

## Appendix 4 - #P4P Scheme of work



### Area of Learning: Core Transferrable Skills (CTS)

Topic	Aim	Learning Outcomes	Possible strategy/knowledge	Embedded English, maths and ICT	Assessment of learning outcomes	Promotion of equality and diversity/ British values	Resources	Health, safety and safeguarding
Signal Survey  (First 6 weeks)  Additional activities	To capture evidence that might suggest the learner and their family requires additional support	Tutor will identify areas for support and take the appropriate action to provide the necessary support.	Follow the link below to access <a href="https://platform.povertystoplight.org/surveys">https://platform.povertystoplight.org/surveys</a>  Once the learner has settled into their programme, the tutor will explain the purpose of signal and how springboard plans to use this information. If the learner feels comfortable and confident to carry out the survey, the tutor will facilitate and support where necessary. If the learner does not feel ready to carry out the survey, a referral to pastoral care will be made and together with the tutor, support will be provided to enable the learn to complete the survey.	ICT, English reading and communication	The test will be based on a traffic light system (RAG) that will highlight each area. Once the results have been analysed by the tutor, the tutor will pick some priorities that they can help and support with, support may come from external professionals if required.	Signal is individually based and is a great example of equality and diversity. The results also indicate that there are areas with more poverty than others.	ICT/Signal	By carrying out the survey with each learner you are safeguarding them from possible harm. All information will be safeguarded under GDPR regulations and shared only with relevant people.  Any health and safety issue will be identified and dealt with accordingly.  Fire drills (yes/no)  Classroom comfort

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<b>Wheel of Strengths</b>  <b>(Within 4 weeks and ongoing)</b>  <b>Additional activities</b>	To find out what your current skills, interests and personality traits are, then plan to develop them further to support your future.	Create an account on the Barclays LifeSkills website (learners will need to login details and email address, support will be provided to create the accounts).  To identify what your skills and qualities are and match them to suitable job roles.  To identify areas for	Take part in online assessments to identify: <ul style="list-style-type: none"> <li>• Examples of job roles that match your current skills</li> <li>• How your personality traits and interests complement your skills</li> <li>• What other potential jobs are available if you improve your skills further</li> <li>• How you can develop your existing skills and learn new ones</li> </ul> <p><b>Click on the icon:</b>  <a href="#">Advice Map to find advice on your future employment or education options.</a></p>	ICT, English reading and communication  Case studies and scenarios, chosen on LP	<p><b>Option 1</b> – complete the tool and explore the job role <b>results</b> that might suit you based on your current skills, interests and personality traits. Research these roles further if any of them sound appealing.</p> <p><b>Option 2</b> – complete the tool twice, the second time adding in the skills you would want to develop to <b>reveal</b> examples of other jobs that might also be a great match.</p>	Diversity in the workplace ensures a variety of different perspectives.  Diversity in the workplace means that employees will have different characteristics and backgrounds; they are also more likely to have a variety of different <b>skills and experiences.</b>	ICT	PPE  Designated work areas  Housekeeping

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		improvement and create an action plan for development.	<p>And explore a variety of different jobs and sectors by visiting BBC BiteSize <a href="https://www.bbc.co.uk/bitesize/articles/zmdc382">https://www.bbc.co.uk/bitesize/articles/zmdc382</a></p> <p>Set goals to create an action plan for improving weaknesses. Make sure your goals are specific, measurable, attainable, realistic and timely (S.M.A.R.T).</p>					
<b>Building confidence and assertiveness</b>	Help learners build confidence, self-esteem, resilience and motivation.	Identify strategies for overcoming personal barriers and work-related challenges	Follow the link below to access lesson plan. <a href="https://barclayslifefskills.com/educators/lessons/building-confidence-and-assertiveness/">https://barclayslifefskills.com/educators/lessons/building-confidence-and-assertiveness/</a>	ICT/English reading, writing and speaking.  Case studies and scenarios, chosen on LP	Observation of learning activities  Checking of learners work  Use of direct questioning	Chosen on LP and naturally where necessary  Video clips Handouts Posters Activities	ICT Workbooks	Fire drills (yes/no) Classroom comfort PPE Designated work areas Housekeeping
<b>Additional activities</b>	Draw on techniques to help them become more							

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		<p>assertive when facing personal challenges</p> <p>Identify the difference between assertive, passive and aggressive behaviour</p>	<p><b>Curriculum Tags and holistic assessment descriptors</b></p> <p><b>Character development.</b></p> <p><b>Goal setting.</b></p> <p><b>Identify strengths.</b></p> <p><b>CV skills.</b></p> <p><b>Resilience.</b></p> <p><b>Interview skills.</b></p>			<p><a href="http://www.tutorcare.co.uk/traininghub/equality-and-diversity-in-the-workplace">http://www.tutorcare.co.uk/traininghub/equality-and-diversity-in-the-workplace</a></p>		<p>All information will be safeguarded under GDPR regulations and shared only with relevant people.</p> <p>Any health and safety issue will be identified and dealt with accordingly.</p>
<p><b>Wellbeing Toolkit</b></p> <p><b>Additional activities</b></p>	<p>To inform learners of the importance of mental wellbeing and the effects it has on future success and</p>	<p>Help learners manage and maintain their mental wellbeing as an integral part of their overall health</p>	<p>Follow the link below to access lesson activities.</p> <p><a href="https://barclayslifeskills.com/educators/lessons/wellbeing-toolkit/">https://barclayslifeskills.com/educators/lessons/wellbeing-toolkit/</a></p>	<p>ICT/English reading, writing and speaking.</p> <p>Case studies and scenarios, chosen on LP</p>	<p>Observation of learning activities</p> <p>Checking of learners work</p> <p>Use of direct questioning</p>	<p>Chosen on LP and naturally where necessary</p> <p>Video clips</p> <p>Handouts</p> <p>Posters</p>	<p>ICT</p> <p>Workbooks</p>	<p>Fire drills (yes/no)</p> <p>Classroom comfort</p> <p>PPE</p> <p>Designated work areas</p>

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	career prospects.	Support them with developing skills such as resilience, communication, self-confidence, time management and proactivity	<p><b><u>Curriculum Tags and holistic assessment descriptors</u></b></p> <p><b>Personal development.</b></p> <p><b>Character development.</b></p> <p><b>Resilience.</b></p> <p><b>Goal setting.</b></p> <p><b>Problem solving skills.</b></p>			<p>Activities</p> <p><a href="https://www.gov.uk/when-mental-health-condition-becomes-disability">https://www.gov.uk/when-mental-health-condition-becomes-disability</a></p> <p>Ref MH folder with case studies of famous people who have or have overcome MH issues.</p>		<p>Housekeeping</p> <p>All information will be safeguarded under GDPR regulations and shared only with relevant people.</p> <p>Any health and safety issue will be identified and dealt with accordingly.</p>
Aiming high	This lesson supports students in recognising the importance of aiming high and how to identify opportunities to be	<p>Identify opportunities to aim high in their everyday lives</p> <p>Understand the difference between being</p>	<p>Follow the link below to access lesson activities.</p> <p><a href="https://barclayslifeskills.com/educators/lessons/aiming-high-proactivity/">https://barclayslifeskills.com/educators/lessons/aiming-high-proactivity/</a></p>	<p>ICT/English reading, writing and speaking</p> <p>Case studies and scenarios, chosen on LP</p>	<p>Observation of learning activities</p> <p>Checking of learners work</p> <p>Use of direct questioning</p>	<p>Chosen on LP and naturally where necessary</p> <p>Video clips</p> <p>Handouts</p> <p>Posters</p> <p>Activities</p>	<p>ICT</p> <p>Workbooks</p>	<p>Fire drills (yes/no)</p> <p>Classroom comfort</p> <p>PPE</p> <p>Designated work areas</p> <p>Housekeeping</p>

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	proactive and reach their future goals.	proactive and reactive  Recognise how being proactive can help them aim high and achieve their goals	<b><u>Curriculum Tags and holistic assessment descriptors</u></b>  <b>Personal development</b>  <b>Character development</b>  <b>Identify strengths and transferrable skills</b>  <b>Aiming high</b>					All information will be safeguarded under GDPR regulations and shared only with relevant people.  Any health and safety issue will be identified and dealt with accordingly.
Adaptability	To help learners to understand the concept of adaptability, why how you respond to change is important and how to apply adaptive thinking.	Understand why adaptability is a core skill for the future world of work.  Identify the traits, skills and characteristics that make	Follow the link below to access lesson plan.  <a href="https://barclayslifeskills.com/educators/lessons/adaptability/">https://barclayslifeskills.com/educators/lessons/adaptability/</a>  <b><u>Curriculum Tags and holistic assessment descriptors</u></b>	ICT/English reading, writing and speaking  Case studies and scenarios, chosen on LP	Observation of learning activities  Checking of learners work  Use of direct questioning	Chosen on LP and naturally where necessary  Video clips Handouts Posters Activities	ICT Workbooks	Fire drills (yes/no) Classroom comfort PPE Designated work areas Housekeeping

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		<p>someone adaptable.</p> <p>Understand that adaptability skills can be developed by anyone.</p>	<p><b>Personal development</b></p> <p><b>Character development</b></p> <p><b>Identify strengths and transferrable skills</b></p> <p><b>Adaptability</b></p>			<p><a href="https://www.youtube.com/watch?v=C-uyB5i6WnQ">https://www.youtube.com/watch?v=C-uyB5i6WnQ</a></p> <p>(video clip about workplace adaptions to ensure inclusion)</p>		<p>All information will be safeguarded under GDPR regulations and shared only with relevant people.</p> <p>Any health and safety issue will be identified and dealt with accordingly.</p>
Staying positive	This lesson helps students to develop the skills needed to overcome setbacks by exploring how they could respond in different situations, using scenarios and introducing the 4A's	<p>Explain the importance of staying positive (resilience), including in relation to the workplace</p> <p>Understand the importance of learning from experiences, even if they are negative</p>	<p>Follow the link below to access lesson plan.</p> <p><a href="https://barclayslifefskills.com/educators/lessons/staying-positive-resilience/">https://barclayslifefskills.com/educators/lessons/staying-positive-resilience/</a></p> <p><b>Curriculum Tags and holistic assessment descriptors</b></p> <p><b>Personal development</b></p>	<p>ICT/English reading, writing and speaking</p> <p>Case studies and scenarios, chosen on LP</p>	<p>Observation of learning activities</p> <p>Checking of learners work</p> <p>Use of direct questioning</p>	<p>Chosen on LP and naturally where necessary</p> <p>Video clips</p> <p>Handouts</p> <p>Posters</p> <p>Activities</p>	<p>ICT</p> <p>Workbooks</p>	<p>Fire drills (yes/no)</p> <p>Classroom comfort</p> <p>PPE</p> <p>Designated work areas</p> <p>Housekeeping</p> <p>All information will be safeguarded</p>

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	approach – Avoid, Alter, Adapt, and Accept.	Explain different strategies they can use to build resilience and manage personal challenges and setbacks	<p><b>Character development</b></p> <p><b>Identify strengths and transferrable skills</b></p> <p><b>Resilience</b></p> <p><b>Staying positive</b></p>					<p>under GDPR regulations and shared only with relevant people.</p> <p>Any health and safety issue will be identified and dealt with accordingly</p>
Listening and presenting (communication) <b>(Ongoing)</b>		<p>Identify the essential aspects of good communication, including its contribution to effective teamwork</p> <p>Demonstrate essential aspects of listening and presenting and other</p>	<p>Follow the link below to access lesson plan.</p> <p><a href="https://barclayslifekills.com/educators/lessons/listening-and-presenting-communication/">https://barclayslifekills.com/educators/lessons/listening-and-presenting-communication/</a></p> <p><b>Curriculum Tags and holistic assessment descriptors</b></p>	<p>ICT/English reading, writing and speaking</p> <p>Case studies and scenarios, chosen on LP</p>	<p>Observation of learning activities</p> <p>Checking of learners work</p> <p>Use of direct questioning</p>	<p>Chosen on LP and naturally where necessary</p> <p>Video clips</p> <p>Handouts</p> <p>Posters</p> <p>Activities</p>	<p>ICT</p> <p>Workbooks</p>	<p>Fire drills (yes/no)</p> <p>Classroom comfort</p> <p>PPE</p> <p>Designated work areas</p> <p>Housekeeping</p> <p>All information will be safeguarded under GDPR regulations and</p>

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Problem solving	This lesson is designed to equip young people with an adaptable approach to solving problems, large or	forms of communication	<b>Personal development</b>					shared only with relevant people.	
		Explain potential consequences of poor communication at work	<b>Character development</b>					Any health and safety issue will be identified and dealt with accordingly.	
		identify problems of different scales and what is needed to solve them	<b>Identify strengths and transferrable skills</b>			Observation of learning activities	Observation of learning activities	ICT	
		Illustrate the use of an adaptable approach to solving problems	<b>Communication, listening and presenting</b>	ICT/English reading, writing and speaking	Observation of learning activities	Checking of learners work	Checking of learners work	Workbooks	
			Follow the link below to access lesson plan.	Case studies and scenarios, chosen on LP	Use of direct questioning	Use of direct questioning			

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	small. It includes a short film and scenarios that encourage development of practical problem solving skills which can be useful for learning, day to day life, and when in employment.	Understand that problem solving is a core transferable skill and identify its usefulness in a work setting  Work on a problem solving activity in a team	<a href="https://barclayslifefskills.com/educators/lessons/problem-solving/">https://barclayslifefskills.com/educators/lessons/problem-solving/</a>  <b>Curriculum Tags and holistic assessment descriptors</b>  <b>Problem solving</b>  <b>Character development</b>  <b>Transferable skills</b>  <b>Identifying strengths</b>  <b>Adaptability</b>  <b>Teamwork</b>  <b>Scope for working with the community:</b>					Fire drills (yes/no) Classroom comfort PPE Designated work areas Housekeeping  All information will be safeguarded under GDPR regulations and shared only with relevant people.  Any health and safety issue will be identified and dealt with accordingly.

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Creativity	This lesson encourages students to stretch their creativity to support their learning across the curriculum and create opportunities in the workplace.	<p>Explain and identify how creative skills can be useful at school and work</p> <p>Demonstrate ways of working together to reach creative conclusions</p> <p>Use different methods of creative thinking to find solutions</p>	<ul style="list-style-type: none"> <li>Bilton Hall</li> <li>Community Centre</li> <li>Hebburn Helps</li> <li>British Heart Foundation</li> <li>Sunderland Foodbank</li> </ul> <p>Follow the link below to access lesson plan.</p> <p><a href="https://barclayslifefskills.com/educators/lessons/creativity/">https://barclayslifefskills.com/educators/lessons/creativity/</a></p> <p><b>Curriculum Tags and holistic assessment descriptors</b></p> <p><b>Community</b></p> <p><b>Problem solving</b></p>	<p>ICT/English reading, writing and speaking</p> <p>Case studies and scenarios, chosen on LP</p>	<p>Observation of learning activities</p> <p>Checking of learners work</p> <p>Use of direct questioning</p>	<p>Chosen on LP and naturally where necessary</p> <p>Video clips</p> <p>Handouts</p> <p>Posters</p> <p>Activities</p>	<p>ICT</p> <p>Workbooks</p>	<p>Fire drills (yes/no)</p> <p>Classroom comfort</p> <p>PPE</p> <p>Designated work areas</p> <p>Housekeeping</p> <p>All information will be safeguarded under GDPR regulations and shared only with relevant people.</p>

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<b>Exploring job sectors and preparing for work</b>	Help prepare learners gain virtual work experience with an interactive worksheet around developing job skills for different sectors.	Gain an insight into a day in the life of individuals in different job roles  Discover the core transferable skills, qualifications and routes to employment that are required for certain fields of work  Create an action plan of how they can	<b>Character development</b>  <b>Transferable skills</b>  <b>Teamwork</b>  Follow the link below to access lesson activities.  <a href="https://barclayslifeskills.com/educators/support/exploring-job-sectors-and-preparing-for-work/">https://barclayslifeskills.com/educators/support/exploring-job-sectors-and-preparing-for-work/</a>  <b>Curriculum Tags and holistic assessment descriptors</b>  <b>Problem solving</b>  <b>Work experience</b>	ICT/English reading, writing and speaking  Case studies and scenarios, chosen on LP	Observation of learning activities  Checking of learners work  Use of direct questioning	Chosen on LP and naturally where necessary  Video clips Handouts Posters Activities	ICT Workbooks	Any health and safety issue will be identified and dealt with accordingly.  Fire drills (yes/no) Classroom comfort PPE Designated work areas Housekeeping  All information will be safeguarded under GDPR regulations and shared only with relevant people.  Any health and safety issue will be identified

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		develop and demonstrate these skills in their school, college or work life so they can impress future employers	<b>Teamwork</b>  For work experience short video:  <a href="https://www.bbc.co.uk/programes/p00lyqm8">https://www.bbc.co.uk/programes/p00lyqm8</a>					and dealt with accordingly.
Writing a successful CV  (End)	Help learners build an understanding of how to write an impactful CV, as well as the types of information they should include based on their transferable skills,	Explain what a CV is used for and be familiar with two common formats  Understand that a CV should highlight the skills, personal	Follow link below to access lesson plan.  <a href="https://barclayslifeskills.com/educators/lessons/cv-skills-lesson-one-writing-a-successful-cv/">https://barclayslifeskills.com/educators/lessons/cv-skills-lesson-one-writing-a-successful-cv/</a>	ICT/English reading, writing and speaking  Case studies and scenarios, chosen on LP	Observation of learning activities  Checking of learners work  Use of direct questioning	Chosen on LP and naturally where necessary  Video clips Handouts Posters Activities	ICT Workbooks	Fire drills (yes/no) Classroom comfort PPE Designated work areas Housekeeping  All information will be

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	<b>interests and experience.</b>	qualities, qualifications, interests and experience that a potential employer is looking for  Create a draft CV	<b>Curriculum Tags and holistic assessment descriptors</b>  <b>Work experience</b>  <b>CV skills</b>  <b>Character development</b>  <b>Identifying strengths</b>					safeguarded under GDPR regulations and shared only with relevant people.  Any health and safety issue will be identified and dealt with accordingly.