

Term 1 Content Autumn 1	Term 2 Content Autumn 2	Term 3 Content Spring 1	Term 4 Content Spring 2	Term 5 Content Summer 1	Term 6 Content Summer 2	Assessment
<p>Unit A1: Being Organised</p> <ul style="list-style-type: none"> -Introduction to Unit A1 ‘Being Organised’ -Discuss definition of ‘Being organised’ -Understand the vocabulary we will be using within the unit -Task: Mind map ‘Benefits of being Organised’ -Scenarios based discussion & tasks. -Introduction to Time management techniques -Task: Discuss ‘Prioritising’ -Scenarios based discussion & tasks. -Introduction to timetables and how we should use these to help us. -Task: Choose one day of our timetable and identify tasks that need to be completed and prioritised. Evaluate and reflect on completion. -Introduction to ‘deadlines’. What is a deadline’ -Scenarios based discussion & tasks. -Organisational Techniques – Resources we need or use to help us stay organised -Task ‘Reviewing Organisational techniques’ Identify strategies and resources we can use -Introduction to a filing system -Task: ‘Managing a filing system -Task: ‘Using a planner to Organise our time’ -Task: ‘Planning a meal’ <p>Assessment: Using planners to Organise Time</p>			<p>Unit A2: Developing a Personal Progression Plan</p> <ul style="list-style-type: none"> -Introduction to Unit A2 ‘Developing a personal Progression plan -Discuss definition of ‘what is a progression plan’ -Understand the vocabulary we will be using within the unit -Task: Mind map ‘Benefits of developing a progression plan’ -Task: Identify our short term and long-term goals. -Task: Identify our SMART progression plan -Group Task: Discuss and identify our progression plan -Introduce work experience -Introduce skills & qualities -Task: Identify our own skills & qualities -Introduce Personal skills audit -Task: Complete our own personal skills audit -Introduction to finding employment. What is a job advertisement? -Task: Job advertisement -Task: Job search -Task: Opportunities for further learning -Task: Skills, Qualities, experience <p>Assessment: Create a progression plan</p>			<p>Each unit is finished with a real-life context scenario assessment. This is teacher evaluated in accordance with the assessment criteria and a grade is allocated for each unit.</p> <p>Units are put towards BTEC qualifications in both Land Based Studies and Vocational Studies.</p>
Desired End of Year Outcomes						
<p>A: Explore techniques to improve own organisational skills</p> <p>B: Review the use of techniques to improve own organisational skills</p>			<p>A: Explore the skills and behaviours needed to meet personal progression goal</p> <p>B: Produce a progression plan to meet intended progression goal</p>			