

Scoil Mhuire Community School Clane Adult Education

Tutor	Name
Coordinator	Name
Group	Childcare
Module	Communications
Level	5
Module Code	5N0690

Sessions	10
Contact Hours	30

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Week 1

Topics	Learning Outcome/ Assessment Technique Assessments
<p>Introduction to the Course</p> <p>Section 1 : Interpersonal Skills - Listening, Speaking and Non-Verbal Communication</p> <p>Explore with the learner key terms used in communications theory and practice such as sender, receiver, message, channel, noise, feedback with particular emphasis on working life. Consider with the learner the different elements of listening.</p> <p>Explore with the learner the types of listening used in a formal and an informal context.</p> <p>Consider with the learner the difference between active and selective listening. Facilitate the learner to identify the behaviours required for effective listening.</p> <p>Consider with the learner the different barriers that may affect successful listening.</p>	<p>Los 3, 4, 5 and 10</p> <p>Skills Demonstration - Group Activity on Listening</p> <p>Skills Demonstration - Use video to demonstrate active listening</p> <p>Next Page</p>

Week 2

Topics	Learning Outcome/ Assessment Technique Assessments
<p>Section 1 : interpersonal Skills - Listening, Speaking and Non-Verbal Communication</p> <p>Overview of material covered in week one</p> <p>Explore with the learner the importance of effective listening and verbal skills, in ensuring effective communications in the workplace and . personal life.</p> <p>Facilitate the learner to identify the skills required for effective verbal communications in personal and vocational life.</p> <p>Explore with the learner different forms of non- verbal communications in personal and vocational situations.</p> <p>Facilitate the learner to practice and demonstrate listening, verbal and non-verbal skills/techniques relevant to different situations in work and leisure</p>	<p>Learning Outcomes 3; 4, 5 and 10</p> <p>Show short video and have small group discussion to evaluate</p> <p>Show 'The Office' clip on how not to do an interview, small group discussion afterwards.</p> <p>Give presentation assessment and ask students to bring in an article or piece of writing they like for next week</p> <p style="text-align: right;">Next Page</p>

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Week 3

Topics	Learning Outcome/ Assessment Technique Assessments
<p>Facilitate the learner to participate and contribute effectively in the situations mentioned previously.</p> <p>Facilitate the learner to identify and develop their skills in a range of reading techniques relevant to the vocational area.</p> <p>Facilitate the learner to explore and gain an understanding of the practical methods employed in identifying, extracting and critiquing key points of information from relevant vocational, professional and literary texts.</p> <p>Based on a piece of writing, facilitate the learner to develop their scanning and skimming reading skills.</p>	<p>Learning Outcomes 6, 7, 8 and 9</p> <p>Distribute different articles and do a small group activity on skimming, scanning and close reading. Using different times to gather the information. Results of each discussed in class.</p> <p>Look at reading pieces brought in and critique in small groups</p> <p style="text-align: right;">Next Page</p>

Week 4

Topics	Learning Outcome/ Assessment Technique Assessments
<p>Support the learner in developing their scanning and skimming reading skills.</p> <p>Use childcare policies and procedures Facilitate the learner to gain a practical understanding of various writing skills.</p> <p>Identify with the learner the different types of writing.</p>	<p>Critical reading exercise and summary of two texts, one vocational and one literary</p> <p>Next Page</p>

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Week 8

Topics	Learning Outcome/ Assessment Technique Assessments
<p>Communications Technology</p> <p>Identify with the learner the different modes and appropriate use of Communications Technology.</p> <p>Assist the learner in the history of communication technology.</p> <p>Explore the learner the acceptable use of communications technologies in various contexts.</p> <p>Identify with the learner any current developments and issues in information and communication technology.</p> <ul style="list-style-type: none">• Privacy• Security	<p>Learning Outcomes 1, 2 and 11.</p> <p>Computer room activity</p> <p>Discuss with the learner the advantages and disadvantages of the different modes of communication technology identified.</p> <p>Essay on the current issues in relation to computer technology</p> <p style="text-align: right;">Next Page</p>

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Week 9

Topics	Learning Outcome/ Assessment Technique Assessments
<p>Facilitate the learner to understand current relevant communications technology related legislation including</p> <ul style="list-style-type: none">• The Safety & Health at Work Act 2005• The Data Protection Act• The freedom of information Act• Copyright <p>Interview skills and techniques</p> <ul style="list-style-type: none">•	<p>Learning Outcomes 2 and 10.</p> <p>Next Page</p>

Week 10

Topics	Learning Outcome/ Assessment Technique Assessments
<p>Presentation/ Interviews to be completed and recorded.</p> <p>Reflection to be completed for both.</p>	<p>Learning Outcomes 3, 4, 5, 10 and 11.</p> <p style="text-align: right;">Next Page</p>

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