













Level 1 – Personal Development Scheme of Work 24/25








Term 1 – Everyone Belongs



Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
1	9th Sept COBC Introduction Week 2024 Welcome Fest	<u>Introduction Week – Personal Development Workshop & Enrichment (Bookable)</u> Why we do Personal Development Tutorials Attendance How Personal Development links to your course Ice breaker activities	<ul style="list-style-type: none"> ▶ To recognise the purpose of Personal Development tutorials and being a COBC student ▶ To ensure your attendance in Personal Development tutorials remains above 90% ▶ To recognise how Personal Development links with your course 		World Suicide Prevention Day 10th September International Day of Democracy 15th September
2	16th Sept	<u>My Identity</u> Who am I? My impact The importance of making the right choice	<ul style="list-style-type: none"> ▶ To enhance self-understanding ▶ To recognise the impact of positive choices ▶ To identify the importance of individual responsibility 		World Alzheimer's Day 21st September
3	23rd Sept	<u>My Goals & Aspirations</u> What I want to achieve in my time here?	<ul style="list-style-type: none"> ▶ To identify key personal goals and aspirations ▶ To develop an action plan ▶ To identify strategies to stay motivated and on track 		
4	30th Sept	<u>My Challenges & Barriers</u> What might stop me from achieving? How can I remove barriers?	<ul style="list-style-type: none"> ▶ To identify specific challenges/barriers ▶ To develop problem solving skills ▶ To reflect personally on how you develop resilience 		
5	7th Oct	<u>Safeguarding - Keeping Myself Safe</u> Online In my community In college	<ul style="list-style-type: none"> ▶ To recognise & implement safe online practices ▶ To create an awareness of personal safety and how to apply personal safety measures ▶ To identify college safety policies and resources 		National Hate Crime Awareness Week – 12th October
6	14th Oct	<u>Equality, Diversity & Inclusion</u> What is EDI? Respecting diversity	<ul style="list-style-type: none"> ▶ To recognise the principles of equality ▶ To identify the importance of diversity ▶ To demonstrate inclusive behaviours 		Black History Month World Mental Health Day 10th October World Values Day – 17th October
7	21st Oct	<u>PREVENT & British Values</u> What is Prevent? CSE What are British Values? *Create a display	<ul style="list-style-type: none"> ▶ To identify current knowledge on BV & Prevent ▶ To raise awareness of risks and responsibilities ▶ To develop one's own critical thinking, resilience and respectful dialogue 		
	28th Oct		<u>Half Term break</u>		

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8	4th Nov	<u>Teamwork</u> How to work as part of a team Why is this important?	<ul style="list-style-type: none"> ▶ To recognise the importance of team dynamics ▶ To develop collaboration skills & use these effectively ▶ To identify the importance of accountability and responsibility 		November – Men's Health Awareness Month
9	11th Nov	<u>My Organisation Skills</u> Personal Digital skills College	<ul style="list-style-type: none"> ▶ To recognise basic organisational techniques ▶ To identify digital tools to support organisational skills ▶ To get yourself organised and on track with work 		Armistice Day – 11th November World Kindness Day 13th November
10	18th Nov	<u>How to Communicate</u> Emails Telephone Conduct when communicating	<ul style="list-style-type: none"> ▶ To identify the importance of effective communication ▶ To develop knowledge on telephone etiquette ▶ To be able to communicate professionally via email 		
11	25th Nov	<u>My Positive Mindset</u> Conflict resolution (Case study) Impact of poor communication	<ul style="list-style-type: none"> ▶ To recognise the skills needed to develop a positive mindset ▶ To develop conflict resolution skills ▶ To identify the impact of poor communication 		
12	2nd Dec	<u>Employability Skills</u> Timekeeping Conduct Role play scenario	<ul style="list-style-type: none"> ▶ To develop knowledge of key employability skills ▶ To recognise the importance of good timekeeping ▶ To develop professional conduct in the workplace 		International Day of People with Disabilities – 3rd December International Volunteer Day 5th December
13	9th Dec	<u>Employer Encounter</u> Guest speaker relevant to industry *Personal Development Tutorial end of term student feedback survey 1 to be conducted	<ul style="list-style-type: none"> ▶ To gain exposure to real-world perspectives of industry & reflect on your own journey into industry ▶ To inspire and motivate students ▶ To create networking and relationship building opportunities 		Human Rights Day – 10th December
14	16th Dec	<u>Stop the Tracks Week</u>	Specific time allocated to you to engage in a pastoral 1-1 & at least 3 activities relevant to personal development- see timetable guidance provided at the time to book on.		International Migrants Day 18th December
	23rd Dec 30th Dec		<u>Winter break - Week 1</u> <u>Winter break - Week 2</u>		

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15	6th Jan	<u>Managing Relationships</u> Friendships Sexual health Family life	<ul style="list-style-type: none"> ▶ To raise awareness of the importance of healthy relationships ▶ To develop knowledge of sexual health ▶ To access tools for healthy family relationships 		Veganuary BRIT Challenge
16	13th Jan	<u>Making Time to Talk</u> The power of talking Mental health awareness	<ul style="list-style-type: none"> ▶ To raise awareness of common mental health issues ▶ To recognise how to access mental health support ▶ To develop strategies to take care of yourself & embed these in daily life 		World Religion Day 19th January
17	20th Jan	<u>Self-Care (Physical)</u> Diet Sleep Lifestyle Risky behaviour	<ul style="list-style-type: none"> ▶ To develop knowledge of good lifestyle choices and the impact on our physical health ▶ To recognise the impact of poor lifestyle choices ▶ To reflect on the importance of healthy eating, sleep and physical activity 		International Day of Education 24th January
18	27th Jan	<u>Health & Well-being Campaign Project – Week 1</u>	<ul style="list-style-type: none"> ▶ To increase knowledge and awareness of health & well-being ▶ To recognise the importance of healthy behaviours and habits ▶ To contribute yourself as a member of a supportive community 		International Day of Education 24th January
19	3rd Feb	<u>Health & Well-being Campaign Project – Week 2</u>	<ul style="list-style-type: none"> ▶ To implement your project around healthy living to raise awareness to others on the impact of making healthier choices 		LGBT History Month National Apprenticeship Week
20	10th Feb	<u>Health & Well-being Campaign Project – Week 3</u> Present back to group	<ul style="list-style-type: none"> ▶ To embed engaging presentation delivery techniques ▶ To be able to collaborate as part of a team ▶ To reflect on the impact of the project on your own personal development. 		
	17th Feb		<u>Half Term break</u>		






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21	24th Feb	<u>My Destination</u> Career roadmap Goal setting	<ul style="list-style-type: none"> ▶ To revisit personal goals and aspirations ▶ To identify challenges and ways of overcoming these to enable you to reach your destination ▶ To develop effective decision-making skills 		
22	3rd Mar	<u>My Action Plan</u> SWOT analysis LinkedIn networks	<ul style="list-style-type: none"> ▶ To identify strengths, weaknesses, opportunities and threats (SWOT) to chosen career ambition ▶ To identify skills needed for chosen career ambition ▶ To use LinkedIn to support career action plans & network 	 	International Women's Day 8th March
23	10th Mar	<u>My Challenges & Barriers to Success</u> Reflect Prepare Achieve	<ul style="list-style-type: none"> ▶ To identify any challenges/barriers to success ▶ To devise strategies to overcome challenges/barriers ▶ To develop resilience and persistence in approach 		Young Carers Action Day 16th March
24	17th Mar	<u>Revision Techniques</u> Memory Revision skills (discipline) Teaching back Repetition	<ul style="list-style-type: none"> ▶ To develop effective strategies for revision techniques ▶ To develop good time management skills ▶ To recognise the importance of an individualised revision plan & create one for use. 		International Day of Happiness 20th March
25	24th Mar	<u>Self-Care</u> Mindfulness techniques Keeping clam Managing under pressure *Personal Development Tutorial end of term student feedback survey 2 to be conducted	<ul style="list-style-type: none"> ▶ To recognise the importance of self-care and benefits of mindfulness ▶ To develop key coping strategies for managing pressure ▶ To be able to demonstrate calmness and resilience 		
26	31st Mar	<u>Stop the Tracks Week</u>	Specific time allocated to you to engage in a pastoral 1-1 & at least 3 activities relevant to personal development- see timetable guidance provided at the time to book on.		World Autism Awareness Day 2nd April
	7th Apr 14th Apr		<u>Easter break Week 1</u> <u>Easter break Week 2</u>		

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Term 5 – The Wider World



Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
27	21st Apr	My Finances Basic budgeting – Linked to industry (salaries)	<ul style="list-style-type: none"> ▶ To develop knowledge on financial management ▶ To use LMI and explore salaries linked to industry ▶ To demonstrate basic budgeting skills 		Earth Day – 22nd April National Stephen Lawrence Day 22nd April
28	28th Apr	Making a Difference – Week 1 Youth Social Action Project – Plan	<ul style="list-style-type: none"> ▶ To identify what Youth Social Action is ▶ To recognise the benefits of Youth Social Action to the wider community ▶ To plan your own Youth Social Action project 		
29	5th May	Making a Difference – Week 2 Youth Social Action Project – Implement	<ul style="list-style-type: none"> ▶ To implement your planned Youth Social Action project ▶ To create marketing materials to promote your Youth Social Action project ▶ To resource your Youth Social Action project 		Local & Community History Month
30	12th May	Making a Difference – Week 3 Youth Social Action Project – Reflect	<ul style="list-style-type: none"> ▶ To reflect on the impact of your Youth Social Action project ▶ Consider impact for self, team, community and beyond 		
31	19th May	Community Encounter Community trip/Guest speaker The power of togetherness	<ul style="list-style-type: none"> ▶ To build community connections ▶ To explore the needs of your community ▶ To consider further social action projects that support your community 		World Day for Cultural Diversity Dialogue & Development 21st May
	26th May		Half Term break		

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32	2nd Jun	<u>How to get Work Experience</u>	<ul style="list-style-type: none"> ▶ To recognise the benefits of Work experience ▶ To create opportunities to gain work experience for next academic year ▶ To identify and develop key employability skills that will be needed for engaging in work experience 	 	Pride Month World Environment Day 5th June
33	9th Jun	<u>My Next Steps</u> Applications Destination plan	<ul style="list-style-type: none"> ▶ To reflect and celebrate progress made ▶ To reflect on action plan and goals set in Term 1 ▶ To secure a destination for next academic year 		
34	16th Jun	<u>Personal Development 1 to 1's</u> Enrichment *PD Tutorial end of term student feedback survey 3 to be conducted	▶ Time to reflect on your year and update of your Grofar in creation of your digital CV	 	World Refugee Day – 20th June
35	23rd Jun	<u>Stop the Tracks Week</u> <u>Personal Development 1:1's</u> <u>Enrichment</u>	Specific time allocated to you to engage in a pastoral 1-1 & at least 3 activities relevant to personal development- see timetable guidance provided at the time to book on.		

Area of PD	Careers	Employer/ Encounter	Youth Social Action	Enrichment	World Awareness	Health & Well-being	Work Experience
Token Colour	