

Functional Skills English (Entry Level 1 – Edexcel)

Scheme of Work for 1:1 Delivery (SEMH-Focused)

Course	Edexcel Functional Skills English Entry Level 1
Duration	6 Terms (approx. 36 weeks)
Lesson Duration	90 minutes (includes 5–10 min break)
Delivery Mode	1:1 (SEMH-adapted)
Main Resource	CGP Functional Skills English Entry Level 1 Study & Test Practice Book
Supplementary Resources	Tutor worksheets, audio clips, emotion check-ins, tactile resources
Learner Needs	SEMH – structured, supportive, confidence-building teaching

SEMH Teaching Principles

- Begin each lesson with a **calm emotional check-in** (smiley face charts, simple verbal mood).
 - Use **consistent routines and clear visual timetables**.
 - Break tasks into **very small, manageable steps** (5–10 minutes max).
 - Use **multisensory approaches** — pictures, objects, realia.
 - Provide **frequent praise** and build confidence slowly.
 - Allow **oral, practical or visual responses** alongside writing.
 - End with **positive reflection and goal-setting**.
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TERM 1 – Basic Reading Skills & Recognition (6 weeks)

Curriculum Coverage:

E1.9 – Read simple texts and signs.

E1.10 – Recognise key words and phrases.

E1.12 – Understand basic instructions.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Assess starting point; understand course and goals.	Informal reading assessment, talk about interests.	Calm environment; positive affirmations.	CGP p.2–3	<input type="checkbox"/>	
2	Recognise familiar words and signs.	Label classroom objects, word matching.	Use pictures and objects; slow pace.	CGP p.6–7	<input type="checkbox"/>	
3	Follow simple instructions (1-2 steps).	Practical tasks (e.g., “pick up the pen”).	Model actions; use gestures.	CGP p.8–9	<input type="checkbox"/>	
4	Understand meaning of common words in context.	Sorting activity with word cards and pictures.	Tactile materials; repeat often.	CGP p.10–11	<input type="checkbox"/>	
5	Spell simple high-frequency words.	Letter tracing, word building games.	Multisensory practice.	CGP p.12–13	<input type="checkbox"/>	
6	Apply reading skills in simple reading exercise.	Short reading task, simple questions.	Praise effort, visual support.	CGP p.14–15	<input type="checkbox"/>	

TERM 2 – Basic Writing & Letter Formation (6 weeks)

Curriculum Coverage:

E1.19 – Write simple words and phrases.

E1.20 – Use capital letters and full stops.

E1.21 – Write for simple purposes (names, labels).

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Form letters correctly.	Letter formation practice, tracing.	Use multisensory methods (sand, air).	CGP p.16–17	<input type="checkbox"/>	
2	Write own name and basic words.	Copy and write name/labels.	Short, supportive tasks.	CGP p.18–19	<input type="checkbox"/>	
3	Write simple sentences using capital letters.	Copy sentences, guided writing.	Praise attempts, slow pace.	CGP p.20–21	<input type="checkbox"/>	
4	Use full stops correctly.	Mark full stops in sentences.	Use coloured dots/stickers.	CGP p.22	<input type="checkbox"/>	
5	Write short labels and simple messages.	Label pictures, write notes.	Visual prompts and frames.	CGP p.23–24	<input type="checkbox"/>	
6	Complete simple writing task.	Write a short description or message.	Celebrate progress.	CGP p.25	<input type="checkbox"/>	

TERM 3 – Basic Reading Comprehension (7 weeks)

Curriculum Coverage:

E1.9–E1.13 – Understand simple texts, instructions, and questions.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Recognise purpose of simple texts.	Discuss signs, posters, labels.	Use real-life examples.	CGP p.26–27	<input type="checkbox"/>	
2	Identify key words in short texts.	Highlight and match words.	Use coloured highlighters.	CGP p.28–29	<input type="checkbox"/>	
3	Understand short instructions.	Follow simple directions in tasks.	Model and repeat instructions.	CGP p.30–31	<input type="checkbox"/>	
4	Distinguish pictures that match texts.	Picture-text matching games.	Use hands-on materials.	CGP p.32–33	<input type="checkbox"/>	
5	Answer simple questions about texts.	Yes/no and simple question answering.	Allow oral responses.	CGP p.34–35	<input type="checkbox"/>	
6	Practice reading short simple texts.	Read aloud with support.	Positive, calm environment.	CGP p.36–37	<input type="checkbox"/>	
7	Reflect on reading progress.	Discuss favourite activities and texts.	Praise and encouragement.	Tutor notes	<input type="checkbox"/>	

TERM 4 – Basic Functional Writing (6 weeks)

Curriculum Coverage:

E1.19–E1.23 – Writing simple messages, lists, and forms.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Write simple labels and lists.	Make shopping list or label objects.	Use picture prompts.	CGP p.38–39	<input type="checkbox"/>	
2	Write simple messages.	Compose basic notes or reminders.	Scaffold writing.	CGP p.40–41	<input type="checkbox"/>	
3	Fill in basic forms (name, address).	Practice completing forms.	Provide templates.	CGP p.42–43	<input type="checkbox"/>	
4	Copy simple sentences for communication.	Copy messages or instructions.	Short, supported writing.	CGP p.44–45	<input type="checkbox"/>	
5	Write short personal information.	Write about self or family.	Encourage oral rehearsal.	CGP p.46–47	<input type="checkbox"/>	
6	Complete simple writing assessment.	Timed task with support.	Celebrate all progress.	CGP test	<input type="checkbox"/>	

TERM 5 – Basic Speaking & Listening (6 weeks)

Curriculum Coverage:

E1.1–E1.8 – Listening to and responding in simple communication.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Listen carefully and respond to questions.	Simple audio clips, Q&A.	Repeat and use gestures.	CGP p.48	<input type="checkbox"/>	
2	Participate in simple conversations.	Role-play greetings, introductions.	Use familiar topics.	CGP p.49	<input type="checkbox"/>	
3	Express needs and preferences.	Use sentence frames for speaking.	Encourage no pressure.	CGP p.50	<input type="checkbox"/>	
4	Give simple information about self.	Practice talking about name, age.	Praise effort and clarity.	CGP p.51	<input type="checkbox"/>	
5	Complete speaking task practice.	Role-play simple real-life situations.	Calm, supportive environment.	Tutor scripts	<input type="checkbox"/>	
6	Reflect on speaking and listening progress.	Discuss what's improved.	Positive reinforcement.	Tutor notes	<input type="checkbox"/>	

TERM 6 – Consolidation & Exam Preparation (6 weeks)

Curriculum Coverage:

E1.1–E1.23 (all skills consolidated)

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Review basic reading skills.	Mixed short texts practice.	Celebrate small wins.	CGP reading	<input type="checkbox"/>	
2	Review letter formation and writing.	Short writing drills.	Use multisensory aids.	CGP writing	<input type="checkbox"/>	
3	Practice simple writing tasks.	Timed label or message writing.	Visual prompts.	CGP writing	<input type="checkbox"/>	
4	Practice speaking and listening tasks.	Role-play with familiar topics.	Relaxed environment.	Tutor materials	<input type="checkbox"/>	
5	Mock exam 1 (reading and writing).	Timed short paper.	Calm encouragement.	CGP mock	<input type="checkbox"/>	
6	Mock exam 2 and course reflection.	Final assessment and feedback.	Celebrate success.	CGP test	<input type="checkbox"/>	



Lesson Flow (90 minutes – SEMH Adaptive)

Segment	Time	Example
Emotional check-in	10 min	Mood chart or simple chat
Skill teaching	15 min	Model letters, sounds or words
Guided practice	20 min	Tutor-supported work
Break / mindfulness	5–10 min	Sensory or calm break
Independent work	20 min	Small writing or reading tasks
Reflection & praise	10 min	Review goals and progress



Resources

- CGP Functional Skills English Entry Level 1 Study & Test Practice Book
- Edexcel sample papers for Entry 1
- Multisensory writing tools (sand trays, letter tiles)
- Emotion check-in visuals and timers
- Real-life labels, signs, and forms
- Tutor-made worksheets and flashcards