

LESSON PLAN

Course Title Managing Volunteers	Subject Understand values, ethics, and safeguarding in the volunteer sector	Topic: Understand values, ethics, equality/diversity and inclusion in the voluntary sector	Tutor:	Date	Time:	No in Class:
Aim of the session the candidate will have: <ul style="list-style-type: none"> • Understand Values and ethics in the volunteer sector • Understand the importance of equality/diversity and inclusion in the volunteer sector 		What will I use to check learning: <ul style="list-style-type: none"> • Work product • Discussion • Feedback 				

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

- Be able to list the mission statement of a specific voluntary organisation
- Be able to describe the values, ethics and beliefs of a specific organisation
- Be able to describe how different organisations values, ethics and beliefs influence their practice
- Be able to define and describe equality/diversity and inclusion and its promotion within the voluntary sector
- Be able to explain why voluntary organisations conduct equality impact assessments

Teaching and learning resources planned are:

- Handouts
- Journal
- Question/answers

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

* **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

5 Minutes	Welcome introduction				
30 Minutes	Comparison of mission statements	Comparing, writing	Learner to complete own mission statement and compare with organisations original	Reading, interpretation, comparing	Completion/comparison Of mission statement
2 Hour	Debate with colleagues peers on values ethics, beliefs and inclusion	Discussion, Communication evaluation	Learner to write up outcomes of debate in learning journal/Tutor to observe debate	Discussion, reflecting, Reading, listening and interacting with other colleagues/ peers	Observation and reflective practice
1 Hour	Setting up equality and diversity questions	Reading and interpreting information	Learner to complete quiz and feedback	Interactive activity	Marking of quiz and observation of discussion
BREAK					
1 30 Minutes	How to present findings	Collating information/presentation skills	Learner to research E+D policy relevant to voluntary sector. Learner to look at own organisations commitment to E+D, present findings to volunteers/colleagues in an interesting way	ICT, research, creativity	Completed presentation showing findings

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1 Hour	The importance of safeguarding in the voluntary sector	Research, reading, drawing information from documents	Learner to research safeguarding policy internally, Learner to complete a generic activity sheet, answering set questions	ICT , communication, reading	Completion of knowledge
20 Minutes	Evaluation of learning	Tutor feedback	Learners to complete evaluation forms giving feedback/session	Evaluation form	
Things that went well			Things that didn't go well		
If safeguarding is not relevant, learner will research an outside organisation x1					
Follow up for next session			Improvement and/or issues		

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