

Functional Skills English (Level 1 – Edexcel)

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

Course	Edexcel Functional Skills English 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 Level 1 Study & Test Practice Book
Supplementary Resources	Tutor worksheets, audio clips, sample exam papers, emotion check-ins
Learner Needs	SEMH – structured, supportive, confidence-building teaching

SEMH Teaching Principles

- Start lessons with a **brief emotional check-in** (mood charts or simple verbal).
 - Use **structured routines and visual lesson plans**.
 - Break learning into **focused chunks** (15–20 mins).
 - Include **mindful or movement breaks** (5–10 mins).
 - Use **positive reinforcement and encouragement** frequently.
 - Allow **alternative responses** (oral, visual, or practical) where appropriate.
 - End with **reflection and progress discussion**.
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TERM 1 – Reading & Understanding Texts (6 weeks)

Curriculum Coverage:

L1.9 – Read and understand straightforward and complex texts.

L1.10 – Extract and interpret information from texts.

L1.12 – Use context to understand vocabulary and phrases.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Baseline reading assessment; identify strengths and areas for development.	Diagnostic reading exercises and discussion.	Calm, supportive environment; encourage self-assessment.	CGP p.2–3	<input type="checkbox"/>	
2	Skim and scan texts to locate key information efficiently.	Practice with articles, emails, and leaflets.	Use coloured highlighters and visual aids.	CGP p.6–8	<input type="checkbox"/>	
3	Understand explicit and implied meaning in texts.	Analyze texts for literal and inferred meaning.	Model ‘thinking aloud’; scaffold questions.	CGP p.9–11	<input type="checkbox"/>	
4	Use contextual clues to understand unfamiliar vocabulary.	Vocabulary activities with word maps and synonyms.	Use visual and verbal explanations.	CGP p.12–13	<input type="checkbox"/>	
5	Identify the purpose, audience, and tone of texts.	Discuss different text types and their features.	Use real-life examples and role-play.	CGP p.14–15	<input type="checkbox"/>	
6	Apply reading skills to timed practice papers.	Complete sample reading test with tutor support.	Positive feedback; encourage self-reflection.	CGP p.16–17	<input type="checkbox"/>	

TERM 2 – Writing Skills & Accuracy (6 weeks)

Curriculum Coverage:

L1.19 – Write clear, structured texts for a variety of purposes.

L1.20 – Use punctuation accurately, including commas and apostrophes.

L1.21 – Apply grammar and spelling rules consistently.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Write clear sentences using appropriate punctuation.	Sentence building and editing tasks.	Scaffold with sentence starters and models.	CGP p.20–22	<input type="checkbox"/>	
2	Structure paragraphs with topic sentences and supporting details.	Paragraph writing exercises.	Chunk writing into manageable steps.	CGP p.23–24	<input type="checkbox"/>	
3	Use commas, apostrophes, and full stops correctly.	Punctuation-focused practice.	Use colour-coding and visual cues.	CGP p.25–27	<input type="checkbox"/>	
4	Write for different purposes: letters, emails, reports.	Practice different writing styles.	Provide templates and frameworks.	CGP p.28–30	<input type="checkbox"/>	
5	Proofread and edit own writing for errors.	Peer and self-assessment activities.	Guided editing checklists.	CGP p.31–32	<input type="checkbox"/>	
6	Produce extended writing under timed conditions.	Timed writing task with feedback.	Encourage positive mindset and planning.	CGP test paper	<input type="checkbox"/>	

TERM 3 – Reading Comprehension & Analysis (6 weeks)

Curriculum Coverage:

L1.9–L1.13 – Analyse texts for key ideas, opinions, and language use.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Identify key ideas and supporting evidence.	Highlight and summarise texts.	Scaffold with guided questions.	CGP p.35–37	<input type="checkbox"/>	
2	Distinguish between fact and opinion.	Text analysis and discussion.	Use clear examples and model responses.	CGP p.38–39	<input type="checkbox"/>	
3	Recognize writer's purpose and audience.	Explore persuasive and informative texts.	Relate to real-world examples.	CGP p.40–41	<input type="checkbox"/>	
4	Understand how language creates effect.	Identify adjectives, adverbs, and figurative language.	Visual aids and examples.	CGP p.42–43	<input type="checkbox"/>	
5	Compare and contrast two texts.	Venn diagrams and discussion.	Break tasks into steps; allow extra processing time.	CGP p.44–45	<input type="checkbox"/>	
6	Timed practice reading assessment.	Full mock reading test with feedback.	Calm environment; encourage effort.	CGP test paper	<input type="checkbox"/>	

TERM 4 – Functional Writing for Work and Life (6 weeks)

Curriculum Coverage:

L1.19–L1.23 – Write for practical purposes: emails, letters, forms, notes.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Identify features of formal and informal writing.	Compare and discuss example texts.	Role-play scenarios to explore tone.	CGP p.46–48	<input type="checkbox"/>	
2	Plan and write formal emails and letters.	Use structured templates.	Scaffold planning and drafting.	CGP p.49–50	<input type="checkbox"/>	
3	Write informal notes and messages.	Practice with familiar scenarios.	Use visual prompts and frames.	CGP p.51–52	<input type="checkbox"/>	
4	Complete forms and workplace documents.	Practice filling out various forms.	Use step-by-step instructions.	CGP p.53–54	<input type="checkbox"/>	
5	Edit and improve written work.	Proofreading checklists and peer review.	Model editing process clearly.	CGP p.55–56	<input type="checkbox"/>	
6	Complete timed writing task under exam conditions.	Practice paper with tutor support.	Reinforce positive feedback.	CGP test paper	<input type="checkbox"/>	

TERM 5 – Speaking and Listening Skills (6 weeks)

Curriculum Coverage:

L1.1–L1.8 – Participate in discussions, presentations, and listen effectively.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Listen and respond appropriately to information.	Audio tasks and Q&A.	Repeat and clarify as needed.	CGP p.58	<input type="checkbox"/>	
2	Engage in conversations and discussions.	Role-plays and scenario practice.	Use familiar, low-pressure topics.	CGP p.59	<input type="checkbox"/>	
3	Express opinions clearly with reasons.	Opinion sharing exercises.	Support with sentence starters.	CGP p.60	<input type="checkbox"/>	
4	Plan and deliver short presentations.	Prepare and practice 2–3 minute talks.	Scaffold preparation and rehearsal.	CGP p.61	<input type="checkbox"/>	
5	Practice speaking assessments.	Mock oral exam practice.	Provide constructive, positive feedback.	Tutor scripts	<input type="checkbox"/>	
6	Reflect on speaking and listening progress.	Discussion and self-assessment.	Celebrate improvements.	Tutor notes	<input type="checkbox"/>	

TERM 6 – Consolidation & Exam Preparation (6 weeks)

Curriculum Coverage:

L1.1–L1.23 – All skills consolidated for final exam readiness.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Revise key reading strategies and practice papers.	Mixed reading tasks.	Positive reinforcement.	CGP reading	<input type="checkbox"/>	
2	Review punctuation, grammar, and spelling.	Targeted drills and games.	Use visual aids and praise.	CGP writing	<input type="checkbox"/>	
3	Complete timed writing practice.	Use planning grids and timed tasks.	Scaffold planning.	CGP writing	<input type="checkbox"/>	
4	Practice speaking and listening exam tasks.	Role-play and mock assessments.	Supportive environment.	Tutor materials	<input type="checkbox"/>	
5	Mock exam 1 (reading and writing).	Full timed paper.	Calm, encouraging approach.	CGP mock	<input type="checkbox"/>	
6	Mock exam 2 and final course review.	Final assessment and feedback.	Celebrate all achievements.	CGP test	<input type="checkbox"/>	

Lesson Flow (90 minutes – SEMH Adaptive)

Segment	Time	Example
Emotional check-in	10 min	Mood chart or short chat
Skill introduction	20 min	Modelling and explanation
Guided practice	20 min	Tutor-led tasks
Break / mindfulness	5–10 min	Relaxation or movement break
Independent work	25 min	Student task completion
Reflection & feedback	10 min	Review objectives and praise

Resources

- CGP Functional Skills English Level 1 Study & Test Practice Book
- Edexcel sample papers and mark schemes
- Audio listening materials
- Tutor-created worksheets and templates
- Emotion check-in visuals and timers