

Subject: Certificate of Personal Effectiveness

Department Staff – Mrs K Bornman, Ms J Lyskawa, Ms T Matthews

Year 10 - Autumn Term 2010

Contents: what you will study

In the first half term you will have an induction to the course when you will learn how your work will be assessed and set up your folder.

You will then study the following Modules:

- Independent Living A
- Expressive Arts B
- Independent Living B

Research – a topic of interest to the majority of the class.

National Curriculum levels at which you will work

You will be working at Level 1 (F grade) or Level 2 (B grade)

Skills which you will develop this term:

You will develop the ability

- to work independently and to be well organised,
- to select relevant information and
- to analyse data and justify conclusions.

Assessment: how you will be tested this term

You will be assessed through the successful completion of

1. ten short two hour challenges and two five hour challenges and
2. an independent research project.

A combination of peer assessment, teacher assessment and self-evaluation will be used.

Equipment which you will need for this terms work

Pen, pencil, ruler, rubber, colouring pencils, glue, scissors, calculator, highlighter

Key words which you will need to learn for this term's work

Budget, Bank Account, Salary, Wage, Deductions, Cheque, Data, Survey, Analysis, Evidence

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Year 10 - Spring Term 2011

Contents: what you will study

In the first half of the Spring term you will study the second of the assessed units:

- Improving Own Learning and Performance – you will set and meet two targets in your Modern Foreign Language.

In the second half of the Spring term you will begin the third assessed unit:

- Problem Solving – Plan and Cook a Celebration Meal. The practical work for this unit will be done at home over the Easter Holiday.

National Curriculum levels at which you will work

You will be working at Level 1 (F grade) or Level 2 (B grade)

Skills which you will develop this term:

You will develop the ability

- to understand and set SMART targets,
- to work without direct supervision,
- to evaluate own learning and
- to be able to analyse and solve a simple problem.

Assessment: how you will be tested this term

You will be assessed through the

1. meeting of two SMART targets in a Modern Foreign Language and
2. successful solving of a problem together with an evaluation of the strengths and weaknesses of the work carried out.

Equipment which you will need for this term's work

Pen, pencil, ruler, rubber, colouring pencils, glue, scissors, calculator, highlighter
Modern Foreign Language Text Book, Exercise Book and Dictionary

Key words which you will need to learn for this term's work

Goal, Target, Specific, Measurable, Achievable, Realistic, Time limited, Problem, Risk, Advantage, Disadvantage, Difficulty, Solution, Health and Safety

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Year 10 - Summer Term 2011

Contents: what you will study

In the first half of the term you will complete unit 3. You then work on unit 4:

- Oral Presentation – You produce a PowerPoint on a topic of interest to you and speak about it for four minutes.

Then you begin a further Module:

- Work Related Learning and Enterprise B - Work Experience

National Curriculum levels at which you will work

You will be working at Level 1 (F grade) or Level 2 (B grade)

Skills which you will develop this term:

You will develop the ability

- to carry out independent research,
- to make a PowerPoint presentation and
- communicate effectively to an audience.

Assessment: how you will be tested this term

You will be assessed through

1. the delivery of an oral presentation and
2. the successful completion of work experience.

Equipment which you will need for this terms work

Pen, pencil, ruler, rubber, colouring pencils, glue, scissors, calculator, highlighter

Key words which you will need to learn for this term's work

Health and Safety, Key Skills, Career