

Module	Topic	Core declarative knowledge: What should students know?	Core procedural knowledge: What should students be able to do?
1 and 2	Developing Myself and my performance - Digital Communications	<p>What is empathy?</p> <p>Why is it important on your performance?</p> <p>What are SMART targets?</p> <p>What is empathy?</p> <p>How do we listen effectively?</p> <p>What is a logo?</p> <p>What does the phrase 'ease of use' mean?</p> <p>What is GDPR?</p> <p>What are the advantages and disadvantages of email communication?</p> <p>What are the constituents of an effective presentation?</p> <p>Why is it important to get others' opinions about something you've created?</p>	<p>How to keep a record demonstrating the development of increased self-awareness, managing one's own feelings; how you have used empathy and social skills;</p> <p>How to set SMART targets;</p> <p>How to analyse a the effectiveness of a website (including branding – logos, fonts, colour scheme; styling – buttons, menus, icons; user experience – navigation, ease of use);</p> <p>How to use email to communicate an important piece of information (including how to add an attachment with extra information; use 'Reply to', 'Reply all' and 'Forward' appropriately; explain the meaning of cc and bcc, and give examples of when they might be used; insert a working hyperlink in the body of your email; add an email signature);</p> <p>How to find out about the law known as GDPR;</p> <p>How to give a talk using digital media;</p> <p>How to produce webpages to promote a product or event;</p> <p>How to design a questionnaire to find out what people think of your centre's website.</p>

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3 and 4	Working with others - Enterprise	<p>What is social enterprise?</p> <p>What is community enterprise?</p> <p>What is enterprise for profit?</p> <p>What makes a good entrepreneur?</p> <p>What are the advantages and disadvantages of being self-employed?</p> <p>What is market research?</p>	<p>How to identify and record increased self-awareness, managing one's own feelings; how you have used empathy and social skills;</p> <p>How to work effectively as part of a team in pursuit of a shared goal;</p> <p>How to set SMART targets;</p> <p>How to analyse the effectiveness of a product (including price; aesthetics; user experience in relation to other products within the same marketplace);</p> <p>How to carry out market research;</p> <p>How to construct the fundamentals of a business plan (idea; target customer group; production costs; start-up finance; timescale from design to sale).</p>

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5 and 6	Problem Solving - Independent Living	<p>What are the benefits of home cooking?</p> <p>Where does money come from (what are the sources of income available to a young person)?</p> <p>What are the differences between a debit card and a credit card?</p> <p>What are the benefits of a savings account?</p>	<p>How to identify knowledge gaps and address these with confidence;</p> <p>How to use the following appliances safely: washing machine; oven; iron; kettle; toaster; microwave.</p> <p>How to compare the costs of cooking at home with buying takeaways or shop bought meals;</p> <p>How to create a healthy meal plan on a budget;</p> <p>How to prepare a healthy meal for someone with specific dietary requirements;</p> <p>How to compare the different housing options available to a young person in the local area;</p> <p>Compare the benefits of different savings accounts;</p> <p>Compare the advantages and disadvantages of debit cards and credit cards.</p>