

# Scheme of Work



changing education

## Key Stage 4 Time Table

### Initial Assessment (Preferable Year 9)

1. Interview (school/home/community base)
2. Overview of students history
3. School concerns
4. Parental concerns
5. Liaising with multi agency involvement
6. Identifying educational/health/social needs of individual
7. Identification of barriers impeding self development
8. Ongoing communication (with pupil, family, school and multi-agency team)

### Design and planning of year 10/11 individualised care package

1. Development of individualised timetable (educational, Certificate of Personal Effectiveness [COPE] Entry level 1,2 and 3 qualification, Btec Work Skills, Health & Safety Module, specialised teaching time, and work placement)
2. Acting upon health and social concerns (i.e. liaising with specialist services)
3. Identification of appropriate COPE (ASDAN)/Btec attainment level
4. Placement search and match (based on assessment i.e. attitude, motivation, interests, skill set, venue, travel, hours)
5. Initial liaison with placement by Changing Education
6. Pre-placement contact with child (accompanied visit: rules, regulations, policies, procedures, health and safety, job description, and risk assessment)

### Phase 1, 2, 3, 4, Assessment (Years 10/11 Terms 1, 2, 3, 4)

1. Initial holistic review and evaluation
2. End of phase documentation (reports from all involved)
3. Delivery of COPE (ASDAN)/Btec sessions/H & S Module (Individual/group setting)
4. Portfolio construction including evidence of development
5. Report writing, including any disciplinary issues, change of employer etc
6. Attendance Monitoring
7. Delivery of specialised sessions (i.e. health and social care)
8. End of academic year overview

#### Communication

(in person, telephone, e-mail, text message, written)

- Pupil (daily contact when on placement)
- Parents/Guardians (weekly contact)
- Employer (daily contact on placement)
- School (weekly update of progress to key staff)
- Specialist services (as required)

### Phase 5 Assessment (Year 11, Term 5)

1. Continued review and evaluation
2. Future planning (NEET avoidance)
3. Enhanced cross working with agencies (i.e. Colleges, Training Providers etc)
4. End of phase documentation (reports from all involved)
5. Portfolio construction including evidence of development
6. Preparation for COPE (ASDAN)/Btec final moderation(Individual/Group Setting)
7. Report writing, including any disciplinary issues Delivery of specialised sessions (i.e. health and social care)
8. Attendance Monitoring

#### Communication

(in person, telephone, e-mail, text message, written)

- Pupil (daily contact when on placement)
- Parents/Guardians (weekly contact)
- Employer (daily contact on placement)
- School (weekly update of progress to key staff)
- Specialist services (as required)

## Final Phase Assessment (Year 11, Term 6)

1. Continued review and evaluation
2. Attendance Monitoring
3. liaison with local employers and colleges
4. A written reference accompanied with certificate of qualification from ASDAN, Btec, British Safety Council Changing Education and Work Placement.
5. Support with CV construction and further development
6. End of phase documentation (reports from all involved)
7. Conclusion of COPE (ASDAN)/Btec sessions (group setting) and portfolio
8. Final report, including any disciplinary issues
9. Presentation and award ceremony

### Communication

(in person, telephone, e-mail, text message, written)

- Pupil (daily contact when on placement)
- Parents/Guardians (weekly contact)
- Employer (daily contact on placement)
- School (weekly update of progress to key staff)
- Specialist services (as required)