



Learner Journey / Scheme of Work / Timetable

Personal Development for Employability (600/8458/3)

Learner Name		Work Experience Position:				Company Name				
Duration: 22 weeks / 24 weeks		Learning & Development Coach				Supervisor/Manager/Mentor:				
Start Date:		End Date:								
<p>Study Programme Overview: This is a flexible programme designed to meet individual learning needs preparing the young person for an Apprenticeship, higher learning, training, or employment. A timetable will be made up of a number of different elements that have been planned to help individuals develop the knowledge, skills and behaviours needed in the future. Work experience with a chosen employer that will support the learner in their chosen area of interest that unlocks the potential of a great career.</p> <p>The programme is available to young people, aged 16 to 19, and prepares them for their future careers by helping them gain skills essential to the workplace environment. At its core are a high-quality work experience placement with an employer, with work preparation training and English and Maths if needed provided by Prostart. This gives young people the skills and experience that employers are looking for, helping them secure an Apprenticeship or other job opportunities to build their Career. The overall aim of the programme is for the learner to move into education or employment including an Apprenticeship, to build confident young people that are ready to meet the demands of learning, work, and life. Imbedded within the session are Safeguarding/ Prevent updates that are linked to the subject, promoting British values.</p>										
As a Learner: Each study programme is made up of the following core elements:										
1 - Work experience – 3 days per week - You will be placed with an employer to develop your career choice, gain an awareness of the working environment, and acquire those critical employability skills and gain certificated modules specific to your chosen industry. See examples of pathways available below: -										
▶ <i>Maintain Hand tools (Land based)</i>	Cr-2	L1	15hrs	▶ <i>Principles of providing admin services</i>	Cr-4	L2	32hrs	▶ <i>Customer service in the Retail</i>	Cr-2, L1	17hrs
▶ <i>Handling & Replenishment of stock</i>	Cr-2	L1	22hrs	▶ <i>Roles within early years and childcare</i>	Cr-3	L1	26hrs	▶ <i>Safe, Hygienic & Secure in Hospitality</i>	Cr-2, L1	16hrs
2- Training Centre – 2 days per week – You will attend the training centre to develop your personal development skills, knowledge and behaviour modules qualification										
01 - Applying for a Job	Cr-1	L1	10hrs	04 - Positive Attitudes & Behaviours	Cr-1	L1	20hrs	07 – Self Assessment	Cr-1, L1	10hrs
02 - Preparing for an Interview	Cr-1	L1	10hrs	05 - Working in a Team	Cr-3	L1	30hrs	08 – Using Email	Cr-2, L1	15hrs
03 - Managing your Own Money	Cr 2	L1	20hrs	06 – Using the Internet	Cr-3	L1	20hrs	L&D Coach 121 Tutorials (monthly) Portfolio building sessions		
3 - Functional Skill (Mandatory) – You will attend the training centre to increase level of:										
Maths Functional skills	Level 1	80 GLH	Level 2	80 GLH	English Functional skills	Level 1	80 GLH	Level 2	80 GLH	
4 - Enrichment Activities – included during centre activities - these sessions enhance your experience on the study programme										
Recruitment IAG Support Sessions		Group and 121 sessions	▶ <i>Employer Guest Speakers</i>			1-3 sessions	▶ <i>How to Deliver a Presentation</i>		3 hours	
▶ <i>Interview Skills & Preparation</i>			▶ <i>Resilience Training</i>			1 hours				
▶ <i>Apply for Jobs – IAG Session</i>			▶ <i>Boundary Training</i>			1 hours				
ATTENDANCE & PROGRESS REVIEWS										
Planned weekly Off the Job Training, these hours are required to be recorded within the Work Diary: - Activities					Progress and Attendance Reviewing Updates: -					
❖ Enrichment Tutor Sessions (L&D Coach) – training centre					❖ Every 1 week: - You and your manager will complete weekly timesheets hours completed, activities and feedback.					
❖ L&D Coach / Tutor support sessions					❖ Every 3-4 weeks: - A Progress Review will take place, this is both a 1-2-1 & tri-party meeting between the L&D Coach, Trainee and Manager, to support your training activities, give extra training as required, informing your Manager of progression.					
❖ Assignments, Research, Question & Answer, Revision										
❖ Work Placement activities										

ENROLMENT & INDUCTION						
Session Date	Learning Outcome/ Topic	Learner Activity	Resources	Session Tutor		
	Employee Rights & Accountability – Introduction, Induction & Enrolment <ul style="list-style-type: none"> ▶ Understand the requirements of Health & Safety at Work Act 1974 ▶ Safeguarding, Internet Safety, Prevent & Promoting British Values ▶ Improve your knowledge of Equality & Diversity 	<ul style="list-style-type: none"> ▶ Tutorial Session ▶ Induction Handbook ▶ Complete Enrolment Forms 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Induction Handbook 	Lawrence Turton		
Location & Time						<i>Portfolio Submission Target Date</i>
	Education Training Foundation (ETF) - Log onto site					
Session Date	Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor		
	01 Apply for Jobs (H/503/2832) <ul style="list-style-type: none"> ▶ Understand different methods of applying for a job. <ul style="list-style-type: none"> ❖ Outline different methods of applying for a job ❖ Explain why different methods of applying for a job are used ▶ Be able to complete a job application <ul style="list-style-type: none"> ❖ Present relevant information collected for a job application ❖ Complete a job application form accurately ❖ Complete a CV and cover letter for a job application in a given format 	<ul style="list-style-type: none"> ▶ Tutorial Session ▶ Workbook Assignment ▶ Application Form L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Session <ul style="list-style-type: none"> ❖ Applying for jobs (IAG) 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks ▶ Apprenticeship Site 	Denise Newcomb		
Location & Time						<i>Portfolio Submission Target Date</i>
Session Date	Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor		
	02 Preparing for an Interview (K/503/2833) <ul style="list-style-type: none"> ▶ Know information required to prepare for an interview ▶ Be able to prepare for interview questions ▶ Be able to plan travel for an interview <ul style="list-style-type: none"> ❖ Interview Tips & Hints, Your skills and qualities ❖ Body Language ❖ Mock Interviews ▶ Safeguarding awareness - Interview venues 	<ul style="list-style-type: none"> ▶ Tutorial Session ▶ Workbook Assignment ▶ Mock Interview L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Session <ul style="list-style-type: none"> ❖ Interview Preparation 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 	Denise Newcomb		
Location & Time						<i>Portfolio Submission Target Date</i>
Session Date	Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor		
	03 Managing Your Own Money (H/503/2829) <ul style="list-style-type: none"> ▶ Be able to compare personal income with expenditure <ul style="list-style-type: none"> ❖ Identify different sources of income ▶ Know how to save money <ul style="list-style-type: none"> ❖ Outline ways to make savings in weekly expenditure ▶ Understand borrowing money <ul style="list-style-type: none"> ❖ Identify reasons why borrowing money could be necessary ▶ Safeguarding awareness – money laundering 	<ul style="list-style-type: none"> ▶ Tutorial Session ▶ Workbook Assignment ▶ Guest Speaker L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Session <ul style="list-style-type: none"> ❖ Employer Visit 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 	Denise Newcomb		
Location & Time						<i>Portfolio Submission Target Date</i>
Session Date	Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor		
	04 Positive Attitudes and Behaviours at Work (L/503/2842) <ul style="list-style-type: none"> ▶ Understand the importance of positive attitudes and behaviours at work ▶ Be able to demonstrate a range of positive attitudes and behaviours in the workplace ▶ Be able to assess own attitudes and behaviours in the workplace ▶ British values – Equality at work act 	<ul style="list-style-type: none"> ▶ Tutorial Session ▶ Workbook Assignment L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 	Denise Newcomb		
Location & Time						<i>Portfolio Submission Target Date</i>

Session Date	Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor
	05 Working in a Team (R/503/2843) <ul style="list-style-type: none"> ▶ Know that effective teamwork requires team members to behave in certain ways ▶ Know how to contribute to a team task ▶ Know the roles and responsibilities of team members ▶ Be able to work positively as a member of a team ▶ Be able to review own performance as a member of a team 	<ul style="list-style-type: none"> ▶ Tutorial Session ▶ Workbook Assignment ▶ Workplace timesheets L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Sessions <ul style="list-style-type: none"> ❖ Resilience Training 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 	Denise Newcomb
Location & Time				<i>Portfolio Submission Target Date</i>
Session Date	Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor
	06 Using the Internet (T/502/4296) <ul style="list-style-type: none"> ▶ Use IT systems to meet needs ▶ Organise, store and retrieve information efficiently ▶ Follow and understand the need for safety and security practices ▶ Carry out routine maintenance of IT systems and respond to routine IT system problems ▶ Safeguarding/Prevent and British values 	<ul style="list-style-type: none"> ▶ Tutorial Session ▶ Workbook Assignment ▶ Workplace timesheets L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Sessions <ul style="list-style-type: none"> ❖ How to deliver a presentation 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 	Denise Newcomb
Location & Time				<i>Portfolio Submission Target Date</i>
Session Date	Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor
	07 Self-Assessment Skills (A/503/2836) <ul style="list-style-type: none"> ▶ Understand personal strengths and weaknesses <ul style="list-style-type: none"> ❖ Identify own strengths and weaknesses ❖ Explain how to improve on areas of weakness ❖ Identify own skills and qualities ❖ Explain how own skills and qualities may be used in work & personal life ▶ Understand goal-setting <ul style="list-style-type: none"> ❖ Explain why it is important to set short- and long-term goals ❖ Identify a personal long-term goal ❖ Identify personal short-term goals 	<ul style="list-style-type: none"> ▶ Tutorial Session ▶ Workbook Assignment L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Session <ul style="list-style-type: none"> ❖ Boundary Training 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 	Denise Newcomb
Location & Time				<i>Portfolio Submission Target Date</i>
Session Date	Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor
	08 Using Email (J/502/4299) <ul style="list-style-type: none"> ▶ Use e-mail software tools and techniques to compose and send messages <ul style="list-style-type: none"> ❖ Use software tools to compose and format email messages ❖ Attach files to e-mail messages ❖ Send e-mail messages ❖ Identify how to stay safe and respect others when using e-mail ❖ Use an address book to store and retrieve contact information ▶ Manage incoming email effectively <ul style="list-style-type: none"> ❖ Follow guidelines and procedures for using e-mail ❖ Identify when and how to respond to e-mail messages ❖ Read and respond to e-mail messages appropriately ❖ Identify what messages to delete and when to do so 	<ul style="list-style-type: none"> ▶ Tutorial Session ▶ Workbook Assignment L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Session <ul style="list-style-type: none"> ❖ Boundary Training 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 	Denise Newcomb
Location & Time				<i>Portfolio Submission Target Date</i>

Specialist Choice (once decided remove those not applicable)

Session Date	Employer Specific Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor	
	<p>Land Based – Maintain hand tools (D/504/0198)</p> <ul style="list-style-type: none"> ▶ Know how to maintain hand tools <ul style="list-style-type: none"> ❖ State the tasks involved in maintaining hand tools ▶ Be able to maintain hand tools <ul style="list-style-type: none"> ❖ Select personal protective equipment (PPE), tools and equipment in accordance with risk assessment and health and safety guidance ❖ Carry out activities to maintain hand tools ❖ Dispose of waste and debris in accordance with health and safety guidance and site requirements ❖ Leave the site clean and tidy <p>Act for Youth: RUN HIDE TELL ProtectUK</p>	<ul style="list-style-type: none"> ▶ Work experience ▶ Workbook Assignment <p>L&D Coach Support:</p> <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work <p>Enrichment Sessions</p> <ul style="list-style-type: none"> ❖ Employer Visit 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 		
Location & Time					<i>Portfolio Submission Target Date</i>
Session Date	Employer Specific Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor	
	<p>Warehouse - Understanding the control, handling & replenishment of stock in a retail business (J/502/5808)</p> <ul style="list-style-type: none"> ▶ Understand the principles of stock control <ul style="list-style-type: none"> ❖ State the main purposes of stock control systems ❖ Describe the key features of a stock control system ❖ Identify the technology that can be used in stock control ❖ List the benefits of effective stock control ▶ Understand how to move, handle and store stock <ul style="list-style-type: none"> ❖ Identify the different techniques and methods for moving stock including how it is kept secure ❖ Identify the different techniques and methods for handling stock including how it is kept secure ❖ Identify the different techniques and methods for storing stock including how it is kept secure ❖ State where and in what conditions different types of stock should be stored ❖ Identify procedures for dealing with the removal of waste ❖ State why it is important to follow procedures for dealing with the removal of waste ▶ Understand procedures for replenishing stock <ul style="list-style-type: none"> ❖ Outline the procedures for replenishing stock on display ❖ State why accurate pricing and ticketing of stock is important <p>Act for Youth: RUN HIDE TELL ProtectUK</p>	<ul style="list-style-type: none"> ▶ Work experience ▶ Workbook Assignment <p>L&D Coach Support:</p> <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work <p>Enrichment Sessions</p> <ul style="list-style-type: none"> ❖ Employer Visit 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 		
Location & Time					<i>Portfolio Submission Target Date</i>

Session Date	Employer Specific Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor	
	Administration - Principles of providing administrative service (R/601/7639) <ul style="list-style-type: none"> ▶ Understand how to make and receive telephone calls <ul style="list-style-type: none"> ❖ Describe the different features of telephone systems and how to use them ❖ Describe how to follow organisational procedures when making and receiving telephone calls ▶ Understand how to handle mail <ul style="list-style-type: none"> ❖ Explain the purpose of correctly receiving, checking and sorting incoming and outgoing mail or packages ▶ Understand how to use different types of office equipment <ul style="list-style-type: none"> ❖ Identify different types of equipment and their uses ▶ Understand how to keep waste to a minimum in a business environment <ul style="list-style-type: none"> ❖ Explain why waste should be kept to a minimum in a business environment ▶ Know how to make-arrangements for meetings <ul style="list-style-type: none"> ❖ Identify different types of meetings and their main features ▶ Understand procedures for organising travel and accommodation arrangements <ul style="list-style-type: none"> ❖ Explain the purpose of confirming instructions and requirements for business travel and accommodation Act for Youth: RUN HIDE TELL ProtectUK	<ul style="list-style-type: none"> ▶ Work experience ▶ Workbook Assignment L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Sessions <ul style="list-style-type: none"> ❖ Employer visit 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 		
Location & Time					<i>Portfolio Submission Target Date</i>
Session Date	Employer Specific Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor	
	Health and Social Care - Understand range of service provision & roles within health and social care (adults & children and young people), early years and childcare (J/602/6189) <ul style="list-style-type: none"> ▶ Know the principles and values that underpin work in health and social care (adults and children and young people), early years and childcare <ul style="list-style-type: none"> ❖ Identify the principles and values that underpin work in health and social care (adults and children and young people), early years and childcare ❖ Identify guidance and standards that underpin the principles and values ▶ Know ways to respect and value those who access services in health and social care (adults and children and young people), early years and Childcare <ul style="list-style-type: none"> ❖ Describe why those who access services should be valued as individuals ❖ Give examples of ways to value adults who access services ❖ Give examples of ways to value children and young people who access services ❖ Outline what is meant by person centred practice or child centred practice ❖ Define confidentiality in the context of the sectors ❖ Identify how confidentiality promotes respect for and values individual Act for Youth: RUN HIDE TELL ProtectUK	<ul style="list-style-type: none"> ▶ Work experience ▶ Workbook Assignment L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Sessions <ul style="list-style-type: none"> ❖ Employer visit 	<ul style="list-style-type: none"> ▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks 		
Location & Time					<i>Portfolio Submission Target Date</i>

Session Date	Employer Specific Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor	
	Customer Service (600/5472/4) ▶ Delivery of Effective Customer Service <ul style="list-style-type: none"> ❖ Understand how customer needs and expectations are formed ❖ Understand principles of responding to customers' problems or complaints ❖ Identify the interpersonal and team working skills required in the customer service environment ❖ Identify the legislation which supports the customer service process ▶ Supporting the customer service environment <ul style="list-style-type: none"> ❖ Apply the practical skills required to deliver effective customer service ❖ Demonstrate how to meet customer needs and expectations ❖ Communicate effectively with customers ❖ Apply customer service improvements and develop self Act for Youth: RUN HIDE TELL ProtectUK	▶ Work experience ▶ Workbook Assignment L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Sessions <ul style="list-style-type: none"> ❖ Employer visit 	▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks		
Location & Time					<i>Portfolio Submission Target Date</i>
Session Date	Employer Specific Personal Development Topic: Learning Outcomes	Learning Activity	Resources	Session Tutor	
	Hospitality - Safe, Hygienic and Secure Working Environments in Hospitality (R/600/0615) ▶ Know their personal responsibilities under the Health and Safety at Work Act <ul style="list-style-type: none"> ❖ State personal responsibility for health and safety when in the workplace ▶ Know why it is important to work in a safe and hygienic way <ul style="list-style-type: none"> ❖ State why it is important to maintain good personal hygiene ❖ State why correct clothing, footwear and headgear should be worn at all times ▶ Know about hazards and safety in the Workplace <ul style="list-style-type: none"> ❖ Identify the types of common hazards found in the workplace Act for Youth: RUN HIDE TELL ProtectUK	▶ Work experience ▶ Workbook Assignment L&D Coach Support: <ul style="list-style-type: none"> ▶ Workplace Visit ▶ Evidence / Reflective work Enrichment Sessions <ul style="list-style-type: none"> ❖ Employer visit 	▶ PowerPoint ▶ Handouts ▶ Reading Materials ▶ Workbooks		
Location & Time					<i>Portfolio Submission Target Date</i>

Progress Reviews / Journal Reviews / RARPA (Recognising and recording progress and achievement) sessions

Completion of 1-2-1 sessions to check through the Journal and complete a Tri-party meeting with Host Managers and Trainee to review development and progression opportunities

Review the RARPA document with the L&D Coach to demonstrate outcomes in personalised, non-accredited learning as part of the programme

Date / Time	Date / Time	Date / Time	Date / Time	Date / Time	Date / Time	Exit Interview

Recruitment IAG Support Sessions

121 sessions with advisors, Trainees will have appointments allocated to them. These sessions will cover Interview Skills & Preparation and Apply for Jobs/Apprenticeship.

Date / Time	Date / Time	Date / Time	Date / Time	Date / Time	Date / Time	Date / Time

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Session Date	Activities	Learning Activity	Resources	Session Tutor
	Portfolio Consolidation Days <ul style="list-style-type: none"> ▶ Support sessions booked directly with the Trainee by the L&D coach ▶ Finalise and submit Portfolios for Summative IQA ▶ Deliver Presentations to group (Speaking.0 and Listening element if required for English FS) ▶ 121 Sessions with L&D coaches to review work 	<ul style="list-style-type: none"> ▶ Review Portfolio Work 	<ul style="list-style-type: none"> ▶ Portfolios ▶ Additional Activities ▶ IQA reports 	Day 1: L&D Coach
Location & Time				Day 2: L&D Coach
				Day 3: L&D Coach
				Day 4: L&D Coach

Declaration: - The information above has been explained and agreed by the advisor and myself, I have diarised all Tutorial dates and understand that work must be completed by the submission dates set by my Learning & Development Coach. I confirm that I have fully understood the requirements of my programme and the mandatory attendance to training sessions and my work placement. I understand that I will need to complete all mandatory elements of this scheme of work to achieve the Traineeship and that an Apprenticeship position is not guaranteed however demonstrates my commitment and skills.

Trainee Signature: -		L&D Coach Signature: -	
Advisor Signature: -		Date: -	