

## Personal Tutorial Scheme of Work 2007/08

Programme: Personal Tutor                      Directorate  
 Programme Manager                              Lecturer:  
 Day    Time

### Unit/Subject Aims:

To support the main academic curriculum.  
 Clarify aims and ambitions.  
 Identify ways of achieving their aims.  
 Review their progress against Target Minimum Grades.  
 Discuss their personal problems.

### Intended Outcomes:

To support individual students through their academic course.  
 Achieve short and long term goals.  
 Agree their progression and destination.

| 1<br>Week<br>No | 2<br>Summary of Content<br>by Session/Modules or Unit  | 3<br>Student Activity   | 4<br>Intended Outcomes | 5<br>Every Child<br>Matters, Theme<br>links           |
|-----------------|--|---|------------------------|---|
| 0<br>3.09/07    | <b>TEAM MEETING TO REVIEW GROUP RECORD DOCUMENTATION. MIS WILL PRE PRINT GROUP RECORD DOCUMENTS BASED ON ENROLMENTS.</b>   | <b>PASTORAL TUTOR TO COMPLETE INDIVIDUAL STUDENT RECORDS AND CROSS CHECK WITH PROGRAMME TEAM ENROLMENTS – EBS TO PRODUCE INDIVIDUAL RECORD CARDS.</b>   |                        |   |
| 1               | <b>INDUCTION AND CHECKLIST INITIAL ASSESSMENT + KEY SKILLS ENSURE EMA CONTRACT PART 1 IS COMPLETED AND SIGNED. CONTRACT Part 2 MUST BE, DISCUSSED , COMPLETED AND SIGNED</b> | <b>Introduce group to College course and one another. Fill in record forms etc. Student should read the EMA bonus requirements and sign the Contract Part 2 if they fully understand the implications. The student must take parts 1 and 2 to the EMA office.</b> |                        | Freshers Fair<br>13-14 September                      |
| 2               | Discuss actions, (Bus passes etc) planning and setting targets.  |   |                        |   |
| 3               |  |   |                        |   |
| 4               | RIGHT CHOICE REVIEW  | RIGHT CHOICE REVIEW   |                        |   |
| 5               | REDIRECTION – if appropriate SET TARGETS FOR STUDENTS STAYING ON THE COURSE  | INDIVIDUAL TUTORIALS  |                        |   |
| 6               | REDIRECTION – if appropriate SET TARGETS FOR STUDENTS STAYING ON THE COURSE. ENSURE ALL PAPERWORK IS COMPLETE.   |   |                        |   |
| 7               |  |   |                        |   |
| 8               |  |   |                        |   |
| 9               |  |   |                        |   |
| 10              |  |   |                        | 19 <sup>th</sup> November<br>ECM week<br>Themes 1 & 2 |

|    |   |   |  |  |
|----|---|---|--|--|
| 11 | Review 1  |   |  | Operation<br>Christmas<br>Child  |
| 12 | Review 1  |   |  |  |
| 13 | Review 1  |   |  |  |
| 14 | Review 1  |   |  |  |
| 15 | Review 1  |   |  |  |
| 16 | FIRST FORMAL REVIEW SEND TO PARENTS.  | } |  |  |
| 17 | FIRST FORMAL REVIEW SEND TO PARENTS   |   |  |  |
| 18 | WORK ON CAREERS DATA BASE AND CAREERS LIBRARY                                 |   |  |  |
| 19 | PARENTS EVENING INDIVIDUAL INTERVIEWS   | } |  | Student<br>Conference<br>February 6th  |
| 20 | PARENTS EVENING INDIVIDUAL INTERVIEWS   |   |  |  |
| 21 |   |   |  |  |
| 22 |   |   |  |  |
| 23 |   |   |  | Equality and<br>diversity week<br>March 3 <sup>rd</sup> to 7 <sup>th</sup> . |
| 24 |   |   |  |  |
| 25 |   |   |  |  |
| 26 |   |   |  |  |
| 27 |   |   |  |  |
| 28 | .   |   |  |  |
| 29 | ARRANGE PROGRESSION INTERVIEWS (if appropriate) FOR THIS WEEK AND NEXT WEEK ( | } |  |  |
| 30 | Review 2  |   |  |  |
| 31 | SECOND FORMAL REVIEW FOR DESTINATION AND PROGRESSION SEND TO PARENTS Review 2 |   |  | May 12 to 16 <sup>th</sup><br>ECM Week<br>Theme5                             |
| 32 | Review 2  | } |  |  |

|    |   |  |  |  |
|----|---|--|--|--|
| 33 | Review 2  |  |  |  |
| 34 | PAPERS MUST BE PREPARED FOR PROGRESS REVIEW BOARDS ON WEDS OF NEXT WEEK. Review 2 |  |  |  |
| 35 | Review 2  |  |  |  |
| 36 |   |  |  |  |

Notes for the Completion of Scheme of Work. Once completed this could be copied to students to show the learning programme.

Column 1 This should indicate weekly planning or blocks of input.

Column 2 State the content you intend to cover related to modules or units if appropriate.

Column 3 This should indicate the type of learning activity that will take place eg role play, group work, practical demonstration etc. This column should also demonstrate differentiation of task and include out of class assignments where appropriate.

Column 4 This should give evidence of planned learning outcome. (In some cases reference may be made to an attached sheet. It should also include differentiation of subject knowledge and skills, key skills opportunities and differentiation of ability.)

Column 5 Every Child Matters  
Any activity planned in column 2 should be cross referenced to the ECM themes as listed in the appendix .

#### NOTES

#### GROUP PROFILE

Please give brief details regarding this particular group. This might include information about any special requirements