Citizens' Curriculum Toolkit for WLAs

What is a Workplace Learning Advocate (WLA)?

A WLA is someone who is able to chat to people (informally and formally) at work or within their local community to help them find out what learning they could do. The role is a voluntary one and takes as much time as people have available. WLAs are ideally placed to tie in to new learning initiatives and in the past have got involved in promoting digital, health, maths/numeracy skills and supporting mid-life career issues. The Citizens' Curriculum initiative is something that WLAs may be interested in promoting and this toolkit can be used to carry this out.

The toolkit

Aims
The aim of the toolkit is for WLAs to gain an understanding of the Citizens' Curriculum (CC) and how to introduce it.

Objectives
The toolkit will help WLAs to

1. Understand the aims of the CC by reading some brief information and completing a quiz
2. Promote the CC by using a poster
3. Assess the needs of people they support in relation to the CC by using a short questionnaire
4. Help people to identify a learning plan that they can work through with your support eg in-house mentoring, on-line provision and any other learning opportunities
5. Assess what impact the CC has on people who take part

1. Understanding the aims of the CC

What is the Citizens' Curriculum?

The Citizens' Curriculum wants to encourage everyone to have the core set of skills they need for the 21st century. It combines digital, health, financial and civic capabilities with core capabilities in English, ESOL (English for speakers of other languages) and maths. For more info - http://www.niace.org.uk/our-work/life-and-society/citizens-curriculum

The word capability can sound a little threatening or frightening … It can be easier to explain it as **'what you are able to do'** in this area or subject.

Sometimes it is easier to learn a core capability like English, ESOL or maths if you can mix and match them with other capability areas. Here are some examples

Developing maths by investigating how to save money on your energy bills (combining maths/financial)
Developing English by posting on Facebook/Twitter (combining English/digital)

The Citizens' Curriculum also wants to encourage WLAs to work **with** colleagues to plan a learning programme that fits their interests and needs.

Here is some more information about the terms used

Citizens – Used to refer to any adults living in the country
Curriculum – Used to describe the subject areas offered to learners within a learning opportunity

English core capability
BBC Skillswise website - http://www.bbc.co.uk/skillswise/english lists some of the key skills eg reading, writing, spelling, grammar, speaking and listening

Maths core capability
The BBC Skillswise website - http://www.bbc.co.uk/skillswise/maths lists some of the key skills eg numbers, calculation, percentages, fractions, measuring, shapes, graphs.

ESOL core capability
The British Council website - http://esol.britishcouncil.org/ lists some of the key ESOL skills eg speaking, listening, writing, reading, grammar, vocabulary, spelling.

Digital capability refers to the digital skills needed for employment and beyond, and the ability to use, create and understand digital media and communications. Digital inclusion (having access to new technologies) is a necessary pre-condition for this.

Health capability comprises: the ability to understand one's own physical and mental health, and take action to maintain and improve it; the ability to make effective use of health services; and the ability to understand the circumstances which lead to good and poor health.

Financial capability 'stresses an active, skills based approach to personal finances rather than the importance of knowledge on its own' and therefore goes beyond earlier conceptions of financial literacy, which focused on the ability to make effective decisions about money management.

Civic capability is a broad category, concerning an individual's ability to participate in cultural activity in any form. It may include formal citizenship learning and active participation, for example through volunteering, but also less formal participation as an 'active spectator'. Informal learning and engagement with cultural institutions can play an important role here.

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Equality and diversity – Learning for all – making it possible for everyone
It is important when delivering the capabilities to ensure that you are thinking about equality (fairness eg everyone has the opportunity to take part) and diversity (recognizing and valuing differences). If you are interested to read more about these issues you can go to - http://www.equalityhumanrights.com/

What is your role?
We hope that you'll take on the role of a Citizens' Curriculum Champion. You can
• Promote the CC in your workplace/community and identify people who could benefit
• Encourage these people to identify their CC learning needs by using a short questionnaire
• Help people to identify a learning plan that they can work through with your support eg in-house mentoring, on-line provision etc (remember to combine one of the English/Maths/ESOL capabilities with at least one of the other capabilities)
• Offer on-going support to help people complete their learning and assess impact

You may work one-to-one with people or with small groups of people who have similar interests.

We hope that after trying out the CC you'll let us know how you got on and offer support to other WLAs who may be considering trying out the CC themselves.
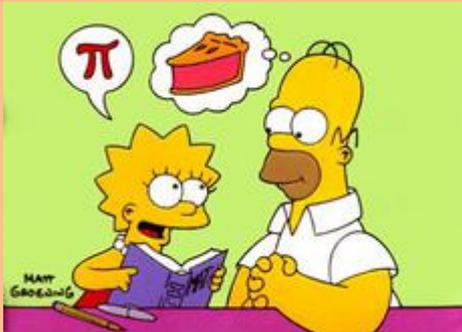

Now have a go at this short quiz to test your understanding of the Citizens' Curriculum ..... Answers are at the end of the toolkit

Questions	A or B ?

1. What is the aim of the Citizens' Curriculum?
   A. Teaching you to be a better citizen
   B. Encouraging you to have a core set of skills	

2. A capability means ...
   A. Developing what you're able to do in a subject/area
   B. Being an expert in a subject/area	

3. How many core capabilities are there in the Citizens' Curriculum?
   A. One
   B. Three	

4. How do you study within the Citizens' Curriculum?
   A. You mix and match core and other capabilities
   B. You only study one capability	

5. Which of these is the WLA role in the Citizens' Curriculum?
   A. Work with people to identify a learning plan they can work through with your support
   B. Tell people what they have to learn	

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2. Promoting the CC

Here's an example of a poster you could print off   ….

Citizens' Curriculum
Why not get involved!

The Citizens' Curriculum wants to encourage everyone to have the core set of skills they need for the 21st century. It combines digital, health, financial and civic capabilities with core capabilities in English, ESOL and maths.

If you're interested in improving your English, ESOL or maths alongside gaining some digital, health, financial or civic skills then contact your Workplace Learning Advocate for more details of how to sign up.

More details at - http://www.niace.org.uk/our-work/life-and-society/citizens-curriculum

You may also be able to send out an email/post info about CC on your intranet or host an info session for people.

3. Assess the needs of people interested in CC

When you first sit down with people who are interested in CC you could use a questionnaire on the next page to find out their needs/interests ...

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Citizens' Curriculum Capabilities Questionnaire

Name _____

The Citizens' Curriculum wants to encourage everyone to have the core set of skills they need for the 21st century. It combines digital, health, financial and civic capabilities with core capabilities in English, ESOL and maths.

Sometimes it is easier to learn a core skill like English or maths if you can combine them with other skill areas. Here are some examples ...

- Developing maths skills so you can save money on your energy bills (combining maths/financial)
- Developing English skills so you can post on Facebook/Twitter (combining English/digital)

Please look at the info below and indicate which areas you would like to improve.

Core capabilities – Please select one	Any particular areas you would like to improve?
Developing my English skills eg writing emails/letters	
Developing my maths skills eg percentages	
Developing my ESOL (English for speakers of other languages) skills	

Other capabilities – Please select at least one (you can choose more)	Any particular areas you would like to improve?
Developing my digital skills eg shopping on-line	
Developing my civic awareness skills eg volunteering	
Developing my health awareness skills eg finding local support groups	
Developing my financial awareness skills eg comparing prices	

Are there any other issues that are important to you?

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4. Working with people to draw up a programme of learning interests and signpost to relevant in-house mentoring, on-line provision etc

Once you've identified the areas of interest that people have in the CC then this is your chance to sit with them and design a programme of learning. This can be as long or as short as is needed and may include in-house mentoring or signposting to on-line provision.

Your role is to be a Citizens' Curriculum Champion during this time and to offer on-going support to people to complete their learning. You may work one-to-one with people or you may work with small groups if people have similar interests.

Your role is also to be innovative in the way you can combine developing English, ESOL and maths with digital, civic, health and financial capabilities.

Remember ... It may be as simple as encouraging
- Someone who wants to focus on English/Digital to send an email
- Someone who wants to focus on Maths/Financial to draw up a personal budget using tools on the Money Advice Service website.

Here's a further example of how you could create a learning activity for someone where you combine a few of the capabilities ....

Combine English/Digital/Health/Civic by accessing the NHS website pages - http://www.nhs.uk/Conditions/Pages/hub.aspx *and* http://www.nhs.uk/pages/home.aspx

This could

- *Improve English capability (vocabulary/spelling) by increasing their health terms vocabulary/spelling of complex medical terms*
- *Increase digital capability by accessing the NHS website/linking out to other websites eg local support groups etc*
- *Increase health capability by raising awareness of conditions that they/others may be dealing with eg dyslexia/stress etc*
- *Increase civic capability by encouraging them/others to sign up for blood donation/organ donation (info on the home page of the NHS website)*

Here are some useful on-line learning resources you could use to get people started ...

Capabilities	On-line learning resources/ideas activities
Developing my English skills	http://www.bbc.co.uk/skillswise/english http://alison.com/learn/english http://www.learndirect.co.uk/wales-eng/taster/ The Learning for Work booklets on the WLA website - http://www.wlas.org.uk/learning-for-work
Developing my maths skills	www.nnchallenge.org.uk/wla http://www.maths4us.org/ http://www.bbc.co.uk/skillswise/maths http://alison.com/learn/maths http://www.mathseverywhere.org.uk/
Developing my ESOL (English for speakers of other languages) skills	http://esol.britishcouncil.org/ http://www.bbc.co.uk/learningenglish/english/ http://www.englishmyway.co.uk/
Developing my digital skills	http://www.learnmyway.com/subjects/online-plus http://www.bbc.co.uk/webwise/0/20595791 http://www.gcflearnfree.org/computers http://www.gcflearnfree.org/socialmedia https://alison.com/subjects/1/Digital-Literacy-IT-Skills The Learning for Work booklets on the WLA website - http://www.wlas.org.uk/learning-for-work
Developing my civic awareness skills	https://www.ncvo.org.uk/ncvo-volunteering/i-want-to-volunteer https://www.gov.uk/browse/citizenship http://www.visitbritain.com/en/Art-culture-and-heritage-events/ https://www.gov.uk/browse/housing-local-services/local-councils http://www.nhs.uk/pages/home.aspx

Developing my health awareness skills	http://learnmyway.co.uk/what-next/health http://www.nhs.uk/Conditions/Pages/hub.aspx http://www.nhs.uk/service-search http://www.nhs.uk/Change4Life/Pages/change-for-life.aspx https://www.unionlearn.org.uk/health-and-well-being http://www.ageuk.org.uk/health-wellbeing/ http://www.drinkaware.co.uk http://www.macmillan.org.uk/about-us/what-we-do/how-we-work/work-and-cancer/macmillan-at-work http://www.macmillan.org.uk http://healthatworkcentre.org.uk http://reading-well.org.uk/books/books-on-prescription
Developing my financial awareness skills	https://www.moneyadviceservice.org.uk/en http://www.bbc.co.uk/skillswise/topic/money http://www.moneysavingexpert.com/ https://www.citizensadvice.org.uk/
Equality and Diversity	http://www.equalityhumanrights.com/your-rights http://www.equalitiestoolkit.com/node/1

You could also have a look at the Excellence Gateway website where you can search for a range of resources for different capabilities - http://www.excellencegateway.org.uk/

5. Assess the impact the CC has had on people

Once you've finished your CC programme with people you can

- Revisit the CC capabilities questionnaire you used with people to identify the areas they wanted to improve on page 5. Ask them to grade their chosen capabilities before and after CC eg

Capability	How confident was I at start of CC on scale of 1-10 (10 is very confident)	How confident am I at end of CC on scale of 1-10 (10 is very confident)
Developing my English skills		
Developing my health awareness skills		

- Depending on which capabilities you have focused on ask people to tell you if the CC has helped them with
    a. Any improvements in health?
    b. Having a greater likelihood of finding a job and/or staying in a job?
    c. Developing better social relationships?
    d. Being more likely to volunteer on a regular basis?

- It would also be great if you'd informally chat to people about what they plan to do as result of CC eg further learning or doing something different in their lives relating to the capabilities. It may be something as simple as using the internet to do something new eg book a holiday, changing exercise programme, changing energy supplier, joining a library or volunteering.

Hopefully you can use this information (with permission of colleagues) to encourage others to learn using the CC model.

We hope that you enjoy trying out the CC in your workplace/community. If you need any support contact Liz Johnston – E: liz@learningadvocates.co.uk

QUIZ ANSWERS

1B, 2A, 3B, 4A, 5A