

## Functional Skills English Entry Level 3 Year Plan

Term / W/B (Mon)	Focus	Notes (INSET/Bank holidays/Breaks)	Completed <input type="checkbox"/> Carry-over →
Term 1 – 01 Sep 2025	E3-1 Skim/scan + main points	INSET in week	
Term 1 – 08 Sep 2025	E3-2 Organisational features + fact/opinion		
Term 1 – 15 Sep 2025	E3-3 Purpose/audience & tone		
Term 1 – 22 Sep 2025	E3-4 Proofreading + short message		
Term 1 – 29 Sep 2025	E3-5 Reading practice A		
Term 1 – 06 Oct 2025	E3-6 Writing focus: sentence/SPaG		
Term 1 – 13 Oct 2025	E3-7 SLC mini: plan & clarify		
Term 2 – 27 Oct 2025	E3-8 Reading practice B + vocabulary		
Term 2 – 03 Nov 2025	E3-9 Purpose & structure across two texts		
Term 2 – 10 Nov 2025	E3-10 Form filling & detail transfer		
Term 2 – 17 Nov 2025	E3-11 Mock Reading (short) + feedback	INSET in week	
Term 2 – 24 Nov 2025	E3-12 Targeted gap fill		
Term 2 – 01 Dec 2025	E3-13 Mock Writing (short) + feedback		
Term 2 – 08 Dec 2025	E3-14 Revision: key skills		
Term 2 – 15 Dec 2025	E3-15 Full mock/portfolio tidy		
Term 3 – 05 Jan 2026	E3-16 Exam readiness & admin	INSET in week	
Term 3 – 12 Jan 2026	Bridge – Gap analysis (E3→L1)		

Term 3 – 19 Jan 2026	L1-18 Skim/scan & infer (email/notice)		
Term 3 – 26 Jan 2026	L1-19 Compare texts & features		
Term 3 – 02 Feb 2026	L1-20 Audience/purpose; formal email		
Term 3 – 09 Feb 2026	L1-21 Proofreading & paragraphing		
Term 4 – 23 Feb 2026	L1-22 Reading practice A (2 sources)		
Term 4 – 02 Mar 2026	L1-23 Writing task A – planning		
Term 4 – 09 Mar 2026	L1-24 Writing task A – draft & edit		
Term 4 – 16 Mar 2026	L1-25 Reading practice B (compare)		
Term 4 – 23 Mar 2026	L1-26 SLC mini (inform/persuade)		
Term 4 – 30 Mar 2026	L1-27 Mock Reading (short) + feedback	Bank holiday in week	
Term 5 – 20 Apr 2026	L1-28 Mock Writing (short) + feedback	INSET in week	
Term 5 – 27 Apr 2026	L1-29 Targeted gap fill		
Term 5 – 04 May 2026	L1-30 Revision: key skills	Bank holiday in week	
Term 5 – 11 May 2026	L1-31 Full mock / portfolio tidy		
Term 5 – 18 May 2026	L1-32 Exam readiness & admin		
Term 6 – 01 Jun 2026	L1-33 Buffer / catch-up / resit prep		