LESSON PLAN

| Course Title

Managing Volunteers | Topic

Managing Risk | Subject
Risk management within the volunteer sector | Tutor: | Date | Time: | No in Class: |
|---|---|---|---|---|---|---|

Aim of the session the candidate will have: • **Knowledge of how risk management impacts upon volunteer policy.** • **The learners will be able to understand the issues that must be addressed in relation to risk management within the volunteer sector.** • **The learner will be able to carry out good practice when managing risk.** • **The learner will be able to develop and demonstrate the skills needed in order to manage risk.**	What will I use to check learning: • **Quiz** • **Case Study** • **S.W.O.T analysis** • **Policy/Procedures** • **Observation** • **Professional Discussion** • **Witness testimony** • **Personal statements**	

*** 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:

- **Understand how the management of risk impacts upon a volunteering policy.**
- **Will be able to carry out and evaluate risk assessment.**
- **Will be able to audit volunteer skills in relation to organisational goals.**
- **Will be able to enable staff to assess and manage risk when working with volunteers.**

Teaching and learning resources planned are:

- **Ice Breaker**
- **Case Study**
- **Quiz**
- **S.W.O.T Analysis**
- **Policies/Procedures**
- **Risk assessments**

Language, Literacy, Numeracy to be addressed in this session

Literacy / Language: Functional Skills: English/ICT

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	**Housekeeping/fire drills**				

** **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

20 minutes	Introduction/Icebreaker	Speaking/listening skills group work	Tutor to complete introduction/ learning styles icebreaker to the group, in order for them to familiarise with each other, and to enable the tutor to capture different learning styles.	• Ice breaker/ • learning styles questionnaire	Observation/Listening
60 minutes	Completion of knowledge quiz	Looking at level of knowledge	To carry out a quiz to identifying different levels of knowledge	Look at levels of knowledge, identifying resources required for individual learners	Question/answers
30 minutes	Explanation of an organisational S.W.O.T analysis	Learner to gain knowledge to enable completion of a S.W.O.T analysis	Learners to liaise with colleagues to identify, and complete a S.W.O.T analysis around risk management, and responsibilities	• S.W.O.T. analysis • Handouts/notes • Internal research	Work product
	BREAK	BREAK	BREAK	BREAK	BREAK
60 minutes	Tutor to present a case study to learners based around risk management	Communication, reading activity, Analyse and interpret information.	Discuss within groups case study/points for feedback with input from learners.	• Case study • Discussion • Listening skills	Observation/questioning
90 minutes	Comparing good /bad practice in relation to policies/procedures	Personal learning and thinking skills	Learners to research company policies/procedures identifying good practice used to manage risks within the organisation	• ICT, • Reading • Handouts • Comparisons • Risk assessments	Work Product and discussion
20 minutes	Tutor to evaluate Learning, looking at what went well, and any improvements needed	Evaluation of learning/feedback	Learners to complete an evaluation questionnaire	Evaluation questionnaire	Analyse questions/feedback

* **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

Things that went well	Improvements needed
Follow up for next session	Improvement and/or issues

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