



St Helens College



Knowsley
Community
College

Adult Personal Development Curriculum





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Introduction

At St Helens College and Knowsley Community College we know that learning doesn't stop when you reach 18 and neither does personal development. In today's rapidly changing world, the ability to adapt and respond has never been more important whether that's at work or in life in general.

As well as supporting our students to acquire the professional and technical skills needed to meet their career aspirations, we are passionate about helping our community to further develop personal skills, abilities and behaviours that will allow us all to achieve our potential in every aspect of day-to-day life.

These skills will encourage us all to participate in our local community and make a positive contribution to the lives of those around us.



Careers & Employability

We have a dedicated area on MyDay that will enable you to find out more about the jobs or careers that you may be working towards. Visit [MyDay Careers Support](#)

Within the careers area, there is a section on how to write a CV and covering letter including information on the key transferable skills that all employers are looking for and how to be successful in interviews.

The Indeed website is a great place to start if you are seeing employment with a section called Find a Career. Here is where you can explore which careers have the highest job satisfaction, highest salaries and top tips on how to find them. You can also upload your CV on here so that employers can potentially find you.

The National Careers Service nationalcareers.service.gov.uk can also provide careers information, advice and guidance. You will be able to complete a skills assessment, explore over 700 career profiles and discover various job specifications. In addition, you will be able to speak to an advisor wherever you are with your progress by calling 0800 100 900

British Values

British Values underpin what it means to be a citizen in a modern and diverse Britain and embody a sense of national identity based on shared culture, language and traditions.



A culture built on freedom and equality, where everyone is aware of their rights and responsibilities.

Examples

- Leadership and accountability
- Joint decision making
- Team meetings
- The right to protest and petition
- Receiving and giving feedback



The need for rules to make a happy, safe and secure environment in which to live and work.

Examples

- Legislation
- Agreed ways of working, policies, and procedures
- How the law protects you and others
- Codes on conduct



Understanding that we do not all share the same beliefs and values. Respecting the values, ideas and beliefs of others and not attempting to impose our beliefs on them.

Examples

- Embracing diversity
- Accepting the importance of religion, traditions, cultural heritage and preferences
- Tackling stereotyping, labelling, prejudice and discrimination



Protection of your rights and the rights of others you work with.

Examples

- Equality and human rights
- Personal development
- Respect and dignity
- Rights, choice, consent, and individuality
- Values and principles



Radicalisation, Extremism & Prevent

Radicalisation or extremism is where someone holds views that are intolerant of people who are of a different ethnicity, culture, religion, gender or sexual identity. While people have the individual liberty to think and feel this way, if their views lead them to cause harm to others this can lead to social problems and potentially criminal activity.

People can become radicalised in their thinking for a variety of reasons, depending on what they read and see or who they associate with. It can happen to both individuals and groups of people. Once radicalised, people have the desire to change society to align with their own (often extreme) religious and/or political beliefs.

If you have any concerns about yourself or other who have extreme or radical views that could be harmful, please seek further support. Speak to your tutor and/or visit the [Get help for radicalisation concerns - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-help-for-radicalisation-concerns)

If you are concerned about criminal radical or terrorist behaviour, please call the police on 999 in an emergency, or 101 if it is not an emergency. Alternatively, you can report hate crimes at www.report-it.org.uk/your_police_force

The government-led multi-agency Prevent programme aims to stop individuals becoming terrorists and police play a key role in this. We work with the local authority partners and organisations to help find solutions and work to support and protect vulnerable individuals. For more information about the Prevent Programme please visit [Prevent | Counter Terrorism Policing](https://www.prevent.gov.uk/)

It is important to be alert, but not alarmed. With more knowledge you can increase your safety and know what to do if you see or hear something that does not seem quite right, visit the Counter terrorism Police Website to find out more information on [Safety Advice For The Public | Counter Terrorism Policing](https://www.prevent.gov.uk/)



Health and Wellbeing

The NHS Live Well website [Live Well - NHS \(www.nhs.uk\)](https://www.nhs.uk/live-well) offers a range of information and advice about healthy living, including eating a well-balanced diet, healthy weight, exercise, drinking less alcohol and quitting smoking.

Longer term evidence suggest that the following steps can help keep you

feeling mentally focused, more positive and able to make the most of life.

Parents/carers of teenagers you can find a range of advice and support from the NHS to help with exam related stress, teen aggression and discussing and dealing with these feelings.

The Money Helper website provides many forms of information and guidance including rising rents, covering higher energy costs and tackling debt. It shows useful tools, calculators and guides to help you manage money. [Help and support with the cost of living | MoneyHelper](#)

Feeling exhausted is so common that it has its own acronym, TATT (Tired All The Time). For some support with sleep and tiredness and tips on how to improve your sleep from setting a routine, reducing screen time [Tiredness and fatigue - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/tiredness-and-fatigue/)

Financial health can be particularly challenging at times. The Citizens Advice website [Citizens Advice](https://www.citizensadvice.org.uk/) has a lot of great resources to support you. The debt and money section has a large amount of information on how to manage rent, mortgage arrears and other information. You will also find a budgeting tool to help you to understand what you are earning, spending and where you may be able to save money.

Online Safety

The intranet is great potential to continue to change the world however we may occasionally have to deal with a variety of sometimes challenging online safety issues and risks. Online safety issues could include cyberbullying, viewing pornography, pressure to take part in sexting along with many others. There are however positive things that you can do to help prepare yourself, family and children to confidently deal with issues faced.

Internet Matters has created several internet safety advice hubs to help you learn more and find support for these risks. [Internet safety advice and information | Internet Matters](#)



Upcoming Information Sessions

We have a range of webinars available throughout the academic year, including

- Resilience - Responding to unwanted results
- Why do smart people Make unsafe decisions
- Aspirations - Breaking down a mission
- Growth mindset - Your value and how to make it Visible
- Employment ready - You; in words

More information about these sessions and how to book will be communicated via your tutor and half termly emails.

Academic Support

During your time at College we offer a range of Academic Support, including:



These sessions offer clarity and guidance on all of the topics below and more.

- Organisation Techniques
- Research
- Assignment Preparation
- Academic Phrasing
- Referencing
- Critical Thinking

To find out more and to book in to an academic session, please contact our Personal Development Tutor, Mikey Brennan, on mjbreannan@sthelens.ac.uk.

Notes

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