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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 1  13/9/16 | Social awareness  Course criteria  Communication & integration  Initial Assessments | Group interviews  Social games  Course citeria  Complete Initial assessment & Learning styles questionaire | | Q & A  Initial assessment results  Student Feedback  Discussion  Learning styles Questionaire | Laptops  Pens/paper  Handouts  Projector | Communication Computer Skills  Maths |
| Week 2  20/9/16 | Understand and use whole numbers and understand negative numbers in practical contexts. | YouTube video: Whole numbers and place value  Worksheets: Using a double number line worksheet, Find the difference between positive and negative numbers, time calculations, Arranging prices, negative numbers | | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| 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 3  27/9/16 | Add, subtract, multiply and divide whole numbers using a range of strategies. | YouTube Video: Long division & Subtraction with borrowing  Handouts: How to do long division  Worksheets: Correcting addition, rounding numbers, rounding subtraction,multiplication investigation, division investigation  Problem worksheets: Long addition  Subtraction across zeros  Subtraction with borrowing, Long multiplication,  Long division | | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 4  4/10/16 | Understand and use equivalences between common fractions, decimals and percentages. | YouTube Videos:Equivalent fractions, Percents and equivalent fractions, Converting percent to decimal to fraction  Handouts: How to convert a fraction into a decimal  How to convert a fraction into a percentage  Worksheets: Convert fractions into decimals, Convert fraction into decimal and percent | | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
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| Week 5  11/10/16 | Add and subtract decimals up to two decimal places. | YouTube Videos: How to add and subtract with decimals  Worksheets: Decimal addition  Decimal subtraction  Adding money worksheet  Subtracting money worksheet | | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 6  18/10/16 | Solve simple problems involving ratio, where one number is a multiple of the other. | YouTube videos: Understanding ratios  Handouts: Guided worksheet on ratio  Worksheets: Ratio worksheet 1  Ratio worksheet 2  Writing ratios as fractions  Ratio word problems | | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
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| Week 7  25/10/16 | Half term holidays | | | | | |
| Week 8  1/11/16 | Use simple formulae expressed in words for one or two step operations. | | YouTube video: Converting words into an equation  Handouts: Writing formulas in words  Worksheets: 2 Step equations | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 9  8/11/16 | Solve problems requiring calculation with common measures, including money, time, length, weight, capacity and temperature. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
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| Week 10  15/11/16 | Convert units of measure in the same system. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 11  22/11/16 | Work out areas and perimeters in practical situations. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 12  29/11/16 | Construct geometric diagrams, models and shapes. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
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| Week 13  6/12/16 | Extract and interpret information from tables, diagrams, charts and graphs. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 14, 15, 16, 17  13/12/16 – 3/1/16 | Christmas Holidays | | | | | |
| Week 18  10/1/17 | 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. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 19  17/1/17 | Understand and use positive and negative numbers of any size in practical contexts. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| 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 20  24/1/17 | Carry out calculations with numbers of any size in practical contexts, to a given number of decimal places. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 21  31/1/17 | Understand, use and calculate ratio and proportion, including problems involving scale. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 22  7/2/17 | Understand and use equivalences between fractions, decimals and percentages. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| 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 23  14/2/17 | Understand and use simple formulae and equations involving one or two step operations.  Tutorials | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 24  21/2/17 | Half term holidays | | | | | |
| Week 25  28/2/17 | Recognise and use 2D representations of 3D objects. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 26  7/3/17 | Find area, perimeter and volume of common shapes. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| 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 27  14/3/17 | Use, convert and calculate using metric and where appropriate, imperial measures. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 28  21/3/17 | Collect and represent discrete and continuous data, using ICT where appropriate. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 29  28/3/17 | Use and interpret statistical measures, tables and diagrams for discrete and continuous data, using  ICT where appropriate.  Use statistical methods to investigate situations. Use probability to assess the likelihood of an outcome. | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| 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 30  4/4/17 | Re-cap session  Tutorials | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 31 & 32  11/4/17 & 18/4/17 | Easter Holidays | | | | | |
| Week 33- Week 37  25/4/17 –  23/5/17 | Exam revision and  Mock exams  http://www.ocr.org.uk/qualifications/by-type/functional-skills/support-materials/ | |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Maths |
| Week 38  30/5/17 | Half term | | | | | |
| Week 39 -Week 44 | 6/6/17 to 11/7/17 - Revision sessions and Exams | | | | | |