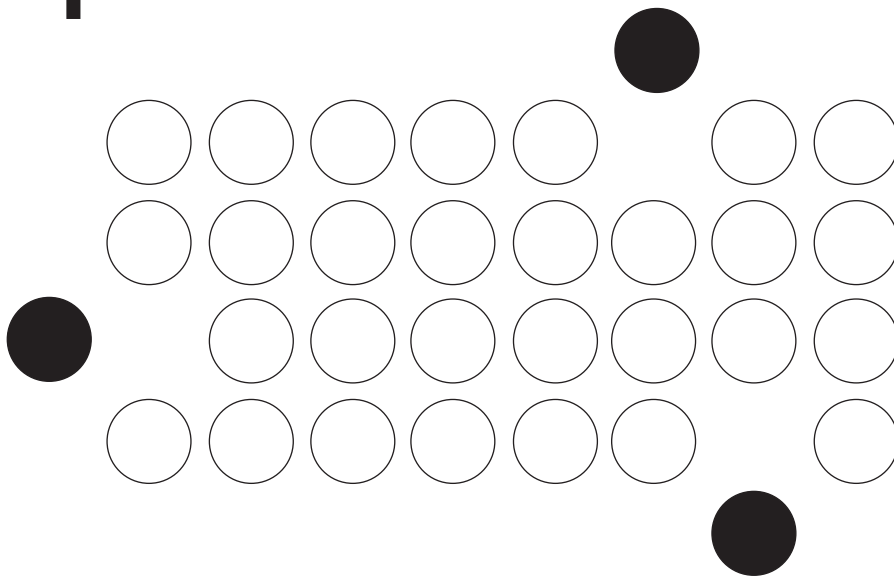


click



Supporting: **action planning**
work experience and
cv writing

with students who have significant learning difficulties

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Finally we would like to thank Diane Kane for her help with the CV section.

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Venetia Fitch is the Careers Education and Guidance Co-ordinator at Haycliffe School in Bradford. The school caters for students with both moderate and severe learning needs. Having taken over responsibility for careers, after many years of teaching, Venetia quickly became frustrated by the lack of student centred resources available for her students, in particular those with severe learning difficulties. To overcome this she began to produce her own materials. She then went on to produce materials working with staff from her local education authority and Careers Service, for use in special schools in the area. This pack is her first attempt to publish some of her materials commercially.



Ann Meleschko is a Special Needs Assistant working at Haycliffe School in Bradford. After spending many years assisting in the classroom, Ann became interested in computers and information technology and quickly got herself trained in this area. She then began to co-produce work booklets with staff working across different areas of the curriculum. Using her creative skills and experience she was able to produce visually stimulating and differentiated materials for students of varying capabilities. Her collaboration with Venetia produced the original materials for this pack.

Introduction

This pack has been designed to support the work done with students around Action Planning, Work Experience and CV writing, in line with these elements of the SEN Progress File produced by the DFEE. With a strong emphasis on pictorial work, the materials are aimed at students whose independent reading and writing skills are limited. Although some students may be able to complete the workbooks working within class groups, others will need one to one support.

The pack is made up of 3 sections (this can be clearly seen on the contents page) with each section containing guidance notes on how to complete them. Each section is made up of materials which need to be copied and collated into workbooks for the students. The master set in this pack has tutor notes for every page on the facing page. These are to give hints and tips on how to complete each part of the booklet. We have left room for your own notes because you may want to remind yourself of lesson outlines or where other information is stored within school. For example, your school may have copies of school photographs for individual students which can be used as part of the CV booklet. You may want to make a note of this against the appropriate worksheet.

In addition to the workbook materials, at the back of the pack are a selection of resource sheets containing pictures. These are included for students to cut out and stick on those worksheets that ask them to do that. These can be supplemented with pictures from magazines or the students own drawings.

The printed materials provided in this pack contain black and white drawings to maintain clarity if photocopied. Alternatively they can be printed off the CD ROM. Should you want to produce colour versions, these can also be printed off the CD ROM, if you have access to a colour printer.

Using the CD ROM

The CD ROM contains 4 versions of the worksheets in Adobe Acrobat Reader 4.0 format:

1. Click b&w.pdf
(CLICK pack with black and white drawings)
2. Click col.pdf
(CLICK pack with colour drawings)
3. Clickplus b&w
(CLICK pack plus* with black and white drawings)
4. Clickplus col.pdf
(CLICK pack plus* with colour drawings)

It also contains 2 resource files

5. Res b&w.pdf (Black and white picture resources)
6. Res col.pdf (Colour picture resources)

* This version of the pack has copying lines under all the text entries, for those students with severe learning difficulties who need to have their words written in for them by a member of staff.
Note: None of the versions contain the tutor notes which are only included in this paper version.

System requirements for running Adobe Acrobat Reader 4.0

Windows
486 or Pentium Processor based personal computer
Microsoft Windows 95,98 or Windows NT 4.0 with service pack 3 or later
10MB of available RAM on Windows 95 and Windows 98 (16MB recommended)
16MB of available RAM on Windows NT (24MB recommended)
10MB of available hard disk space

Instructions

If you do not have a copy of Adobe Acrobat Reader vs 4 on your computer you will need to install that first.

Instructions for installing Acrobat Reader vs. 4.0

- Put the CD in your CD drive
- Click on the START button
- Select RUN
- Type X:\ar40eng.exe replacing X with the letter of your CD drive
- Click OK

If you have a copy of Acrobat Reader vs 4.0 on your computer:

- Put the CD in your CD drive
- Go to Windows Explorer
- Copy the CLICK file.pdf (the version you want) into a convenient directory on your computer.
- To run Acrobat Reader click the START button and select Acrobat Reader vs 4.0 and then click on Acrobat Reader vs 4.0. Acrobat Reader will start.
- To open the CLICK file, click on FILE and then OPEN.
- Find the directory with the CLICK file.pdf and click on OPEN.

Once a file is open you can choose which pages you want to print. For a guide to using Acrobat Reader click on HELP on the top menu bar and Readers Guide. This is a comprehensive guide to using Acrobat Reader which you can view on screen or print out.

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Section 1: Action Planning - an introduction

Aim

The aim of this section is to help students to identify the knowledge, experience and skills they have gained from their work in school, their interests and their spare time activities. It also encourages students to look ahead and consider what their options and career choices might be at the end of Y11. From this they are then encouraged to identify those things that they would like to get better at doing.

The Action Planning section is divided into 3 parts with each part working towards producing an action plan in each of Y9, Y10 and Y11. Each action plan builds on and develops the scope of the previous years plan.

Once completed the action plan booklets can provide staff with a real insight into each student's level of self awareness and understanding of choice. They can be used as evidence of progress at student reviews and interviews and inform staff planning for future teaching and work with individual students.

For students they can act as reminders for the targets for improvement they have set themselves. As progress may be slow or minimal with some students it is important to keep the booklets. Then as each year's plan is completed it can be reviewed, with students, against the plan for the previous year, noting any changes or improvements.

How to use the worksheets

The worksheets in each plan can be worked on individually as students interests, skills and aspirations are identified and discussed throughout the year as part of the careers curriculum. At the end of the year they can then be collated together and produced as a finished booklet for each student.

Alternatively, the worksheets could be printed and made into small workbooks that the students work through and discuss in a series of consecutive lessons.

Students complete the workbooks by working through them and either ticking or circling the pictures; selecting, cutting out and sticking in pictures (either from the resource sheets provided or from magazines and other sources); ticking and writing in answers.

Resources required

Copies of the worksheets - these can be produced by photocopying the masters in this pack or by printing them off the CD ROM provided. The latter also allows you to print off colour versions if you have access to a colour printer.

The worksheets are divided into those that are used to produce the action planning booklets and those which are picture resources. The picture resource sheets are at the rear of the pack. You will need multiple copies of the latter if you intend to use them.

Alternatively you could collect magazines and other media pictures for students to use or get them to draw their own pictures.

Scissors and glue

Pens and pencils

Most students will need support to complete each worksheet. By using the differentiated version on the CD ROM, students who cannot write unaided can copy their words once a writer has written them into the booklet in the space provided. However, it is very important that only the student's own words are recorded.



action planning in Y9



Tutor notes

Your notes

My Action Plan in Y9

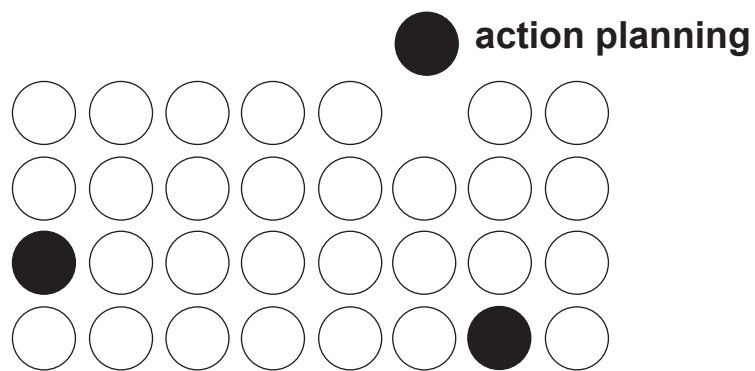
This page is the front cover for the Year 9 Action Planning booklet and needs to be photocopied along with pages 10 - 27 and then collated and made into a workbook.

Alternatively you may not want to collate the worksheets but instead insert them into another document, depending upon how your school wants to present your student's action plans.



All the sheets for this booklet can be printed off the CD ROM (which includes a full colour version) or photocopied in black and white from this pack. A modified version for students with Severe Learning Difficulties is also included on the CD ROM, called CLICK plus, which has copying lines under each text entry.

My Action Plan in Y9



Name _____

Class _____



Personal details

You need to explain to the students why you are filling this sheet in and how it will be used before getting them to complete it.

To do this you might ask them, in the group, if they understand what personal details are. If they say 'no' you then need to work through each item, e.g. 'Do you know what your name is?'

Point out to the students that as they move towards Y11 and when they leave school, they will be asked to fill in forms of all different kinds and they will always be asked for their personal details - so they need to practice doing this.

Personal Details

Name _____

Date _____

Tutor/Class group _____

Date of birth _____