RESOURCES

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| **1** | **ADVANCED SCHEME OF WORK & LESSON PLANS** |
| 1.1 | Success Criteria |
| 1.2 | Example of brief |
| 2.1 | Improving skills progress check |
| 3.1 | School Community 1 |
| 3.2 | School Community 2 |
| 4.1 | Interview Techniques |
| 5.1 | Using questionnaires |
| 5.2 | Writing questions for a questionnaire |
| 5.3 | What makes a good questionnaire |
| 5.4 | Carrying out a questionnaire |
| 5.5 | Good/Bad questionnaire 1 |
| 5.6 | Good/Bad questionnaire 2 |
| 5.7 | How to use Survey Monkey |
| 5.8 | Mind map for research |
| 6.1 | Crime questionnaire data |
| 6.2 | Analysis of 'crime' data |
| 6.3 | How to present data as charts 1 |
| 6.4 | How to present data as charts 2 |
| 6.5 | Questionnaire for reading |
| 6.6 | Questions for organisation |
| 6.7 | Community needs |
| 7.1 | Aims & Objectives |
| 7.2 | Smart |
| 7.3 | Reading Scheme aim |
| 8.1 | Example of outcome |
| 9.1 | Skills audit |
| 9.2 | Careers Wales |
| 9.3 | Progress chart as 2.1 |
| 10.1 | Team work problems |
| 10.2 | Jobs in a team |
| 10.3 | Jobs in a team PPT |
| 10.4 | Team work game |
| 11.1 | Example of Action Plan |
| 12.1 | What is a Risk Assessment |
| 12.2 | Carrying out a Risk Assessment |
| 13.1 | Task: Action Plan |
| 14.1 | Assessing the plan |
| 15.1 | Keeping a record of hours |
| 15.2 | Keeping a record template |
| 15.3 | Confirmation Statement |
| 15.4 | Evaluating Grid |
| 15.5 | Attendance tracker |
| 16.1 | Feedback questionnaire |
| 17.1 | Personal Reflection |
| 18.1 | Presentation Skills |