



Supported Internship Planning Curriculum Map Gateway To Employment 2019 - 2020



	Autumn Term		Spring Term		Summer Term	
Theme	'Getting to know you'		'Exploring the world of work'		'Ready for work'	
Functional English	Entry Level	Level 1	Entry Level	Level 1	Entry Level	Level 1
	<p>Reading and Writing: Inform, instruct and Explain <i>(Health and Safety rules within the work place poster/leaflet)</i></p> <p>Communication: Providing personal information</p> <p>Making a request and giving a preference <i>(Choosing placements for work experience)</i></p> <p>Speaking clearly e.g. on the telephone</p>	<p>Reading and Writing: Inform, instruct and Explain <i>(Health and Safety rules within the work place poster/leaflet, letters, emails)</i></p> <p>Communication: Providing personal information</p> <p>Making a request and giving a preference <i>(Choosing placements for work experience)</i></p> <p>Speaking clearly e.g. on the telephone</p>	<p>Reading and Writing: Recounts and Description <i>(diaries, reports of taster/work experience placements)</i></p> <p>Personal and Key Information <i>(filling on application forms)</i></p> <p>Communication: Asking questions to obtain information</p> <p>Following instructions</p>	<p>Reading and Writing: Recounts and Description <i>(diaries, reports of taster/work experience placements)</i></p> <p>Personal and Key Information <i>(Filling in applications forms)</i></p> <p>Communication: Listen and respond in both formal and informal discussion that may be unfamiliar</p>	<p>Reading and Writing: Persuasive Writing (advertisements, posters, fact and opinion)</p> <p>Communication: Listening and responding to other's point of view <i>(Preparing for job interviews)</i></p> <p>Presenting information to others</p>	<p>Reading and Writing: Persuasive Writing (advertisements, posters, fact and opinion)</p> <p>Communication: Listening and responding to other's point of view <i>(Preparing for job interviews)</i></p> <p>Prepare for and contribute to a formal discussion</p> <p>Presenting information to others</p>

Functional Maths	<p>Entry Level</p> <p>Properties of number</p> <p>The four operations</p> <p>Measure: mass, capacity and length</p> <p>Position</p>	<p>Level 1</p> <p>Properties of number</p> <p>The four operations</p> <p>Multiplication and division of larger numbers</p> <p>Measure: mass, capacity and length</p> <p>Converting units of measure</p>	<p>Entry Level</p> <p>Time (<i>Bus timetables, arriving to placements on time</i>)</p> <p>Measure: distance</p> <p>Money</p> <p>Shape</p> <p>Common Fractions</p>	<p>Level 1</p> <p>Time (<i>Bus timetables, arriving to placements on time</i>)</p> <p>Measure: distance</p> <p>Money</p> <p>Shape</p> <p>Equivalent fractions</p> <p>Using negative numbers in context</p>	<p>Entry Level</p> <p>Statistics: Extracting and organising data</p> <p>Decimals and percentages</p> <p>Interpreting mathematical problems involving one or more steps</p>	<p>Level 1</p> <p>Statistics: Extracting and organising data</p> <p>Mean, mode, median and range</p> <p>Ratio and Probability</p> <p>Decimals and percentages</p> <p>Interpreting multi-step mathematical problems</p>
	<p>Entry Level 2 / 3</p> <p>Preparation for Work: Rights and Responsibilities</p> <ul style="list-style-type: none"> -The main rights employees have at work -Identify who could help with problems at work to do with employees' rights -How the law helps to protect employees' at work. -Identify a source of advice an employee could use -Rights and responsibilities of the employee - Laws related 	<p>Entry Level 2 / 3</p> <p>Work Placements: Maintaining Work Standards</p> <ul style="list-style-type: none"> - Identifying the importance of Health and safety in the workplace -Identify tasks that need to be completed, the quality of work required and working to deadlines. -Identify the importance of attendance and timekeeping. - 	<p>Entry Level 2 / 3</p> <p>Preparation for Work: Learning through Work Experience / Applying for a Job</p> <ul style="list-style-type: none"> --Identifying a work placement -Understanding the importance of following instructions within a work placement -Identifying jobs they are interested in -Identifying skills and qualities -Preparing personal information needed when applying for a job 			
Employability						

Placements	<p>Workshops/Taster work placements:</p> <ul style="list-style-type: none"> • Communication and building relationships • Working as part of a team • Keeping safe • Travel and safety • Assessing my skills for work • Exploring job opportunities • Health and Safety at work <p>Taster work placements to be confirmed</p>	<p>Work Placements:</p> <p>Taster sessions:</p> <ul style="list-style-type: none"> • Retail • Gardening • Theatre • Café <p>Individual work placements to be arranged</p>	<p>Work Placements:</p> <p>Individual work placements to be arranged</p> <p>Preparing for job interviews</p>
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