

LESSON PLAN

Course Title Managing Volunteers	Subject Understand effective partnership working between organisations	Topic: Understand how partnership working can help an organisation achieve its mission	Tutor:	Date	Time:	No in Class:
Aim of the session the candidate will: <ul style="list-style-type: none"> • Understand how to work in partnership • Understand the importance of partnership when working with volunteers 		What will I use to check learning: <ul style="list-style-type: none"> • Product evidence • Reflective Journal • Questions/answers • Observation 				

* **Development of Skills:** Functional Skills/Core Skills: English Maths ICT ESOL e-learning Practical Work Skills Study Skills

* **ECM Themes:** ECM1 Being Healthy; ECM2 Staying Safe; ECM3 Enjoying and Achieving; ECM4 Positive Contribution; ECM5 Economic Well Being

* **Curriculum for Excellence:** Responsible Citizen; Successful Learner; Confident Individual; Effective Contributor

*PLEASE CIRCLE/HIGHLIGHT

Learner outcome: by the end of this session the candidate will be able to;

- Explain how partnership working can help an organisation achieve its mission
- Explain the policies and procedures required when working with volunteers

Teaching and learning resources planned are:

- Journal
- Question/answers
- Product evidence
- Discussion
- ICT
- Copies of policies/procedures

Language, Literacy, Numeracy to be addressed in this session

Literacy / Language:

Functional Skills: English

EQUALITY AND DIVERSITY: This will be met as we will be looking at different learner needs, i.e. poor sight, disabled, hearing impaired, cultural need, or specific learning difficulties. Learners will work in a safe environment, and will have every opportunity to make a contribution to the session. Session will be varied to meet learning styles, to give the learner the opportunity to enjoy and achieve.

REFLECTIONS ON THE LESSON: (evaluate the effectiveness of the session and make amendments if needed)

Timing	Teaching Activity	Development of Skills Enterprise	Learning Activity (include differentiation/ extension activity)	Resources used	Assessment Method
5 minutes	Welcome/Introduction				

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1 Hour	Setting the scene giving learner examples of different partnership collaboration	Research activity assessing risks/benefits	Learner to research policies regarding own organisation with regard to partnership working	Learner will use ICT, Reading, completing/ updating reflective journal	Evidence of research, knowledge update
1 Hour	Discussion with learners regarding legal aspects of partnership working	Group/individual discussion	Learners to research Data protection policy and complete work pack	Using ICT/ Reading, writing	Completion of work pack Questioning
1 Hour	Look at scenario, covering shared decision making and seeking advice	Group/individual to look at scenario and reflect on information	Learners to look at scenario and complete questions provided and discuss answers with the group	Reading, group/individual discussion, questioning	Completion of questions provided
BREAK					
2 Hours	Understand how to work and communicate when working in partnership with other organisations	Communication skills	Completion of a work pack / tutor observation/discussion	Reading, writing, observation, discussion	Completion of work pack and tutor observation
20 Minutes	Evaluation of learning	Tutor feedback	Learners to complete evaluation forms giving feedback/session	Evaluation form	

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Things that went well			Things that didn't go well		
Follow up for next session			Improvement and/or issues		
			<ul style="list-style-type: none"> • Tutor to be aware of organisations not engaged in partnerships with any other organisations 		

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