Proximal Development is one of the key achievements of this text This text will be invaluable to all those teaching or studying in the sector and will be particularly useful for those outside the sector baffled by the myriad topics theories policies processes which are current within it indeed there is even an entry on Jargon Andrew Armitage Head of the Department of Post Compulsory Education Canterbury Christ Church University UK This is a welcome and timely text This simple A Z of the sector provides a much needed overview of that complexity For the novice unfamiliar with the pedagogies philosophies and policies that define working with adults this A Z of Lifelong Learning is an accessible introduction The seasoned professional familiar with a particular institutional setting will appreciate gaining depth and insight into the workings of an entirely different educational context The reader is left curious and inspired wanting to follow up and find out more Yet each entry provides just enough detail to stimulate thought and discussion Carol Azumah Dennis PCET Programme Director University of Hull UK

Delivering Employability Skills in the Lifelong Learning Sector
Ann Gravells, 2010-01-05 Delivering Employability Skills is an optional unit of the teacher training qualifications This easy to

read and accessible text is aimed at trainees undertaking this unit or existing teachers wishing to refresh their understanding of delivering employability skills as part of CPD With practical activities and examples throughout this book supports delivery of the subject in a variety of settings Please note the qualification unit content contained in the appendices has since changed and some legislation mentioned in the book has been updated Passing PTLLS Assessments Ann Gravells,2010-05-04 PTLLS candidates often find it difficult to approach and complete their assessments This accessible guide begins with an overview of the award detailing the requirements at Levels 3 and 4 It encourages the reader to assess their own competence in the five sections of PTLLS helping them to better understand how to prepare for their assessments Detailed guidance on how to demonstrate and evidence competence enables candidates to complete their assessments with confidence Finally a chapter on practical assessments covers how both pre service and in service candidates can prepare for the Microteach and includes hints and tips on how to succeed A Study Guide to English Functional Skills Levels 1 & 2 , **Teaching Sport And Leisure 14+** Huggett, Cliff,Manley, Chris,2010-10-01 Annotation This book has been written in response to a perceived need in initial teacher training to address the pedagogy of vocational programmes in the field as a vocational subject It is not therefore a text book on physical education but rather focuses on teaching and learning related to preparation for working in the industry *Preparing to Teach in the Lifelong Learning Sector* Ann Gravells,2011-05-05 This popular and accessible guide to the PTLLS Award is a comprehensive introduction to teaching in a variety of settings within the Lifelong Learning Sector from colleges to work based learning offender learning and adult and community contexts This fourth edition is completely revised and updated and reflects current practice at levels 3 and 4 A new Extension Activity feature targets those taking the award at level 4 and further theories of learning are incorporated throughout Chapters are based around the learning cycle are focused on the PTLLS assessment criteria and are linked to the LLUK Standards The New Award The fifth edition of *Preparing to Teach in the Lifelong Learning Sector* is also now available written for the NEW four unit PTLLS Award Find out more here <http://www.uk.sagepub.com/books/Book238711> siteId:sage_uk_prodTypes: any q gravells fs 1

Teaching In The Lifelong Learning Sector Scales, Peter,2012-11-01 An essential book linked to the LLUK Standards for teachers trainers tutors a practical introduction to teaching learning **Planning and Enabling Learning in the Lifelong Learning Sector** Ann Gravells,Susan Simpson,2010-04-28 This was a unit in the CTLLS and DTLLS qualifications which have now been replaced with the Certificate and Diploma in Education and Training CET and DET However the content has since been updated and is now in the book *Principles and Practices of Teaching and Training* Please note the qualification unit content contained in the appendices has since changed and some legislation mentioned in the book has been updated *How to be a Brilliant FE Teacher* Vicky Duckworth,2013-09-05 *How to be a Brilliant FE Teacher* is a straightforward friendly guide to being an effective and innovative teacher in post compulsory education Focussing on practical advice drawn from the author s extensive and successful personal experience of both teaching and training teachers

it offers sound guidance underpinned by the latest research theory and policy in the field Structured around the questions that all new teachers and lecturers ask in their first teaching post it is an introduction to both essential teaching skills and what to expect from working in this exciting fast paced sector Key chapters cover The learners who they are diversity and motivation What will actually happen organising teaching technology and resources How to keep your students interest understanding and responding to learning styles How will I know if they ve learned it assessment and feedback Making sure it s working student evaluation reflecting on and improving practice Packed throughout with information about where to find the best materials and resources to support your teaching this book also offers sensible advice on balancing home and life working effectively with your colleagues and progressing in your career How to be a Brilliant FE Teacher will be a source of support and inspiration for all those embarking on their initial training and first post in the sector as well as qualified professionals looking for reassuring fresh ideas Reflective Teaching and Learning Dymoke S & Harrison J,2008-05-23 This core text is an introduction for beginning secondary teachers on developing the art of critical reflective teaching throughout their professional work

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