

Commissioned and funded by
**The
Education
& Training
Foundation**



Sessions	Topics	Use of digital technology
induction	<p>Welcome/register/H&S/risk assessment Introduction to course/Q&As (course info sheet with structure of assessments) Induction on VLE/ e ILPs Completion of paperwork, incl. employer signature and candidate photo ID:</p> <ul style="list-style-type: none"> • Application form • Learning agreement enrolment • ILR • Standard 10 • FS registration form • Learning styles • Learners' paperwork incl. course info sheet and safeguarding flowchart. <p>Initial assessment – BKSB Homework – diagnostic assessment</p>	<p>VLE – used to access e ILPs (pilot group) and online resources, incl. BKSB</p> <p>YouTube Account – this was created in order to store video files.</p> <p>Screencast-O-Matic will be used, where appropriate, to produce feedback videos on written work.</p> <p>Skype will be offered to provide remote support between sessions, if required.</p> <p>Padlet containing induction resources for candidates: safeguarding/disclosure policy, appeals procedure for exams, course info sheet, complaints/compliment procedure, handbook summary, learner charter and S&L guidelines, incl. marking grids. Examiner reports and sample of paper and marking grid for reading and writing. With links to BKSB and VTC VLE Create digital booklets of PDFs using YUDU before adding to Padlet</p>

<p>1</p>	<p>Welcome/register and housekeeping</p> <p>First day of learning</p> <p>Review IA/DA results</p> <p>Warm up activity - Language features – exercise using card sorting (reading focus) LAMINATED SET OF LANGUAGE FEATURES CARDS Focus on persuasive techniques and use a persuasive text sample to identify key features – TEXT SAMPLE – Should we recycle plastic bags? (Australian text)</p> <p>This will also inform a piece of persuasive text production: writing a speech (will be used for diagnostic assessment) Discussion point – layout/starter/closure/persuasive language features</p> <p>Planning, organising and proofreading. (writing focus)</p> <ul style="list-style-type: none"> • audience, context and purpose • proofreading <p><u>AT THE END OF EACH LESSON 'MY PROGRESS' SECTION TO BE COMPLETED BY LEARNERS ON E ILPS ON VLE AND TUTOR TO COMMENT</u></p>	<p>Padlet with language features and explanations to keep as a revision guide with samples of different text types: persuasive, informative, descriptive and instructional.</p> <p>Use X-mind to plan writing task – collect ideas and email to learners or put on VLE</p>
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<p>2</p>	<p>Welcome/register Outstanding paperwork!</p> <p>Language features – warm up exercise using laminated cards with examples (set 1)</p> <p>Focus on descriptive techniques and use a descriptive text sample to identify key features, (extract – The Sweetie Shop by Nigel Slater). This will also inform a piece of descriptive text production – writing a blog or recount a childhood experience</p> <p>focus on punctuation - possessive apostrophes</p> <p>Marking and feedback and learning targets BKSB</p>	<p>Padlet video on possessive apostrophes to be emailed to learners as an additional learning resource:</p> <p>https://www.youtube.com/watch?v=bqdTm0KsXa8</p>
<p>3</p>	<p>Welcome/register Confirm exam dates and ask candidates to check they will be present and to let me know by next week.</p> <p>Language features contd.- laminated cards with set 2 examples and extract – Lifesaving with class (AQA GCSE extract)</p> <p>Punctuation – recap possessive apostrophes (Skills workshop pack) Semicolons – Handout (Chalkface resources) and Bristol Faculty of Arts</p>	<p>Padlet video on commas to be emailed to learners as an additional learning resource:</p> <p>https://www.youtube.com/watch?v=R3XFlqamICk</p>

	<p>Padlets – commas and apostrophes (homework)</p> <p>use previous writing task to amend sentences to practice using possessive apostrophes and semicolons.</p>	<p>http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_44.htm</p>
4	<p>Welcome/register Exam dates confirmed</p> <p>Language features contd.- laminated cards with set 3 examples and extract (C&G L2 Cycling)</p> <p>Punctuation – semicolons and colons Sentences and worksheets (S B) apostrophes recap</p> <p>Reading paper – discuss mark scheme, layout of exam paper etc. Homework – C&G L2 Saving Energy Discuss bias and opinion in context of exam paper</p>	<p>Refer to induction Padlet with C&G reading paper sample, mark scheme and examiner comments</p> <p>Go Congr quizzes on commas, apostrophes, semicolons and colons</p> <p>Padlet video on bias to be emailed to learners as an additional learning resource:</p> <p>https://www.youtube.com/watch?v=pTunXxqSuq0</p>
5	<p>Welcome/register</p> <p>Language features contd.- laminated cards and extract (Children are sent to School too young in the UK AQA GCSE extract) – whole group feedback</p> <p><u>Reading paper review</u> – tutor led mark/Q&A/hand in for final mark (Saving Energy)</p> <p>Writing task – write a report (C&G L” ‘Safe</p>	<p>Use Socrative for a punctuation quiz – apostrophes, commas etc. (Soc code: SOC-2818234)</p>

	<p>Community)– discuss layout – heading, sub-heading, bullet points <u>Focus on punctuation development – commas, apostrophes, semicolons and colons.</u> Tutor to circulate and give one to one support as needed.</p> <p>Homework – task 2 – write an article (Should be a timed task in Word, if possible) MARKSCHEME TO BE SHOWN TO CANDIDATES AND USED FOR THIS PAPER</p>	<p>Could use X-mind to pool ideas for writing a report, including content, particularly introduction and conclusion; tone, relating to third person; format, including heading, sub-heading and bullet points and length, reminder about word count.</p>
6	<p>Welcome/register</p> <p>Reading papers and writing tasks to be handed back – Q&A Identify who will be using Word for writing exam.</p> <p>Language features warm up with extract ‘Girl with a Pearl Earring’</p> <p>S&L model example of 2 presentations Define criteria and ask learners to confirm topic by next week</p> <p>Writing task – email of application (persuasive but formal) Need to address punctuation</p>	<p>Presentation stored on YouTube (learner permission to use as a resource)</p> <p>https://www.youtube.com/watch?v=H8emEMTrODM</p> <p>Socrative language features quiz</p>
7	<p>Welcome and register</p>	<p>Use Socrative for a punctuation quiz – apostrophes,</p>

	<p>Mock writing task (Sportsfest L2 C&G)</p> <p>Punctuation revision</p>	<p>commas etc.</p> <p>Ed Puzzle revision task for homework – focus on commas</p>
8	<p>Welcome/register</p> <p>Give out writing mocks with mark scheme and go through learning points (semicolon use, paragraphs, capital letters and signing off letters etc.)</p> <p>Language features activity with text extract (Forget the X Factor... Mongolia's got talons) and laminated cards if needed</p> <p>Mock reading assessment paper (Joining a gym L2 C&G) MARKSCHEME IN DOCS</p>	
9	<p>Welcome/register</p> <p>Give out discussion topics</p> <p>S&L model example of a discussion</p> <p><u>Refer to S&L guidelines on induction padlet – remind learners to read appeals procedure</u></p>	<p>Discussion stored on YouTube (learners' permission given to use as a learning resource)</p> <p>https://www.youtube.com/watch?v=8ftACu9Ker4</p>

	PRESENTATION ASSESSMENTS	IPad to record presentations – upload as unlisted to YouTube account
10	Welcome/register/invigilator READING ASSESSMENT Discussion assessment group 1	IPad to record discussions – upload as unlisted to YouTube account
11	Welcome/register/invigilator WRITING ASSESSMENT Discussion assessment group 2 End of course paperwork, incl. IAG/signposting and completing MY SMART TARGETS IN e ILP	IPad to record discussions – upload as unlisted to YouTube account Survey monkey or Padlet to get some feedback on resources etc.