

The Henslow School BTEC Unit Planning Overview

*This is a summary for parents, carers and students which shows the likely areas of study.
It will be adapted by the teacher to suit groups and individuals.*

Subject/Qualification	Introductory BTEC in Science: Being Organised
Year group/Class information	Year 11
Approx Number of lessons per week	4

Element	Knowledge and Skills / Assignment Content
Underpinning Knowledge	<p>Time-management techniques</p> <ul style="list-style-type: none"> • produce daily or weekly to-do lists or action plans to meet deadlines • create a checklist of tasks • foresee problems and plan ways to overcome them • review priorities. <p>Organisational techniques</p> <ul style="list-style-type: none"> • use organisational stationery such as folders, dividers, highlighters • set up and manage a filing system of work and emails • use alerts on phones and other digital devices • use project plans and spreadsheets for organisation and budgeting <p>Planners to organise time</p> <ul style="list-style-type: none"> • different types of planner, using them daily, weekly or monthly • keeping them updated and reviewing the priorities. <p>Review own time-management and organisational skills through identifying:</p> <ul style="list-style-type: none"> • strengths and weaknesses of techniques used • why some techniques worked better than others • ways to improve own time management and organisation. <p>Designing a Science Fair Entry</p> <ul style="list-style-type: none"> • How to present information on a scientific poster. • Design and present their own experiment <p>Transferable skills</p> <ul style="list-style-type: none"> • Planning • Managing information
Assignment	<p>Two-part Assignment</p> <p>Part 1 - Explore techniques to improve own organisational skills Part 2 - Review the use of techniques to improve own organisational skills</p>