

## ARE EU READY FOR LIFE AND WORK ACTION PLAN YEAR 2

**DURHAM TRINITY SCHOOL & SPORTS COLLEGE IN PARTNERSHIP WITH ESTONIA, LATVIA. ROMANIA  
AND PORTUGAL**



**Partner co-ordinator/project activity BLUE**  
**School /student activity BLACK**

GOAL	TASKS	RESPONSIBILITY	TARGET DATE	LEARNING OUTCOMES	EVIDENCE
Continue to develop project etwinning page	Partners will provide their information and evidence of activities for Year 1	Portuguese and Latvian partners	September 1 <sup>st</sup> 2015	All partners will be familiar with the process of uploading information onto the etwinning page	A project etwinning page will reflect Year 1 work
Employers will complete a questionnaire	Each partner will adapt the previously circulated questionnaire according to the needs of their school and circulate it to local employers.	All partners	September 2015	School will have an understanding of the skills and attitudes our students require for the world. Partnerships with employers will be established.	Completed Questionnaires from employers A selection of completed questionnaires to be placed on etwinning page.
Students will produce a booklet about themselves and their aspirations	A project will be completed with students in each school	All partners and teaching staff.	September - October	Students will identify their aspirations and be aware of the skills required to achieve them.	School displays uploaded to page on etwinning
Base line student assessment	Using the target group, reassess using the assessment proforma	All partners	September	Students will gain an understanding of their skills, abilities, attitudes and aspirations.	Individual assessments will be completed and placed in QAM file.

Design a 2016 calendar	Students in each partner school will design pages for a calendar. The pictures for the calendar will be selected at the meeting in Latvia.	All partners	September-October	Students will gain a greater understanding of our partner countries	School displays Individual work books Uploaded on etwinning page
TNPM Riga, Latvia	<p>All partners will meet in Latvia</p> <p>Partners will participate in a seminar where they will share their practice of Basic Skills &amp; ICT.</p> <p>Partners will visit centres of expertise in work related learning</p> <p>A workshop will decide the format for the final document</p>	<p>Ainars will plan the TNPM</p> <p>The co-ordinator will circulate the agenda prior to the meeting</p> <p>The co-ordinator will chair the meeting and a member of DTS will take minutes and circulate them following the meeting.</p> <p>A draft format of the curriculum plan will be produced collaboratively and circulated with the minutes.</p>	October 14 <sup>th</sup> -18 <sup>th</sup> 2015	All partners will have a greater understanding of the core skills required to support work related learning	<p>Photos of visit will be placed on the etwinning page by our Latvian partner</p> <p>Information from seminar will be circulated between partners</p> <p>Minutes of meeting</p> <p>Draft plan of work related curriculum format (end product)</p>
Students will demonstrate their understanding of basic skills (literacy & numeracy) by completing a project showing these skills in 'real life' or 'work' situations.	Each partner will choose an activity where students will demonstrate their understanding of transferable skills (literacy and numeracy)	Co-ordinator in each partner school	October-December	Students will have a greater understanding of transferable skills. Students will increase their literacy and numeracy skills.	School displays Student workbooks Co-ordinators will upload activities on Etwinning page.

Students will become aware of the team skills required to plan and deliver an enterprise activity	All partner schools will Research local/national/international charities and plan and deliver an enterprise to raise funds for their chosen charity. Students will be introduced to enterprise skills i.e team skills, problem solving, market research, decision making, customer services, positive attitude.	All partners	January-April 2016	Students will gain an understanding of the requisites of the world of work, these being: <ul style="list-style-type: none"> <li>• Team work</li> <li>• Communication</li> <li>• Working together</li> <li>• Problem solving</li> <li>• Decision making</li> <li>• Positive behaviour</li> <li>• Sense of humour</li> <li>Etc.</li> </ul>	Students workbooks Activity evaluation DVD of event School displays Letters from charities Placed on etwinning page
To further develop partnership  Sharing expertise in good practice and links with the world of work.  Final documentation will be planned with each partner taking responsibility for a specific area.	TNPM Durham UK	All partners will attend the meeting, planned by Julia. Each partner will prepare a presentation for the seminar reflecting their school experience of links with the world of work. The co-ordinator will chair the meeting and a member of DTS will take minutes and circulate them following the meeting.	24 <sup>th</sup> -28 <sup>th</sup> February 2016	Increased understanding of the importance of developing links and partnerships with the world of work. A clear understanding of the areas to be included in the work related curriculum.	Minutes of meeting, copies of partner information from seminar to be circulated Minutes to be uploaded on the etwinning page.
Students will attend a Careers Convention, planned and delivered by each partner school. Students will meet representatives from post school providers.	Each partner will arrange a Careers Convention, attended by parents/carers & students	All partners	February-March 2016	Students will have a greater understanding of their opportunities post school. Increased confidence and communication skills.	Photos and project work uploaded on etwinning page. School displays

<p>Aspects of Careers Education and Guidance will be introduced, including preparation for the world of work</p>	<p>Students will: Produce a cv Complete an application form Participate in an interview Use a telephone Each partner will introduce this aspect of the careers element through class activities, role play, 'real' situations etc.</p>	<p>All partners</p>	<p>March-April 2016</p>	<p>Students will have gained skills to:</p> <ul style="list-style-type: none"> <li>• Complete an application form,</li> <li>• Use a telephone to arrange an appointment</li> <li>• Produce a cv</li> <li>• Participate in an interview</li> </ul>	<p>Students work books School displays Uploaded on etwinning page</p>
<p>Students will successfully plan and deliver a Service Enterprise</p>	<p>Students will: Research local service charities ie litter clearing, gardening, making a sensory garden, a coffee morning for residents in a nursing home etc. Students will choose and plan an enterprise. Produce teams including; financial, production, management etc. Deliver the activity</p>	<p>All partners</p>	<p>May 2016</p>	<p>Students will have gained a positive attitude to the world of work and have gained skills in the following areas: Communication Problem solving Decision making Team building Literacy &amp; numeracy Confidence and self-esteem will have increased</p>	<p>Evidence of the activity will be displayed in school and a community venue. Student individual work books Uploaded on etwinning page Local media coverage</p>
<p>Partners will have a greater understanding of the importance of a well-planned, structured PSHE curriculum which caters for the needs of all students and prepares them for life after school. An evaluation of Year 2 of the programme.</p>	<p>All partners will meet in Estonia  Partners will participate in a seminar where they will share their practice and documentation in Independent Living Skills.  Partners will visit centres of expertise in work related learning</p>	<p>All partners will attend the meeting. Reet will plan the programme and organise the seminar. The co-ordinator will circulate the agenda prior to the meeting, chair the meeting and one of her team will take minutes which will be circulated following the meeting.</p>	<p>18<sup>th</sup>-22<sup>nd</sup> May 2016</p>	<p>Partners will have a greater understanding of the importance of aspects of independent living in the PSHE curriculum.</p>	<p>Material from the seminar and the minutes of the meeting will be uploaded on the etwinning page.</p>

	A workshop will address the content of the Work Related Curriculum.				
A successful evaluation of Year 2	External audit	Project Co-ordinator	July	To ensure the Action Plan has achieved project objectives.	End of Year 2 report signed by the external auditor.

Ann Southren  
January 2016