ODL Personal Development Overview

Yearly Overview

Autumn	Autumn	Spring	Spring	Summer	Summer
Knowledge: • Understanding personal strengths, values, and goal setting • Awareness of physical and mental wellbeing factors • Understanding growth mindset and self-improvement concepts	Knowledge: • Types of communication (verbal, non-verbal, written) • Roles and responsibilities within a team • Understanding barriers to effective communication	Knowledge: • Understanding resilience and emotional wellbeing • Causes and effects of stress and pressure • Rights and responsibilities in assertive behaviour	Knowledge: • Types of risks in everyday life and workplaces • Basic health and safety principles and legislation awareness • Consequences of unsafe behaviour	Knowledge: • Different leadership styles and when to use them • Characteristics of effective leaders • Basics of decision-making and problem-solving	Knowledge: • Understanding employability and life skills (e.g. time management) • Awareness of real-world expectations (workplace/college) • Understanding how to apply learned skills across contexts
Skills: • Setting SMART personal goals • Reflecting on personal progress and behaviours • Building positive habits and routines	Skills: • Active listening and clear communication • Working collaboratively in group tasks • Managing conflict and providing constructive feedback	Skills: • Applying coping strategies to manage stress • Demonstrating assertiveness in different scenarios • Building emotional regulation techniques	Skills: • Identifying and assessing risks • Applying safe practices in practical situations • Making informed decisions to reduce hazards	Skills: • Leading small groups or activities • Making decisions and solving problems collaboratively • Motivating and supporting others	Skills: • Applying communication, teamwork, and leadership in real scenarios • Managing time and tasks effectively • Adapting skills to new or unfamiliar situations

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Internal Assessment: • Personal development plan with short- and long-term goals • Reflective journal on personal growth • Self-assessment against strengths and areas for improvement	Internal Assessment: • Group project with peer evaluation • Communication skills observation (e.g. role-play) • Written reflection on teamwork effectiveness	Internal Assessment: • Scenario-based responses (role-play or written) • Stress management plan • Reflection on handling challenges or setbacks	Internal Assessment: • Risk assessment task (real or simulated environment) • Safety audit checklist activity • Written or presentation-based safety report	Internal Assessment: • Leading a group task/project • Leadership reflection log • Peer and tutor feedback on leadership performance	Internal Assessment: • Practical project or real-world simulation • Portfolio of evidence (skills demonstrations) • Final reflective evaluation of overall development