

Week 4: Numeracy, Literacy and Digital Skills.

Scenario

Last week you completed a practical task assembling a metal block from a basic visual SOP. Continuing on from that lesson you are to compile a detailed SOP to enable the assembly of the test piece, which must include accurate measurements and detailed descriptions of each step.

The task will be set on the VLE as an assignment, must be completed using word processing software and handed in through the VLE by the end of the lesson.

A template for the SOP is included on the VLE assignment to ensure standardisation of work.

Why do it?

Completing this task will introduce you to the VLE and the required method for submitting work in which you will be expected to submit work throughout your course. Numeracy, literacy, and digital skills are also embedded through using word processing software, accurate measuring of materials and creation of the final SOP digital document.

Time Needed

2 hours

Number of participants

Individual work completed by learners; maximum number dictated by the availability of IT resources and/or class size.

Supplies needed

- IT access
- Word processing software
- Access to VLE
- Range of measuring equipment including, but not limited to, Vernier callipers, steel rule, tape measure, etc.
- Access to the metal block work piece from last week.

Process steps

Deliver the SOP lesson to introduce the concept of SOPs and how to construct one.

Students can compile a test SOP on how to make a cup of tea as part of the lesson.

(30 minutes to complete the first two steps.)

Set assignment on VLE on production of SOP for the assembly task from last week.

(Time limit of 1 hour 30 minutes to complete and hand in.)