



Long Term Mapping Business Enterprise



Cycle 1

Autumn	1	Retail / Horticulture
	2	Computing / Factory
Spring	1	Commercial Cleaning / Administration
	2	Retail / Computing
Summer	1	Factory / Horticulture
	2	Public Services

Valley College

Medium Term Mapping Business Enterprise

CYCLE 1 This mapping will focus upon different aspects of business enterprise and the Personal Protective Equipment used to complete the various areas of Business Enterprise. Appropriate targets will be taken from Life Skills Planner targets and will focus upon speaking and listening/ PSD/ Problem solving. Learners Aspirational Pathway Journeys will also be used to help learners with future career targets.	Horticulture		Retail		Factory	
	Autumn 1 7 weeks	Summer 1 5 weeks	Autumn 1 7 weeks	Spring 2 6 weeks	Autumn 2 6 weeks	Summer 1 5 weeks
	Horticulture	Horticulture	Retail	Retail	Production Line	Production Line
	Focus upon Careers provision	Focus upon Careers provision	Focus on Careers Provision	Focus on Careers Provision	Focus upon Careers provision	Focus upon Careers provision
	<p>Able- Learners to explore the types of jobs available within Horticulture-To include a focus upon expectations/qualifications requirements/ PPE/ work protocols in preparation for future potential employment.</p> <p>Access- Learners to carry out tasks/activities based around Horticulture. To include a focus upon Personal Protective Equipment and to prepare for voluntary work.</p>	<p>Able- Learners to explore the types of jobs available within Horticulture-To include a focus upon expectations/qualifications requirements/ PPE/ work protocols in preparation for future potential employment.</p> <p>Access- Learners to carry out tasks/activities based around Horticulture. To include a focus upon Personal Protective Equipment and to prepare for voluntary work.</p>	<p>Able- Learners to explore the types of jobs available within a retail-To include a focus upon expectations/requirements/ PPE/ work protocols in preparation for future potential employment.</p> <p>Access- Learners to carry out tasks/activities based around buying and selling a product. To include a focus upon Personal Protective Equipment and to complete tasks to help the Den shops</p>	<p>Able- Learners to explore the types of jobs available within a retail-To include a focus upon expectations/requirements/ PPE/ work protocols in preparation for future potential employment.</p> <p>Access- Learners to carry out tasks/activities based around buying and selling a product. To include a focus upon Personal Protective Equipment and to complete tasks to help the Den shops</p>	<p>Able-Learners to explore the types of jobs available within a factory-To include a focus upon expectations/qualifications requirements/ PPE/ work protocols in preparation for future potential employment.</p> <p>Access- Learners to carry out tasks/activities based around production lines. To include a focus upon Personal Protective Equipment and to complete tasks to complete a finished product on a production line.</p>	<p>Able-Learners to explore the types of jobs available within a factory-To include a focus upon expectations/qualifications requirements/ PPE/ work protocols in preparation for future potential employment.</p> <p>Access- Learners to carry out tasks/activities based around production lines. To include a focus upon Personal Protective Equipment and to complete tasks to complete a finished product on a production line.</p>
	SUBJECT SPECIFIC DEVELOPMENT OF SKILLS					
	<p>Able- Learners to develop specific work based vocabulary and understanding of concepts. Learners to be given the opportunity to develop their own career pathway throughout the year. Learners to be given the opportunity to develop CV and interviewing skills throughout the year. These skills should be embedded into lessons throughout the course of the year and the Learners should be able to apply them in a given situation.</p> <p>Access - Learners to develop specific work based vocabulary and understanding of concepts at a level that is relevant. Opportunities should be given to develop own personal skills and targets. Learners should explore the topic at a level that is suitable to them and with a focus upon Life Skills Planner Targets.</p>					
	(Linked to LSP's and APJ)					
	<p>Week 1-2: Learn about PPE and Horticulture Tools</p> <p>Week 3-4: Horticulture skills</p> <p>Week 5-6: Horticulture jobs/work protocols</p> <p>Week 7: Assessment</p>	<p>Week 1-2: Horticulture skills including refresh on PPE and Tools</p> <p>Week 3-4: Making Horticulture items for Summer Fair</p> <p>Week 5: Horticulture jobs/work protocols</p>	<p>Week 1-2: Learn about PPE and Jobs in the Den</p> <p>Week 3-4: Retail skills</p> <p>Week 5-6: Retail jobs/work protocols</p> <p>Week 7: Assessment</p>	<p>We Week 1-2: Retail skills including refresh on PPE and Tools</p> <p>Week 3-4: Getting Den prepared for the Summer Fair</p> <p>Week 5-7: Retail jobs/work protocols</p>	<p>Week 1-2: Learn about PPE and Tools using in a factory</p> <p>Week 3-4: Factory skills</p> <p>Week 5-6: Factory jobs/work protocols</p>	<p>Week 1-2: Factory skills including refresh on PPE and Tools.</p> <p>Week 3-4: Getting items made for the Summer Fair</p> <p>Week 5-: Factory jobs/work protocols</p>

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Computing		Commercial Cleaning	Administration	Public Services
Autumn 2 7 weeks	Spring 2 6 weeks	Spring 1 6 weeks	Spring 1 6 weeks	Summer 2 7 weeks
Computing Skills	Computing in Business	Cleaning	Office Work	Public Services
Focus on Computing Skills	Focus upon Careers provision	Focus upon Careers Provision	Focus upon Careers Provision	Focus upon Careers Provision
SUGGESTED IDEAS				
<p>Able- Learners to be taught the computing skills needed in the modern workplace. Learners to be taught Microsoft Office Package including Word, Publisher and Excel</p> <p>Access- Learners to be taught computing skills in the work place. Including for communication and instructional work.</p>	<p>Able- Learners to be taught the computing skills needed in the modern workplace. Learners to be taught about the internet, emails and conference calls.</p> <p>Access- Learners to be taught computing skills in the work place. Including for communication and instructional work.</p>	<p>Able-Learners to explore the types of jobs available within commercial cleaning- To include a focus upon expectations/qualifications requirements/ PPE/ work protocols in preparation for future potential employment.</p> <p>Access- Learners to carry out tasks/activities based around commercial cleaning. To include a focus upon Personal Protective Equipment and to complete tasks of cleaning around a business e.g. Garage Café.</p>	<p>Able-Learners to explore the types of jobs available within office work- To include a focus upon expectations/qualifications requirements/ PPE/ work protocols in preparation for future potential employment.</p> <p>Access- Learners to carry out tasks/activities based around office work. To include a focus upon Personal Protective Equipment and to complete tasks of administration e.g. using the shredder.</p>	<p>Able-Students to explore the types of jobs available within the public sector- To include a focus upon expectations/qualifications/requirements/ PPE/ work protocols in preparation for future potential employment.</p> <p>Access-Students to explore concept through sensory stories and to carry out tasks/activities based around offering a service.</p>
SUBJECT SPECIFIC DEVELOPMENT OF SKILLS				
<p>Able- Learners to develop specific work based vocabulary and understanding of concepts. Learners to be given the opportunity to develop their own career pathway throughout the year. Learners to be given the opportunity to develop CV and interviewing skills throughout the year. These skills should be embedded into lessons throughout the course of the year and the Learners should be able to apply them in a given situation.</p> <p>Access - Learners to develop specific work based vocabulary and understanding of concepts at a level that is relevant. Opportunities should be given to develop own personal skills and targets. Learners should explore the topic at a level that is suitable to them and with a focus upon Life Skills Planner Targets.</p>				
<i>(Linked to LSP's and APJ)</i>				
<p>Week 1-2: Computing Skills – PACE 2 Word PACE 1 Communication</p> <p>Week 3-4: Computing Skills – PACE 2 Publisher PACE 1 Instructional work</p> <p>Week 5-6: Computing Skills – PACE 2 Excel PACE 1 Computing Skills</p> <p>Week 7: Assessment</p>	<p>Week 1-2: Computing Skills – PACE 2 Internet PACE 1 Communication</p> <p>Week 3-4: Computing Skills – PACE 2 Email PACE 1 Instructional work</p> <p>Week 5-6: Computing Skills – PACE 2 Conference Calls PACE 1 Computing Skill</p>	<p>Week 1-2: Learn about PPE and tools needed for commercial cleaning</p> <p>Week 3-4: Cleaning skills</p> <p>Week 5-6: Cleaning jobs/work protocols</p>	<p>Week 1-2: Learn about PPE and tools needed for office work</p> <p>Week 3-4: Office skills</p> <p>Week 5-6: Office jobs/work protocols</p>	<p>Week 1-2: Identify and research public services</p> <p>Week 3-4: Public service jobs/work protocols/Job descriptions</p> <p>Week 5-6: Planning and offering a service</p> <p>Week 7: Assessment</p>



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