

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.

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

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

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

Spending , saving and borrowing	Barclays Life Skills: www.barclayslifeskills.com
Planning your financial future	Barclays Life Skills: www.barclayslifeskills.com
Equality, Diversity and Inclusion	
Understanding culture and different roles	Barclays Life Skills: www.barclayslifeskills.com
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&I Calendar</p> <p>FBFE http://www.fbfe.org.uk/ 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>All Faiths and None http://www.afan.uk.net/ 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>BBC Religion and Ethics http://www.bbc.co.uk/religion Also guide to different religions (although archived, still a useful facility):http://www.bbc.co.uk/religion/religions/</p> <p>Religious holidays http://www.interfaithcalendar.org/index.htm Key dates for this year and the next seven years</p> <p>ACAS Religion page http://www.acas.org.uk/index.aspx?articleid=1856 Useful legal guidance in an easy-to-understand format</p> <p>Telegraph Religion page http://www.telegraph.co.uk/news/religion/</p> <p>Learner Quiz –Religion and Belief – PREVENT Handbook</p>
Equality and Diversity	<p>Equality and Diversity (17 short videos)</p> <p>What is Diversity in the Workplace?</p> <p>What are protected characteristics?</p> <p>Perpetrator, victim and bystander</p> <p>Types of discrimination</p> <p>Challenging bullying behaviour in the workplace</p> <p>Gender Bias in Recruitment</p> <p>Handling Racial abuse</p>

	<p>Migrant workers Sexual Orientation and the law The Diversity Challenge – role play The challenges of being a younger manager Why gender equality matters Age discrimination Gender Equality: http://www.unfpa.org/gender/empowerment.htm</p>
British Values	
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 www.parliament.uk. – PREVENT Handbook</p> <p>How can learners influence decision making in Haddon Training? PREVENT Handbook/exercise</p> <p>David Cameron’s Speech (2015) - https://www.youtube.com/watch?v=c22zE3zMW2U</p>
Counter Terrorism and Security Act 2015	http://services.parliament.uk/bills/2014-15/counterterrorismsecurity.html
The Democratic Process	PREVENT Handbook Quiz – Page 9
Parliament	Watch it online.
Learner Voice and influencing decisions	PREVENT handbook – Page 16
Learner Quiz –Religion and Belief	PREVENT Handbook Quiz – Page 25
Learner Discrimination and Equality Quiz	PREVENT Handbook Quiz – Page 28
PREVENT Duty	Guidance to the Prevent Duty
What is Democracy	http://www.whatisdemocracy.net/
Internet Safety	<p>https://www.staysafeonline.org/stop-think-connect/tips-and-advice</p> <p>https://www.getsafeonline.org/video/</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 & THINK!</p> <p>Computer Support Scam</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/>