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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 Goals & Aspirations</u> My learning journey Barriers & challenges Targets Grofar app	<ul style="list-style-type: none"> ▶ To identify individual personal goals and aspirations ▶ To highlight the potential barriers and challenges and how to overcome them ▶ To develop goal-setting skills – SMART Targets 	 	World Alzheimer's Day 21st September
3	23rd Sept	<u>Equality, Diversity & Inclusion</u> Our college community Accepting difference Celebrating diversity	<ul style="list-style-type: none"> ▶ To increase awareness of equality, diversity and inclusion ▶ To develop respectful and inclusive behaviours ▶ To empower advocacy and action 		
4	30th Sept	<u>Growth Mindset</u> What is it? Theory How can it be used?	<ul style="list-style-type: none"> ▶ To recognise what having a growth mindset means ▶ To develop growth mindset principles in personal and college life ▶ How to identify fixed mindset patterns 		
5	7th Oct	<u>PREVENT & British Values</u> Embedding Prevent & British Values into the workplace *Create display	<ul style="list-style-type: none"> ▶ To demonstrate current knowledge on BV & Prevent ▶ To raise awareness of risks and responsibilities ▶ To develop one's own critical thinking, resilience and respectful dialogue 		National Hate Crime Awareness Week – 12th October
6	14th Oct	<u>Safeguarding – Keeping Myself Safe</u> Online Community College	<ul style="list-style-type: none"> ▶ To recognise safe online practices ▶ To create an awareness of personal safety and how to apply personal safety measures ▶ To identify college safety policies and resources 		Black History Month World Mental Health Day 10th October World Values Day – 17th October
7	21st Oct	<u>My Identity</u> Who am I? Being respectful Feeling confident & Self assured	<ul style="list-style-type: none"> ▶ To develop increased self-awareness ▶ To promote knowledge of acceptance and Inclusivity ▶ To empower self-expression 		
	28th Oct		<u>Half Term break</u>		

Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
8	4th Nov	<u>Professional Skills & Behaviours</u> Importance of time keeping Communication Reliability	<ul style="list-style-type: none"> ▶ To recognise the importance of good timekeeping and its impact on performance and productivity ▶ To develop communication skills and enhance professional relationships ▶ To enhance reliability skills and professional reputation 	 	November – Men's Health Awareness Month
9	11th Nov	<u>Professional Boundaries</u> In the work environment	<ul style="list-style-type: none"> ▶ To enhance knowledge of professional boundaries ▶ To develop professional boundary-setting skills ▶ To promote well-being and self-care when setting professional boundaries 	 	Armistice Day – 11th November World Kindness Day 13th November
10	18th Nov	<u>Effective Communication</u> Barriers/Challenges	<ul style="list-style-type: none"> ▶ To develop knowledge of effective communication principles ▶ To recognise and manage communication barriers ▶ To identify how to develop communication skills 		
11	25th Nov	<u>How to gain WEX</u> LinkedIn Your social media footprint Networking	<ul style="list-style-type: none"> ▶ To recognise the benefits of work experience ▶ To create opportunities to gain work experience ▶ To identify and develop key employability skills that will be needed for engaging in work experience 		
12	2nd Dec	<u>Employer Encounter</u> A guest speaker from industry – co-ordinated by students	<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 	 	International Day of People with Disabilities – 3rd December International Volunteer Day 5th December
13	9th Dec	<u>Stretch & Challenge</u> Doing something outside your comfort zone *Personal Development Tutorial end of term student feedback survey 1 to be conducted	<ul style="list-style-type: none"> ▶ To Increase self-awareness and personal growth ▶ To develop resilience and adaptability ▶ To enhance self-confidence and empowerment 	 	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>		

Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
15	6th Jan	<u>My Mental Health</u> Mindfulness Strategy to care for oneself	<ul style="list-style-type: none"> ▶ To develop self-awareness and knowledge of mental health ▶ To better recognise coping strategies and self-care practices ▶ To raise awareness of support systems and resources 	 	Veganuary BRIT Challenge
16	13th Jan	<u>My Physical Health</u> Lifestyle choice – Drugs, Alcohol Sleep Diet	<ul style="list-style-type: none"> ▶ To increase awareness in the benefits of balanced and nutritious eating habits ▶ To identify the importance and impact of regular exercise and sleep ▶ To develop healthy lifestyle choices 	 	World Religion Day 19th January
17	20th Jan	<u>Healthy Relationships</u> Case studies (relevant) Sexual health	<ul style="list-style-type: none"> ▶ To develop knowledge of healthy relationships ▶ To enhance knowledge of sexual health and safety ▶ To develop respectful and inclusive attitudes 	 	International Day of Education 24th January
18	27th Jan	<u>My Personal Safety</u> How to keep yourself safe	<ul style="list-style-type: none"> ▶ To develop knowledge of potential risks to personal safety ▶ To identify practical safety skills and strategies to reduce vulnerability to harm ▶ To empower advocacy and support available for personal safety 	 	International Day of Education 24th January
19	3rd Feb	<u>My Organised Self</u> Organisation skills to reduce worry & stress	<ul style="list-style-type: none"> ▶ To identify the importance of time management skills ▶ To develop planning and prioritisation skills ▶ To develop stress management techniques 	 	LGBT History Month National Apprenticeship Week
20	10th Feb	<u>Well-being Week</u> Self-care Kindness Enrichment	<ul style="list-style-type: none"> ▶ To promote holistic well-being ▶ To develop knowledge around empathy and compassion ▶ To expand personal growth through enrichment 	 	
	17th Feb		<u>Half Term break</u>		

Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
21	24th Feb	<u>My Next Steps</u> Reflect, prepare, action	<ul style="list-style-type: none"> ▶ To revisit and reflect on goals and pathways for next steps ▶ To develop an action plan for next steps ▶ To empower decision-making and self-advocacy for next steps goals 		
22	3rd Mar	<u>Finance</u> Money management	<ul style="list-style-type: none"> ▶ To develop basic financial concepts ▶ To enhance money management skills ▶ To empower financial independence 		International Women's Day 8th March
23	10th Mar	<u>My Choices</u> Job market University Apprenticeship Labour Market Information (LMI)	<ul style="list-style-type: none"> ▶ To recognise the job market options ▶ To identify the different choices available ▶ To develop knowledge of labour market trends 	 	Young Carers Action Day 16th March
24	17th Mar	<u>Finance Project</u> Industry relevant	<ul style="list-style-type: none"> ▶ To develop knowledge of finances specific to industry ▶ To develop critical thinking and problem-solving skills ▶ To enhance leadership and collaboration skills through group work 	 	International Day of Happiness 20th March
25	24th Mar	<u>Preparation for My Next Steps</u> Career planning/Destination *Personal Development Tutorial end of term student feedback survey 2 to be conducted	<ul style="list-style-type: none"> ▶ To clearly identify chosen destination pathway ▶ To identify targets on action plan and actions for next steps ▶ To empower decision-making and self-advocacy for next steps goals 		
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>		

**Level 3 Year 1 – Personal Development
Scheme of Work 24/25**

Term 5 – The Wider World











Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
27	21st Apr	<u>My Community</u> Knife crime County lines Child Sexual Exploitation PREVENT	<ul style="list-style-type: none"> ▶ To develop awareness and knowledge of knife crime, county lines, CSE and Prevent ▶ To identify support networks ▶ To recognise how communities are affected 		Earth Day – 22nd April National Stephen Lawrence Day 22nd April
28	28th Apr	<u>What Matters to Me?</u> Introduction to Youth Social Action Project Concern for others Case studies Fundraiser	<ul style="list-style-type: none"> ▶ To develop self-reflection and awareness of what matters to students ▶ To empower personal growth and fulfilment ▶ To reflect on what matters to the community and social responsibility 		
29	5th May	<u>Youth Social Action Project – Week 1</u> Embed sustainability	<ul style="list-style-type: none"> ▶ To identify what Youth Social Action is ▶ To recognise the benefits of Youth Social Action to students and the wider community ▶ To raise awareness of where to find volunteering opportunities 		Local & Community History Month
30	12th May	<u>Youth Social Action Project – Week 2</u>	<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 		
31	19th May	<u>Presentation Skills</u> Youth Social Action Project Feedback	<ul style="list-style-type: none"> ▶ To recognise engaging presentation delivery techniques ▶ To identify the importance of collaboration ▶ To reflect on the impact of your Youth Social Action project 		World Day for Cultural Diversity Dialogue & Development 21st May
	26th May		<u>Half Term break</u>		






Level 3 Year 1 – Personal Development Term 6 – My Learning Journey & Next Steps Scheme of Work 24/25


















Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
32	2nd Jun	<u>Reflection</u> My journey to date What next?	<ul style="list-style-type: none"> ▶ To reflect on COBC journey to date ▶ To identify successes and barriers in COBC journey to date ▶ To secure a destination for next academic year 		Pride Month World Environment Day 5th June
33	9th Jun	<u>Personal Development 1 to 1 Enrichment</u>	▶ Time to reflect on your year and update of your Grofar in creation of your digital CV		
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							

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 Personal Development Review</u> SWOT Grofar Reflection	<ul style="list-style-type: none"> ▶ To identify strengths, weaknesses, opportunities and threats to progress ▶ To identify what Grofar is and how to use it ▶ To develop knowledge on the importance of reflection 	 	World Alzheimer's Day 21st September
3	23rd Sept	<u>UCAS & Job applications</u> Personal statements References LinkedIn profile – Build connections	<ul style="list-style-type: none"> ▶ To gain knowledge on the UCAS process ▶ To develop job application skills ▶ To create a sense of empowerment for decision making 		
4	30th Sept	<u>Higher Degree Apprenticeship</u> What these are How to apply	<ul style="list-style-type: none"> ▶ To gain knowledge of Higher degree apprenticeships ▶ To identify the opportunities & entry requirements ▶ To develop application & interview skills 		
5	7th Oct	<u>Revisit Equality</u> How is Equality visible in industry?	<ul style="list-style-type: none"> ▶ To identify the importance of diversity in industry ▶ To develop inclusive practices ▶ To explore how E&D effects career opportunities 		National Hate Crime Awareness Week – 12th October
6	14th Oct	<u>Revisit PREVENT & British Values</u> How PREVENT is embedded in industry	<ul style="list-style-type: none"> ▶ To demonstrate current knowledge on BV & Prevent ▶ To fill any gaps in knowledge on BV & Prevent ▶ To develop one's own critical thinking, resilience and respectful dialogue 		Black History Month World Mental Health Day 10th October World Values Day – 17th October
7	21st Oct	<u>Revisit Safeguarding</u> The importance of Safeguarding in industry	<ul style="list-style-type: none"> ▶ To identify the concept of safeguarding ▶ To recognise safeguarding risks and vulnerabilities in industry ▶ To identify how to promote a culture of safeguarding within industry 		
	28th Oct		<u>Half Term break</u>		

Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
8	4th Nov	<u>My Skills & Behaviours for Employment</u>	<ul style="list-style-type: none"> ▶ To develop key employability skills ▶ To develop transferable employability skills ▶ To state what professional behaviours are 	 	November – Men's Health Awareness Month
9	11th Nov	<u>Maintaining Motivation</u>	<ul style="list-style-type: none"> ▶ To identify what motivation is ▶ To develop skills in resilience and persistence ▶ To identify what momentum is 	 	Armistice Day – 11th November World Kindness Day 13th November
10	18th Nov	<u>Student Finance</u> Money matters Budgets Student finance	<ul style="list-style-type: none"> ▶ To identify student finance options ▶ To develop budgeting & financial planning skills ▶ To recognise financial responsibility 		
11	25th Nov	<u>My Personal Finance</u> Tax National Insurance Mortgages Loans	<ul style="list-style-type: none"> ▶ To recognise what tax and national insurance are ▶ To recognise what loans and mortgages are ▶ To recognise what financial obligations are 		
12	2nd Dec	<u>My Personal Statement</u>	<ul style="list-style-type: none"> ▶ To develop skills in effective self-expression in your writing ▶ To gain knowledge of your audience and purpose ▶ To develop skills on how to be authentic and original in your personal statement 		International Day of People with Disabilities – 3rd December International Volunteer Day 5th December
13	9th Dec	<u>Show to gain Work Experience</u> Communication E-mails Telephone etiquette *Personal Development Tutorial end of term student feedback survey 1 to be conducted	<ul style="list-style-type: none"> ▶ To recognise the benefits of Work experience ▶ To create opportunities to gain work experience ▶ To revisit and continue to develop key employability skills that will be needed for engaging in work experience 	 	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>		

Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
15	6th Jan	<u>My Mental Health & Well-Being</u>	<ul style="list-style-type: none"> ▶ To develop an increased self-awareness and knowledge of mental health ▶ To develop coping strategies and self-care practices ▶ To raise awareness of support systems and resources 	 	Veganuary BRIT Challenge
16	13th Jan	<u>My Physical Health & Well-Being</u> Diet Lifestyle choices Exercise	<ul style="list-style-type: none"> ▶ To increase awareness in the benefits of balanced and nutritious eating habits ▶ To identify the importance and impact of regular exercise ▶ To reflect on how to make healthy lifestyle choices 	 	World Religion Day 19th January
17	20th Jan	<u>Making a Difference</u> Case studies (Youth Social Action)	<ul style="list-style-type: none"> ▶ To identify what Youth Social Action is ▶ To recognise the benefits of Youth Social Action to students and the wider community ▶ To raise awareness of where to find volunteering opportunities 	 	International Day of Education 24th January
18	27th Jan	<u>Youth Social Action Project – Week 1</u> Embed sustainability	<ul style="list-style-type: none"> ▶ To plan your own Youth Social Action project 		International Day of Education 24th January
19	3rd Feb	<u>Youth Social Action Project – Week 2</u>	<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 	  	LGBT History Month National Apprenticeship Week
20	10th Feb	<u>Youth Social Action Project – Week 3</u>	<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 		
	17th Feb		<u>Half Term break</u>		

Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
21	24th Feb	<u>Preparing for Exams – Part 1</u> Techniques (Revision) Support networks	<ul style="list-style-type: none"> ▶ To develop effective individual study strategies and revision techniques ▶ To develop good time management skills ▶ To recognise the benefits of establishing an effective support network 		
22	3rd Mar	<u>Revisit Online Safety</u> What do you know? How this links to industry	<ul style="list-style-type: none"> ▶ To identify student’s current knowledge of online safety and identify gaps ▶ To gain knowledge of online risks and industry relevance ▶ To develop safe online practices and professional etiquette 		International Women’s Day 8th March
23	10th Mar	<u>Revisit Keeping Safe in Communities</u> Knife crime	<ul style="list-style-type: none"> ▶ To identify student’s current knowledge of knife crime and identify gaps ▶ To develop awareness of knife crime ▶ To promote prevention and intervention strategies 		Young Carers Action Day 16th March
24	17th Mar	<u>Revisit Healthy Relationships</u> Impact of relationships in the workplace Case studies – industry specific Sexual health	<ul style="list-style-type: none"> ▶ To identify student’s current knowledge of healthy relationships and identify gaps ▶ To identify professional etiquette and communication skills ▶ To develop a comprehensive knowledge of sexual health 		International Day of Happiness 20th March
25	24th Mar	<u>My Identity</u> Who am I? Reflect from Year 1 Feeling confident and self-assured Being respectful *Personal Development Tutorial end of term student feedback survey 2 to be conducted	<ul style="list-style-type: none"> ▶ To develop increased self-awareness ▶ To develop knowledge of acceptance and Inclusivity ▶ To empower self-expression 		
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>		

Level 3 Year 2 – Personal Development Scheme of Work 24/25







Term 5 – The Wider World



Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
27	21st Apr	<u>Preparing for Exams – Part 2</u> Mindfulness Being prepared	<ul style="list-style-type: none"> ▶ To identify stress reduction techniques and emotional regulation ▶ To recognise how to enhance concentration and cognitive performance ▶ To develop effective study and time management skills 		Earth Day – 22nd April National Stephen Lawrence Day 22nd April
28	28th Apr	<u>My Destination Plan</u> Target setting	<ul style="list-style-type: none"> ▶ To clarify personal goals and aspirations ▶ To develop strategic plans and pathways to reach destination ▶ To empower students on their decision-making skills 		
29	5th May	<u>LinkedIn</u> Making connections Creating opportunities	<ul style="list-style-type: none"> ▶ To recognise the benefits of professional networking ▶ To develop key networking skills ▶ To potentially expand career opportunities 		Local & Community History Month
30	12th May	<u>Employer Encounter</u> Guest speaker from industry – organised by students	<ul style="list-style-type: none"> ▶ To gain exposure to real-world perspectives of industry and reflect on your own journey into industry ▶ To Inspire and motivate students ▶ To create networking and relationship building opportunities 		
31	19th May	<u>My COBC Journey</u> Video of progress Reflection A look back to Year 1 Alumni	<ul style="list-style-type: none"> ▶ To reflect on time at COBC ▶ To expand the COBC Alumni ▶ To secure a destination for next year 		World Day for Cultural Diversity Dialogue & Development 21st May
	26th May		<u>Half Term break</u>		

Level 3 Year 2 – Personal Development Term 6 – My Learning Journey & Next Steps Scheme of Work 24/25



Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
32	2nd Jun	<u>Industry specific mini project – Week 1</u> <u>Personal Development 1 to 1</u>	<ul style="list-style-type: none"> ▶ To apply theory developed from the classroom and develop practical skills ▶ To give students an industry insight and career exploration opportunities ▶ To develop creativity and innovation 	 	Pride Month World Environment Day 5th June
33	9th Jun	<u>Industry specific mini project – Week 2</u> <u>Personal Development 1 to 1</u>	<ul style="list-style-type: none"> ▶ To plan your industry specific project ▶ To develop collaboration skills 		
34	16th Jun	<u>Industry specific mini project – Week 3</u> <u>Personal Development 1 to 1</u> *PD Tutorial end of term student feedback survey 3 to be conducted	<ul style="list-style-type: none"> ▶ To implement your industry specific project to raise awareness to others on your chosen industry area 	 	World Refugee Day – 20th June
35	23rd Jun	<u>Personal Development 1 to 1</u> <u>Enrichment</u> <u>Stop the Tracks Week</u>	<ul style="list-style-type: none"> ▶ Time to reflect on your year and update of your Grofar in creation of your digital CV <p>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</p>		

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