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| Course Title: Functional Skills in Maths  | Qualification no: 3748-02  | Start date: 13/09/2016 | End date: 15/07/2017 |
| Location: Elmwood School Vocational Centre | Tutor: Hayley Boden |

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| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 113/9/16 | Social awarenessCourse criteriaCommunication & integration Initial Assessments | Group interviewsSocial gamesCourse citeriaComplete Initial assessment & Learning styles questionaire | Q & AInitial assessment resultsStudent FeedbackDiscussionLearning styles Questionaire  | LaptopsPens/paperHandoutsProjector | Communication Computer SkillsMaths |
| Week 220/9/16 | Understand and use whole numbers and understand negative numbers in practical contexts. | YouTube video: Whole numbers and place valueWorksheets: Using a double number line worksheet, Find the difference between positive and negative numbers, time calculations, Arranging prices, negative numbers | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths  |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 327/9/16 | Add, subtract, multiply and divide whole numbers using a range of strategies. | YouTube Video: Long division & Subtraction with borrowingHandouts: How to do long divisionWorksheets: Correcting addition, rounding numbers, rounding subtraction,multiplication investigation, division investigationProblem worksheets: Long addition Subtraction across zeros Subtraction with borrowing, Long multiplication, Long division | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths |
| Week 44/10/16 | Understand and use equivalences between common fractions, decimals and percentages. | YouTube Videos:Equivalent fractions, Percents and equivalent fractions, Converting percent to decimal to fractionHandouts: How to convert a fraction into a decimal How to convert a fraction into a percentageWorksheets: Convert fractions into decimals, Convert fraction into decimal and percent | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths  |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 511/10/16 | Add and subtract decimals up to two decimal places.  |  YouTube Videos: How to add and subtract with decimalsWorksheets: Decimal additionDecimal subtractionAdding money worksheetSubtracting money worksheet | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths  |
| Week 6 18/10/16 | Solve simple problems involving ratio, where one number is a multiple of the other. |  YouTube videos: Understanding ratiosHandouts: Guided worksheet on ratioWorksheets: Ratio worksheet 1Ratio worksheet 2Writing ratios as fractionsRatio word problems | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths  |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 725/10/16 | Half term holidays |
| Week 81/11/16 | Use simple formulae expressed in words for one or two step operations. | YouTube video: Converting words into an equationHandouts: Writing formulas in wordsWorksheets: 2 Step equations | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths  |
| Week 98/11/16 | Solve problems requiring calculation with common measures, including money, time, length, weight, capacity and temperature. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsMaths  |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 1015/11/16 | Convert units of measure in the same system. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths |
| Week 1122/11/16 | Work out areas and perimeters in practical situations. |   | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths  |
| Week 1229/11/16 | Construct geometric diagrams, models and shapes. |   | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsMaths  |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 136/12/16 | Extract and interpret information from tables, diagrams, charts and graphs. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsMaths  |
| Week 14, 15, 16, 1713/12/16 – 3/1/16 | Christmas Holidays |
| Week 1810/1/17 | Collect and record discrete data and organise and represent information in different ways. Find mean and range. Use data to assess the likelihood of an outcome. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsMaths  |
| Week 1917/1/17 | Understand and use positive and negative numbers of any size in practical contexts. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths  |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 2024/1/17 | Carry out calculations with numbers of any size in practical contexts, to a given number of decimal places. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths |
| Week 2131/1/17 | Understand, use and calculate ratio and proportion, including problems involving scale. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths |
| Week 227/2/17 | Understand and use equivalences between fractions, decimals and percentages. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths  |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 2314/2/17 | Understand and use simple formulae and equations involving one or two step operations.Tutorials |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsMaths |
| Week 2421/2/17 | Half term holidays |
| Week 2528/2/17 | Recognise and use 2D representations of 3D objects. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsMaths |
| Week 267/3/17 | Find area, perimeter and volume of common shapes. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsMaths |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 2714/3/17 | Use, convert and calculate using metric and where appropriate, imperial measures. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsMaths |
| Week 2821/3/17 | Collect and represent discrete and continuous data, using ICT where appropriate. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths |
| Week 2928/3/17 | Use and interpret statistical measures, tables and diagrams for discrete and continuous data, usingICT where appropriate.Use statistical methods to investigate situations. Use probability to assess the likelihood of an outcome. |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 304/4/17 | Re-cap sessionTutorials |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths |
| Week 31 & 3211/4/17 & 18/4/17 | Easter Holidays |
| Week 33- Week 3725/4/17 –23/5/17 | Exam revision andMock examshttp://www.ocr.org.uk/qualifications/by-type/functional-skills/support-materials/ |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsMaths |
| Week 3830/5/17 | Half term |
| Week 39 -Week 44 | 6/6/17 to 11/7/17 - Revision sessions and Exams |