

Haddon Training Ltd

Supportive. Pursuit of excellence. Inspire. Recognition. Integrity. Team

# Delivering the Wider Curriculum

Resource Bank

2015

## What constitutes the wider curriculum?



The wider curriculum subjects are not bolt ons, but an integral part of work-based learning. We have a duty to help prepare learners for both work and life, delivering a well-balanced curriculum to educate and develop both young people and adults.

*This guide explores the different topics that could be covered under each subject area, providing further sources of information to aid delivery.*

## What is curriculum?

**Curriculum** refers to the means and materials with which learners will interact for the purpose of achieving identified educational outcomes.

Curriculum is a dynamic, ever-changing series of planned learning experiences.

Curriculum is everything learners experience at Haddon Training.



## Haddon Training's Curriculum and Resources

There are many subjects that can be explored with learners. It is vital that you understand the learners starting point, their strengths and weaknesses, their ambitions and their learning style.

<b>Employability</b>	
<b>Topic</b>	<b>Resource</b>
Writing a CV <i>(link to ICT and English)</i>	Skills you need: <a href="#">Writing a CV or Résumé</a> Barclays Life Skills: <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a> Virtual College online module: <a href="https://haddontraining.vctms.co.uk/">https://haddontraining.vctms.co.uk/</a>
Applying for a job <i>(link to ICT and English)</i>	Skills you need: <a href="http://www.skillsyouneed.com/general/applying-for-jobs.html">http://www.skillsyouneed.com/general/applying-for-jobs.html</a>
Writing a covering letter <i>(link to ICT and English)</i>	Skills you need: <a href="http://www.skillsyouneed.com/write/covering-letter.html">http://www.skillsyouneed.com/write/covering-letter.html</a>
Writing an effective LinkedIn profile <i>(link to ICT and English)</i>	Skills you need: <a href="http://www.skillsyouneed.com/write/linkedin-profile.html">http://www.skillsyouneed.com/write/linkedin-profile.html</a>
Interview Skills <i>(link to ICT and English)</i>	Barclays Life Skills: <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a> Skills you need: <a href="http://www.skillsyouneed.com/ips/interview-skills.html">http://www.skillsyouneed.com/ips/interview-skills.html</a> Virtual College online module: <a href="https://haddontraining.vctms.co.uk/">https://haddontraining.vctms.co.uk/</a>
Making Connections <i>(link to personal and social development)</i>	Barclays Life Skills: <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
Understanding Job Ads <i>(link to ICT)</i>	Barclays Life Skills: <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
Researching what you want to do <i>(link to personal and social development and ICT)</i>	Barclays Life Skills: <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
Completing Application Forms <i>(link to ICT and English)</i>	Virtual College online module: <a href="https://haddontraining.vctms.co.uk/">https://haddontraining.vctms.co.uk/</a>
Effective Job Search <i>(link to ICT)</i>	Virtual College online module: <a href="https://haddontraining.vctms.co.uk/">https://haddontraining.vctms.co.uk/</a>
Preparing for work	Virtual College online module: <a href="https://haddontraining.vctms.co.uk/">https://haddontraining.vctms.co.uk/</a>
<b>Personal and Social Development</b>	
Building Self-confidence	Barclays Life Skills: <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a> Virtual College online module: <a href="https://haddontraining.vctms.co.uk/">https://haddontraining.vctms.co.uk/</a> Skills you need: <a href="http://www.skillsyouneed.com/ps/confidence.html">http://www.skillsyouneed.com/ps/confidence.html</a>
Positive Attitudes and Behaviors at work	Virtual College online module: <a href="https://haddontraining.vctms.co.uk/">https://haddontraining.vctms.co.uk/</a>
Self-Assessment and Action Planning	Virtual College online module: <a href="https://haddontraining.vctms.co.uk/">https://haddontraining.vctms.co.uk/</a>
<b>Interpersonal Skills</b>	
Negotiation Skills	Skills you need: <a href="http://www.skillsyouneed.com/ips/negotiation.html">http://www.skillsyouneed.com/ips/negotiation.html</a>

Decision Making	Skills you need: <a href="http://www.skillsyouneed.com/ips/decision-making.html">http://www.skillsyouneed.com/ips/decision-making.html</a>
Problem Solving	Skills you need: <a href="http://www.skillsyouneed.com/ips/problem-solving.html">http://www.skillsyouneed.com/ips/problem-solving.html</a>
Building Rapport	Skills you need: <a href="http://www.skillsyouneed.com/ips/rapport.html">http://www.skillsyouneed.com/ips/rapport.html</a>
What is Empathy <i>(link to personal and social development)</i>	Skills you need: <a href="http://www.skillsyouneed.com/ips/empathy.html">http://www.skillsyouneed.com/ips/empathy.html</a>
Tact and Diplomacy <i>(link to personal and social development)</i>	Skills you need: <a href="http://www.skillsyouneed.com/ips/tact-diplomacy.html">http://www.skillsyouneed.com/ips/tact-diplomacy.html</a>
Interpersonal Skills Self-Assessment Tool Listening Skills Verbal Communication Emotional Intelligence Working in Groups and Teams	Skills you need: <a href="http://www.skillsyouneed.com/ls/index.php/343479/">http://www.skillsyouneed.com/ls/index.php/343479/</a>
<b>Communication Skills</b>	
What is Communication	Skills you need: <a href="http://www.skillsyouneed.com/ls/index.php/343479/">http://www.skillsyouneed.com/ls/index.php/343479/</a>
Communication in the Workplace	Virtual College online module: <a href="https://haddontraining.vctms.co.uk/">https://haddontraining.vctms.co.uk/</a>
Verbal Communication	Skills you need: <a href="http://www.skillsyouneed.com/ips/verbal-communication.html">http://www.skillsyouneed.com/ips/verbal-communication.html</a>
Effective Speaking	Skills you need: <a href="http://www.skillsyouneed.com/ips/effective-speaking.html">http://www.skillsyouneed.com/ips/effective-speaking.html</a>
Non-Verbal Communication	Skills you need: <a href="http://www.skillsyouneed.com/ips/nonverbal-communication.html">http://www.skillsyouneed.com/ips/nonverbal-communication.html</a>
Active Listening	Skills you need: <a href="http://www.skillsyouneed.com/ips/active-listening.html">http://www.skillsyouneed.com/ips/active-listening.html</a>
Giving and Receiving Feedback	Skills you need: <a href="http://www.skillsyouneed.com/ips/feedback.html">http://www.skillsyouneed.com/ips/feedback.html</a>
<b>Critical Thinking Skills</b>	
Critical Thinking	Skills you need: <a href="http://www.skillsyouneed.com/learn/critical-thinking.html">http://www.skillsyouneed.com/learn/critical-thinking.html</a>
Commercial Awareness	Skills you need: <a href="http://www.skillsyouneed.com/general/commercial-awareness.html">http://www.skillsyouneed.com/general/commercial-awareness.html</a>
Assertiveness	Skills you need: <a href="http://www.skillsyouneed.com/ps/assertiveness.html">http://www.skillsyouneed.com/ps/assertiveness.html</a>
<b>Personal Development Skills</b>	
Personal Development	Skills you need: <a href="http://www.skillsyouneed.com/ps/personal-development.html">http://www.skillsyouneed.com/ps/personal-development.html</a>
Time management	Skills you need: <a href="http://www.skillsyouneed.com/ps/time-management.html">http://www.skillsyouneed.com/ps/time-management.html</a>
Personal Presentation	Skills you need: <a href="http://www.skillsyouneed.com/ps/personal-presentation.html">http://www.skillsyouneed.com/ps/personal-presentation.html</a>

Avoiding Stress	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/ps/avoiding-stress.html">http://www.skillsyouneed.com/ps/avoiding-stress.html</a>
Study Skills	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/learn/study-skills.html">http://www.skillsyouneed.com/learn/study-skills.html</a>
Developing your people skills	<b>Barclays Life Skills:</b> <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
Growing your people Skills	<b>Barclays Life Skills:</b> <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
Putting you people skills into practice	<b>Barclays Life Skills:</b> <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
Getting to know your self	<b>Barclays Life Skills:</b> <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
<b>Presentation Skills</b>	
Presentation Skills	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/presentation-skills.html">http://www.skillsyouneed.com/presentation-skills.html</a>
What is a presentation	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/present/what-is-a-presentation.html">http://www.skillsyouneed.com/present/what-is-a-presentation.html</a>
Writing a presentation	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/present/writing-your-presentation.html">http://www.skillsyouneed.com/present/writing-your-presentation.html</a>
Coping with nerves	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/present/presentation-nerves.html">http://www.skillsyouneed.com/present/presentation-nerves.html</a>
<b>Leadership and Management Skills</b>	
Developing your leadership Style	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/lead/develop-leadership-style.html">http://www.skillsyouneed.com/lead/develop-leadership-style.html</a>
Being Strategic	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/lead/strategic-thinking.html">http://www.skillsyouneed.com/lead/strategic-thinking.html</a>
Being Charismatic	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/ips/charisma.html">http://www.skillsyouneed.com/ips/charisma.html</a>
How to delegate	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/lead/delegation.html">http://www.skillsyouneed.com/lead/delegation.html</a>
Organisation Skills	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/lead/organising-skills.html">http://www.skillsyouneed.com/lead/organising-skills.html</a>
<b>Basic Numeracy Skills</b>	
Percentages	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/num/percentages.html">http://www.skillsyouneed.com/num/percentages.html</a>
Averages	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/num/averages.html">http://www.skillsyouneed.com/num/averages.html</a>
Calculating Area	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/num/area.html">http://www.skillsyouneed.com/num/area.html</a>
<b>Finance and money skills</b>	
Customer Service Skills	<b>Skills you need:</b> <a href="http://www.skillsyouneed.com/general/customer-service.html">http://www.skillsyouneed.com/general/customer-service.html</a>
Understanding money basics	<b>Barclays Life Skills:</b> <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
Getting to grips with money and banking	<b>Barclays Life Skills:</b> <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>

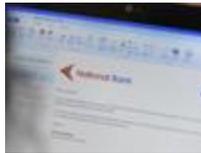
Spending , saving and borrowing	<b>Barclays Life Skills:</b> <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
Planning your financial future	<b>Barclays Life Skills:</b> <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
<b>Equality, Diversity and Inclusion</b>	
Understanding culture and different roles	<b>Barclays Life Skills:</b> <a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>
The Equality Act 2010	Discrimination and Equality Quiz – PREVENT Handbook
Equality and Diversity- Religion	<p>Equality, Diversity and Inclusion Toolkit</p> <p>Weekly news stories and ED&amp;I Calendar</p> <p><b>FBFE</b> <a href="http://www.fbfe.org.uk/">http://www.fbfe.org.uk/</a> The National Council of Faiths and Beliefs in FE are a national independent inter-faith charity working with the learning and skills sector, faith and local communities</p> <p><b>All Faiths and None</b> <a href="http://www.afan.uk.net/">http://www.afan.uk.net/</a> Helping young people explore how faith and belief can give meaning and purpose to people’s lives and to ask their own questions of the religious and non-religious traditions of the UK</p> <p><b>BBC Religion and Ethics</b> <a href="http://www.bbc.co.uk/religion">http://www.bbc.co.uk/religion</a> Also guide to different religions (although archived, still a useful facility):<a href="http://www.bbc.co.uk/religion/religions/">http://www.bbc.co.uk/religion/religions/</a></p> <p><b>Religious holidays</b> <a href="http://www.interfaithcalendar.org/index.htm">http://www.interfaithcalendar.org/index.htm</a> Key dates for this year and the next seven years</p> <p><b>ACAS Religion page</b> <a href="http://www.acas.org.uk/index.aspx?articleid=1856">http://www.acas.org.uk/index.aspx?articleid=1856</a> Useful legal guidance in an easy-to-understand format</p> <p><b>Telegraph Religion page</b> <a href="http://www.telegraph.co.uk/news/religion/">http://www.telegraph.co.uk/news/religion/</a></p> <p>Learner Quiz –Religion and Belief – PREVENT Handbook</p>
Equality and Diversity	<p>Equality and Diversity (17 short videos)</p> <p><a href="#">What is Diversity in the Workplace?</a></p> <p><a href="#">What are protected characteristics?</a></p> <p><a href="#">Perpetrator, victim and bystander</a></p> <p><a href="#">Types of discrimination</a></p> <p><a href="#">Challenging bullying behaviour in the workplace</a></p> <p><a href="#">Gender Bias in Recruitment</a></p> <p><a href="#">Handling Racial abuse</a></p>

	<p><a href="#">Migrant workers</a>  <a href="#">Sexual Orientation and the law</a>  <a href="#">The Diversity Challenge – role play</a>  <a href="#">The challenges of being a younger manager</a>  <a href="#">Why gender equality matters</a>  <a href="#">Age discrimination</a>  <a href="#">Gender Equality:</a>  <a href="http://www.unfpa.org/gender/empowerment.htm">http://www.unfpa.org/gender/empowerment.htm</a></p>
<b>British Values</b>	
British Values - Democracy	<p>Learner Quiz – The Democratic Process – PREVENT Handbook (Self-directed research)</p> <p>Give your learners a useful refresher on democracy using this 10-minute video from <a href="http://www.parliament.uk">www.parliament.uk</a>. – PREVENT Handbook</p> <p>How can learners influence decision making in Haddon Training? PREVENT Handbook/exercise</p> <p><b>David Cameron’s Speech (2015) -</b>  <a href="https://www.youtube.com/watch?v=c22zE3zMW2U">https://www.youtube.com/watch?v=c22zE3zMW2U</a></p>
Counter Terrorism and Security Act 2015	<a href="http://services.parliament.uk/bills/2014-15/counterterrorismsecurity.html">http://services.parliament.uk/bills/2014-15/counterterrorismsecurity.html</a>
The Democratic Process	<b>PREVENT Handbook Quiz – Page 9</b>
Parliament	<a href="#">Watch it online.</a>
Learner Voice and influencing decisions	<b>PREVENT handbook – Page 16</b>
Learner Quiz –Religion and Belief	<b>PREVENT Handbook Quiz – Page 25</b>
Learner Discrimination and Equality Quiz	<b>PREVENT Handbook Quiz – Page 28</b>
PREVENT Duty	<a href="#">Guidance to the Prevent Duty</a>
What is Democracy	<a href="http://www.whatisdemocracy.net/">http://www.whatisdemocracy.net/</a>
Internet Safety	<p><a href="https://www.staysafeonline.org/stop-think-connect/tips-and-advice">https://www.staysafeonline.org/stop-think-connect/tips-and-advice</a></p> <p><a href="https://www.getsafeonline.org/video/">https://www.getsafeonline.org/video/</a></p> <p>• Vishing Scam</p>  <p>You wouldn’t get certain types of phone calls from your bank, card provider or the police. So STOP &amp; THINK!</p> <p><a href="#">Computer Support Scam</a></p>



If a computer company calls to tell you that there's a problem with your machine, it could be a scam.

[Phishing Scam](#)



You wouldn't get certain types of emails from your bank, card provider or the police.

So STOP & THINK!

[Protect your PC](#)



Imagine if what's on your computer fell into the wrong hands. Don't let it happen to you.

[Protect your ID](#)



Safeguarding your identity is critical. Find out how to keep it protected online.

[Ticket Scam](#)



Buy sports or gig tickets that are fakes or don't exist, and you'll suffer disappointment and lose money.

[Holiday Scam](#)



More and more are being scammed when trying to book a holiday. Don't join them.

## Safe Social Networking



Protect your privacy and be careful who you're talking to when using social networking sites.

## Shopping Online



How to choose reputable online shops and make sure the websites you are using are secure.

## Stop spyware



How to set up Windows Defender to prevent your computer becoming infected by harmful spyware.

## Use online auctions safely



Check out our valuable hints and tips about using online auction sites safely.

**iKeepSafe Video:** <http://ikeepsafe.org/videos/>