

## [Functional Literacy] COMPOSITE KNOWLEDGE COVERAGE Valley College

## Intent:

To develop basic principles of communication, functional reading, and writing to enhance independence within adult life.

		Cycle A (2023-24)	Cycle B (2024-25)	Cycle C (2025-26)
nn	1	Speaking and Listening within an activity     To take part in activities that require speaking and     listening skills, to book appointments, convey     information and make introductions.	Speaking and Listening within the Workplace To listen for details and follow instructions.	Speaking and Listening whilst socialising. To understand key information whilst in a social environment.
Autumn	2	Reading and Writing - Information within the Community  To recognise signs within the environment, instructions and write for a purpose.	Reading and Writing for pleasure To read cinema listings, journals, social media posts, and write for a purpose, birthday cards, gift tags, lists, emails, social media posts.	Reading and Writing for a purpose. To read shopping lists, recipes, holiday bookings, TV listings and write shopping lists, lists, and personal information.
Spring	1	Reading and Writing - within the Home     Environment     To read information within the home; laundry, use of equipment, letters, job advertisements. To write applications, cards and letters.	Reading and Writing - within a social activity To read information to attend the cinema, sports centre, bowling, swimming. To write to book activities online.	Reading and Writing in relation to Employment.  To read information from across a range of job roles. To use written methods within those job roles.
Spr	2	Reading and Writing - within the Workplace. To understand the meaning of words in relation to the workplace, days of the week, time, alphabetical and numerical order.	Reading and Writing - within Adult Life. To understand the meaning of words in relation to prescriptions, medicines, personal information.	Reading and Writing - within the Community. To understand the meaning of words in relation to appointments, timetables, routes.
er	1	Speaking and Listening within the Community. To apply speaking and listening skills within different areas of the community, supermarkets, library, transport.	Speaking and Listening with friends. To apply speaking and listening skills with friends in different social settings, about a range of topics.	Speaking and Listening within Adult Life. To apply speaking and listening skills to follow directions, follow instructions, have a telephone conversation, order food, making appointments.
Summer	2	Reading and Writing -within the Home Environment.  To apply knowledge of sentence structure to understand new information within the home in relation to bills, washing instructions, cooking instructions, food packages information.	Reading and Writing - within the Workplace. To apply knowledge of sentence structure to understand new information presented within the workplace within a range of different job roles.	Reading and Writing in relation to Employment. To apply knowledge of sentence structure to understand information related to final destination and use appropriately to support aspiration.

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