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

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, covering letters and CV writing - Surveys - Telephone calls - Written studies/work - Email exchange - Blogs - Questionnaires - Plan a budget - Video evidence - Letter writing - Writing instructions and sequencing events. – Following verbal instructions - Presenting findings to a group - Chairing meetings and writing minutes – Keeping detailed logs

Opportunities for Personal Development

- Wedge Corner Café - Wedge Workshop - Supported Internships - Work Experience - Preparing for an interview - CV Writing - Independent Travel Training - Student Panel Interviews - Student voice / AmbasSENDors - Future plans - Duke of Edinburgh

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.

Skills for life

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

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.

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

 **(Entry Level 3)**

Skills for life

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

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.)

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

- Future plans

- Duke of Edinburgh

- Communicating with visitors at Open Events.

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 - Record keeping

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

**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

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

- Phonological development

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

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

Skills for life

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

**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.

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.

- Phonological development

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.

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 - Sending a text – Greeting an unfamiliar person

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.