

NOCN Introduction to the Hospitality Industry/ NCFE Photography/ NCFE Investigating and Developing Enterprise Skills/ASDAN Employability/ NCFE Coaching Principles in Sport
(Level 1)

Level 1 Reading Curriculum

Read and understand a range of straightforward texts.

- Identify and understand the main points, ideas and details in texts.
- Compare information, ideas and opinions in different texts
- Recognise that language and other textual features can be varied to suit different audiences and purposes.
- Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words
- Infer from images meanings not explicit in the accompanying text.

Level 1 Writing Curriculum

Write a range of texts, including extended written documents, communicating information, ideas and opinions effectively and persuasively

- Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)
- Spell words used most often in work, study and daily life, including specialist words
- Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience.

Level 1 Speaking and Listening Curriculum

Take full part in formal and informal discussions and exchanges that include unfamiliar subjects.

- Make requests and ask relevant questions to obtain specific information in different contexts.
- Communicate information, ideas and opinions clearly and accurately on a range of topics.
- Respect the turn-taking rights of others during discussions, using appropriate language for interjection.
- Express opinions and arguments and support them with evidence.

Skills for life

- Employability
- Independent Living
- Application of Number
- Use of ICT
- Use of English
- Teamwork
- Coping with problems
- Improving own learning

Opportunities for Personal Development

- Wedge Corner Cafe
- Wedge Workshop
- Supported Internships
- Work Experience
- Preparing for an interview
- CV Writing
- Independent Travel Training
- Student Panel Interviews
- Access to further education
- Preparation for future plans
- Duke of Edinburgh

Type of evidence produced

- Produce leaflets
- Read a variety of texts including letters/leaflets/ food packaging/ research/ email correspondence / other students work
- Research
- Application forms
- Surveys
- Telephone calls
- Written studies/work
- Emails
- Blogs
- Questionnaires
- Plan a budget
- Video evidence
- Letter writing

ASDAN Bronze/ OCR Digital Employability /NOCN Certificate in Skills for Employment, Training and Personal Development

(Entry Level 3)

Entry Level 3 Reading Curriculum

Read and understand the purpose and content of straightforward texts that explain, inform and recount information.

- Identify, understand and extract the main points and ideas in and from texts.
- Identify different purposes of straightforward texts
- Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning from context; using knowledge of different word types).
- Understand organisational features and use them to locate relevant information (e.g. contents, index, menus, tabs and links.)

Entry Level 3 Writing Curriculum

Write texts with some adaptation to the intended audience

- Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas).
- Use the first, second and third place letters to sequence words in alphabetical order.
- Communicate information, ideas and opinions clearly and in a logical sequence
- Write text of an appropriate level of detail and of appropriate length
- Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points.

Entry Level 3 Speaking and Listening Curriculum

Respond appropriately to others and make some extended contributions in familiar formal and informal discussions and exchanges.

- Identify and extract relevant information and detail in straightforward explanations
- Make requests and ask concise questions using appropriate language in different contexts.
- Respond appropriately to straightforward questions.
- Listen to and respond appropriately to other points of view, respecting conventions of turn-taking

Skills for life

- Employability
- Independent Living
- Application of Number
- Use of ICT
- Use of English
- Teamwork
- Problem solving
- Improving own learning

Opportunities for Personal Development

- Wedge Corner Cafe
- Wedge Workshop
- Supported Internship
- Work Experience
- CV Writing
- Preparing for an interview
- Independent Travel Training
- Student Panel Interviews
- Access to further education
- Preparation for future plans
- Duke of Edinburgh

Type of evidence produced

- Produce leaflets
- Read a variety of texts including letters/leaflets/ food packaging/ research/ email correspondence / other students work
- Research
- Application forms
- Surveys
- Telephone calls
- Written studies/work
- Emails
- Blogs
- Questionnaires
- Plan a budget
- Video evidence
- Letter writing

ASDAN Personal Social Development/ ASDAN Short Course/ ASDAN Employability Skills Development (Entry Level 2)

Entry Level 2 Reading Curriculum

Read and understand short, simple texts that explain or recount information

- Understand the main points in texts.
- Understand organisational markers in short, straightforward texts.
- Use effective strategies to find the meaning of words and check their spelling
- Read and understand sentences with more than one clause
- Use illustrations, images and captions to locate information

Entry Level 2 Writing Curriculum

Write short texts with some awareness of the intended audience.

- Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks).
- Use the first and second letters to sequence words in alphabetical order.
- Communicate information using words and phrases appropriate to audience and purpose.-
- Complete a form asking for personal information (e.g. first name, surname, address, postcode, age, date of birth).
- Use adjectives and simple linking words in the appropriate way.

Entry Level 2 Speaking and Listening Curriculum

Participate in discussions/exchanges about familiar topics, making active contributions, with one or more people in familiar situations.

- Identify and extract the main information and detail from short explanations.
- Make requests and ask clear questions appropriately in different contexts
- Respond appropriately to straightforward questions
- Follow the gist of discussions

Opportunities for Personal Development

- Wedge Corner Cafe
- Wedge Workshop
- Work Experience
- Preparing for an interview
- CV Writing
- Independent Travel Training
- Preparation for future plans
- Duke of Edinburgh

Skills for life

- Employability
- Independent Living
- Application of Number
- Use of ICT
- Use of English
- Teamwork
- Problem solving

Type of evidence produced

- Produce leaflets
- Opportunities to read a variety of texts including letters/leaflets/ food packaging/ research/ email correspondence / other students work
- Research
- Application forms
- Surveys
- Telephone calls
- Written work
- Emails
- Blogs
- Questionnaires
- Plan a budget
- Following instructions

ASDAN Towards Independence/ ASDAN Personal Progress/ ASDAN Personal Social Development (Entry Level 1)

Entry Level 1 Reading Curriculum

Read and understand short, simple texts that explain or recount information

- Read simple sentences containing one clause.
- Understand a short piece of text on a simple subject.

Entry Level 1 Writing Curriculum

Write short, simple sentences.

- Punctuate simple sentences with a capital letter and a full stop.
- Use a capital letter for the personal pronoun 'I' and the first letter of proper nouns.
- Use lower-case letters when there is no reason to use capital letters.
- Write the letters of the alphabet in sequence and in both upper and lower case.
- Spell correctly words designated for Entry Level 1
- Communicate information in words, phrases and simple sentences.

Entry Level 1 Speaking and Listening Curriculum

Participate in and understand the main points of simple discussions/exchanges about familiar topics with another person in a familiar situation.

- Say the names of the letters of the alphabet
- Identify and extract the main information from short statements and explanations.
- Follow single-step instructions, asking for them to be repeated if necessary.
- Make requests and ask straightforward questions using appropriate terms and registers.
- Respond to questions about specific information.

Opportunities for Personal Development

- Wedge Corner Cafe
- Supported Internship
- Work Experience
- Preparing for an interview
- Independent Travel Training
- Preparation for future plans
- Following a personal timetable
- Taking part in new activities
- Using technology in the home and community.

Skills for life

- Employability
- Independent Living
- Application of Number
- Use of ICT
- Use of English
- Teamwork
- Working with others
- Communication

Type of evidence produced

- Opportunities to become familiar with a variety of texts including letters/leaflets/ food packaging/ research/ symbols/ newspapers/ TV guide/ books
- Use of the library
- Opportunities to greet unfamiliar people
- Surveys
- Telephone calls
- Written work
- Use of Symbols
- Sequencing
- Following instructions
- Using a word processor