**Rhestr Adnoddau / *Resources List***

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| **Effeithiolrwydd Personol / *Personal Effectiveness*** | | | |
| **Lefel 1 / 2**  ***Level 1 / 2*** | **Hunanasesu:**  ***Self***  ***Assessment:*** | **Ymrwymiad i ddysgu a hunanwella**  ***Commitment to learning and self-improvement*** | All of the resources at the link below can be adapted to all three levels:  <http://www.skillsyouneed.com/ps/personal-development.html>   * Starts off with Maslow – (this part not for level 1) * Practical Steps to Personal Development * Practical steps can be taken to enhance personal development, including: * Organising your time. * Producing a personal CV or résumé. * Undertaking a skills appraisal. * Looking at your transferable skills. * Overcoming barriers to learning a new skill   Find more at: <http://www.skillsyouneed.com/ps/personaldevelopment.html#ixzz3Qfzl71Xr>  All of the resources at the link below can be adapted to all three levels:  <http://www.microsoft.com/enus/education/trainingandevents/education-competencies/personal_learning_and_development.aspx#fbid=i-Sxyy9SEcg>   * Practical Steps to Personal Development * Practical steps can be taken to enhance personal development, including: * Organising your time. * Producing a personal CV or résumé. * Undertaking a skills appraisal. * Looking at your transferable skills. * Overcoming barriers to learning a new skill.   Find more at: <http://www.skillsyouneed.com/ps/personal-development.html#ixzz3Qfzl71Xr>  A simple table showing competency levels (1-4) for personal development  <http://www.north-ayrshire.gov.uk/Documents/CorporateServices/HR/CBRExtract-SD.pdf> |
| **Awdit sgiliau**  ***Skills Audit*** | Level 3 BUT this is can be easily adapted for any level/subject. Page 3, in particular is useful as it is about personal effectiveness. Word document sent as attachment called – Skills audit personal effectiveness.  [www.sheffield.ac.uk/polopoly\_fs/1.../file/self-assessed-skills-audit.doc](http://www.sheffield.ac.uk/polopoly_fs/1.../file/self-assessed-skills-audit.doc) |
| **Cynlluniau Dysgu Unigol**  ***Individual learning plans*** | This is a document which tells tutors what an ILP is.  <http://sflip.excellencegateway.org.uk/pdf/4.2sflguidance_4.pdf>  This document is an example of a learning plan, at level 1 and 2, can be adapted for higher level.  <http://archive.excellencegateway.org.uk/media/GPD/res3F8C0FF07E634BC9A15C24E479E84FCE.pdf>  Examples of learning plans. Can be adapted to different levels.  <http://www.k12.wa.us/StudentLearningPlan/SamplePlanTemplates.aspx>  <http://www.health.qld.gov.au/ahwac/docs/10-samplelt-reentry.pdf> |
| **Targedau ‘SMART’**  ***SMART targets*** | Looks at student activities for setting their own SMART targets  <http://www.edutopia.org/blog/smart-goal-setting-with-students-maurice-elias>    Ppt on SMART targets – could be a useful tool for all levels – will need adapting to suit Level 1 /2  <http://franklindistrict.vt-s.net/Pages/FranklinDistrict_WebDocs/DESEeval/smart%20goals.pdf>  Quite detailed – Is level 3, but could be adapted for level 1/2  <http://www.gla.ac.uk/services/humanresources/all/pay/pdr/pdr_ref_guide/reviewmeeting/objectivesettingperformancestandards/>  Good SMART goal questionnaire – can be adapted for all levels  <http://www.hr.virginia.edu/uploads/documents/media/Writing_SMART_Goals.pdf> |
| **Adolygu cyflawniadau yn erbyn targedau**  ***Review achievements against targets*** | Pages 46-52 are useful for reviewing targets, but the rest of the document is useful for all self-assessment <http://archive.excellencegateway.org.uk/media/SFL/import/batch1/BATCH%201%20%20100%20MB%201/PLRA1%20(1)/83306_Access%20Plus.pdf>    SWOT Analysis  <https://www.tes.co.uk/teaching-resource/SWOT-Analysis-6305784>    Lesson plan and worksheets. Free templates  <http://creately.com/blog/examples/swot-analysis-templates-creately/#SwotTemplateCircles>    SWOT analysis tools: Listed below are some professionally designed SWOT analysis templates which you can download or print for free. If you prefer to modify them online then you can easily do this. <http://www.mindtools.com/pages/article/newTMC_05_1.htm> Video and download SWOT template - editable <http://www.mindtools.com/pages/article/worksheets/SWOTAnalysisDownload.htm> Editable worksheet <http://www.innovationgames.com/swot-analysis-game/> For the digital literate teachers! |
| **Hunanreoli:**  ***Self-Management:*** | **Rheoli amser**  ***Time management*** | General resource on how to manage your time effectively.  <http://www.kent.ac.uk/careers/sk/time.htm>  General resource for time management. Includes link to produce free time table.  <http://collegelife.about.com/od/academiclife/a/timemanagement.htm>  Templates for time management.  <https://www.twu.ca/life/wellness/learningresources/academic-coaching-and-study-skills/templates/>  Tips on time management.  <http://www.studygs.net/timman.htm> |
| **Rheoli Adnoddau**  ***Managing resources*** | Good definition of ‘resource’  <http://www.businessdictionary.com/definition/resource.html>  Money management  <http://www.birmingham.ac.uk/undergraduate/support/moneyadvice/resources.aspx>  Money management – all levels  <https://www.moneyadviceservice.org.uk/en/articles/beginners-guide-to-managing-your-money> |
| **Gosod nodau / blaenoriaethau**  ***Setting goals***  ***/priorities*** | TES resource, page 2 using the SMART targets for goal setting. Also good for ILP’s.  [www.tes.co.uk/teaching-resource/Goal-setting-for-exams-6076460](http://www.tes.co.uk/teaching-resource/Goal-setting-for-exams-6076460)  Template for goal setting.  <http://www.edutopia.org/pdfs/rmr/edutopia-rsrchmaderelevant-grit-smartgoals-worksheet.pdf>  Work book for students, Level 1/2  [www.tes.co.uk/teaching-resource/Target-Setting-Logbook-6076668](http://www.tes.co.uk/teaching-resource/Target-Setting-Logbook-6076668) |
| **Gofyn am gyngor**  ***Seeking advice*** | <http://en.wikipedia.org/wiki/Consultant>  Good explanation – can be adapted for all levels |
| **Adnoddau hunanwerthuso**  ***Self-evaluation tools*** | Resource with links for reflection, time management, target setting. Will need adapting for Level 3  <http://www.assessmentforlearning.edu.au/professional_learning/student_self-assessment/student_strategies_enhance.html> |
| **Cydberthnasau gwaith:**  ***Working relationships:*** | **Adeiladu timau**  ***Team building*** | Resource about understanding the team formation  <http://www.mindtools.com/pages/article/newLDR_86.htm>  Belin test to find personality traits for group work  <http://www.belbin.com/>  Document on positive working relationships. Also has links for time management, problem solving, goal setting and prioritizing.  <http://www.mindtools.com/pages/article/good-relationships.htm>  Resource about understanding the team formation.  <http://www.mindtools.com/pages/article/newLDR_86.htm>  Document on positive working relationships. Also has links for time management, problem solving, goal setting and prioritizing.  <http://www.mindtools.com/pages/article/good-relationships.htm> |
| **Ymddygiad priodol**  ***Appropriate behaviour*** | Good overview – suitable for all levels  [http://www.leadershipthoughts.com/10-essential-team-behaviours/](%20http://www.leadershipthoughts.com/10-essential-team-behaviours/)    Good overview  <http://www.skillsyouneed.com/ips/difficult-group-behaviour.html>    Good overview – can be adapted to all three levels  <http://www3.imperial.ac.uk/pls/portallive/docs/1/50327696.PDF>    Good teaching tool  <http://www.ksl-training.co.uk/free-resources/team-building/high-performance-teams-guide/team-behaviours-for-high-performance/> |
| **Ymateb yn briodol i safbwyntiau eraill**  ***Respond appropriately to opinions of others*** | Good tabular overview of all levels <http://www.nicurriculum.org.uk/docs/skills_and_capabilities/cross_curricular_skills/expansion/TalkListen_1-5_web.pdf>    Level 3, but could be adapted for all levels. Good learning tool/tactics  <http://ctb.ku.edu/en/table-of-contents/advocacy/respond-to-counterattacks/respond-to-opposition/main> |
| **Lefel 3**  ***Level 3*** | **Hunanasesu:**  ***Self-Assessment:*** | **Ymrwymiad i ddysgu a hunanwella**  ***Commitment to learning and self-improvement*** | All of the resources at the link below can be **adapted to all three levels**  <http://www.skillsyouneed.com/ps/personal-development.html>   * + Starts off with Maslow – (this part not for level 2)   + Practical Steps to Personal Development   + Practical steps can be taken to enhance personal development, including:Organising your time.   + Producing a personal CV or résumé.   + Undertaking a skills appraisal.   + Looking at your transferable skills.   + Overcoming barriers to learning a new skill.   Find more at: <http://www.skillsyouneed.com/ps/personal-development.html#ixzz3Qfzl71Xr>  All of the resources at the link below can be **adapted to all three levels**  <http://www.microsoft.com/en-us/education/training-and-events/education-competencies/personal_learning_and_development.aspx#fbid=i-Sxyy9SEcg>   * + Practical Steps to Personal Development   + Practical steps can be taken to enhance personal development, including:   + Organising your time.   + Producing a personal CV or résumé.   + Undertaking a skills appraisal.   + Looking at your transferable skills.   + Overcoming barriers to learning a new skill.   Find more at: [http://www.skillsyouneed.com/ps/personal-development.html#ixzz3Qfzl71Xr](http://www.skillsyouneed.com/ps/personal-development.html%23ixzz3Qfzl71Xr)  Simple table showing competency levels (1-4) for personal development  <http://www.north-ayrshire.gov.uk/Documents/CorporateServices/HR/CBRExtract-SD.pdf> |
| **Awdit sgiliau**  ***Skills Audit*** | Level 3 BUT can be easily adapted to any level/subject. Page 3, in particular is useful as it is about personal effectiveness. Word document sent as attachment called – Skills audit personal effectiveness.  [www.sheffield.ac.uk/polopoly\_fs/1.../file/self-assessed-skills-audit.doc](http://www.sheffield.ac.uk/polopoly_fs/1.../file/self-assessed-skills-audit.doc) |
| ***Cynlluniau Dysgu Unigol***  ***Individual learning plans*** | This is a document which tells tutors what an ILP is.  <http://sflip.excellencegateway.org.uk/pdf/4.2sflguidance_4.pdf>  This document is an example of a learning plan, at level 1 and 2.  <http://archive.excellencegateway.org.uk/media/GPD/res3F8C0FF07E634BC9A15C24E479E84FCE.pdf>  Examples of learning plans. **Can be adapted to different levels**. <http://www.k12.wa.us/StudentLearningPlan/SamplePlanTemplates.aspx>  <http://www.health.qld.gov.au/ahwac/docs/10-samplelt-reentry.pdf> |
| **Targedau ‘SMART’**  ***SMART targets*** | Looks at student activities for setting their own SMART targets  <http://www.edutopia.org/blog/smart-goal-setting-with-students-maurice-elias>    Ppt on SMART targets – could be a useful tool for all levels – will need adapting to suit Level 2  <http://franklindistrict.vt-s.net/Pages/FranklinDistrict_WebDocs/DESEeval/smart%20goals.pdf>    Quite detailed – Is level 3, but could be adapted for level 2  <http://www.gla.ac.uk/services/humanresources/all/pay/pdr/pdr_ref_guide/reviewmeeting/objectivesettingperformancestandards/>    Good SMART goal questionnaire – can be adapted for all levels  <http://www.hr.virginia.edu/uploads/documents/media/Writing_SMART_Goals.pdf>    Level 3  <http://www.smartinsights.com/goal-setting-evaluation/goals-kpis/define-smart-marketing-objectives/> |
| **Adolygu cyflawniadau yn erbyn targedau**  ***Review achievements against targets*** | Pages 46-52 are useful for reviewing targets, but the rest of the document is useful for all self-assessment <http://archive.excellencegateway.org.uk/media/SFL/import/batch1/BATCH%201%20-%20100%20MB%201/PLRA1%20(1)/83306_Access%20Plus.pdf>      SWOT Analysis:  <https://www.tes.co.uk/teaching-resource/SWOT-Analysis-6305784> Lesson plan and worksheets <http://creately.com/blog/examples/swot-analysis-templates-creately/#SwotTemplateCircles> Free templates  SWOT analysis tools: Listed below are some professionally designed SWOT analysis templates which you can download or print for free. If you prefer to modify them online then you can easily do this.  <http://www.mindtools.com/pages/article/newTMC_05_1.htm> Video and download SWOT template - editabl <http://www.mindtools.com/pages/article/worksheets/SWOTAnalysisDownload.htm> Editable worksheet  <http://www.innovationgames.com/swot-analysis-game/> For the digital literate teachers! |
| **Hunanreoli:**  ***Self-Management:*** | **Rheoli amser**  ***Time management*** | General resource on how to manage your time effectively.  <http://www.kent.ac.uk/careers/sk/time.htm>  General resource for time management. Includes link to produce free time table.  <http://collegelife.about.com/od/academiclife/a/timemanagement.htm>  Templates for time management.  <https://www.twu.ca/life/wellness/learningresources/academic-coaching-and-study-skills/templates/>  Tips on time management.  <http://www.studygs.net/timman.htm> |
| **Rheoli Adnoddau**  ***Managing resources*** | Good definition of ‘resource’  <http://www.businessdictionary.com/definition/resource.html>  Time management - Level 3  <http://www.learnhigher.ac.uk/learning-at-university/time-management/>  Money management  <http://www.birmingham.ac.uk/undergraduate/support/moneyadvice/resources.aspx>  Money management – all levels  <https://www.moneyadviceservice.org.uk/en/articles/beginners-guide-to-managing-your-money> |
| **Gosod nodau / blaenoriaethau**  ***Setting goals***  ***/priorities*** | Tes resource, page 2 using the SMART targets for goal setting. Also good for ILP’s.  [www.tes.co.uk/teaching-resource/Goal-setting-for-exams-6076460](http://www.tes.co.uk/teaching-resource/Goal-setting-for-exams-6076460)  Template for goal setting.  <http://www.edutopia.org/pdfs/rmr/edutopia-rsrchmaderelevant-grit-smartgoals-worksheet.pdf>  Work book for students, Level ½  [www.tes.co.uk/teaching-resource/Target-Setting-Logbook-6076668](http://www.tes.co.uk/teaching-resource/Target-Setting-Logbook-6076668) |
| **Gofyn am gyngor**  ***Seeking advice*** | Good explanation – can be adapted for all levels  <http://en.wikipedia.org/wiki/Consultant> |
| **Adnoddau hunanwerthuso**  ***Self-evaluation tools*** | Resource with links for reflection, time management, target setting and Gantt chart.  <http://www.assessmentforlearning.edu.au/professional_learning/student_self-assessment/student_strategies_enhance.html> |
| **Working Relationships:** | **Adeiladu timau**  ***Team building*** | Resource about understanding the team formation.  <http://www.mindtools.com/pages/article/newLDR_86.htm>  Belin test to find personality traits for group work.  <http://www.belbin.com/>  Document on positive working relationships. Also ha slinks for time management, problem solving, goal setting and prioritizing. <http://www.mindtools.com/pages/article/good-relationships.htm>  Resource about understanding the team formation.  <http://www.mindtools.com/pages/article/newLDR_86.htm>  Document on positive working relationships. Also ha slinks for time management, problem solving, goal setting and prioritizing. <http://www.mindtools.com/pages/article/good-relationships.htm> |
| **Ymddygiad priodol**  ***Appropriate behaviour*** | Good overview – suitable for all levels  <http://www.leadershipthoughts.com/10-essential-team-behaviours/>    Good overview  <http://www.skillsyouneed.com/ips/difficult-group-behaviour.html>    Good overview – can be adapted to all three levels  <http://www3.imperial.ac.uk/pls/portallive/docs/1/50327696.PDF>    Good teaching tool  <http://www.ksl-training.co.uk/free-resources/team-building/high-performance-teams-guide/team-behaviours-for-high-performance/> |
| **Ymateb yn briodol i safbwyntiau eraill**  ***Respond appropriately to opinions of others*** | Good tabular overview of all levels <http://www.nicurriculum.org.uk/docs/skills_and_capabilities/cross_curricular_skills/expansion/TalkListen_1-5_web.pdf>    Good learning tool/tactics. Level 3, but could be adapted for all levels <http://ctb.ku.edu/en/table-of-contents/advocacy/respond-to-counterattacks/respond-to-opposition/main> |

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| **Meddwl yn Feirniadol a Datrys Problemau / *Critical Thinking and Problem Solving*** | | |
| **Lefel 1 / 2**  ***Level 1 / 2*** | **Trosolwg**  ***Overview*** | Tutor Overview  <http://www.studygs.net/problem/index.htm>  What is problem solving  <http://www.mindtools.com/pages/article/newTMC_00.htm>  Problem Solving classroom activity (Language is L3 but can be adapted-  <http://www.mindtools.com/pages/article/newTMC_71.htm>  Fact and opinion PowerPoint (Incl. activities) (L1 up)  <https://www.tes.co.uk/teaching-resource/Functional-Skills-Fact-and-Opinion-6390622>  Prezi Presentation on Fact and Opinion (L1/2)  <https://prezi.com/4cq2ke7h_rq_/fact-opinion/>  Factsheets/Worksheets – Fact and Opinion (L1)  <http://www.bbc.co.uk/skillswise/topic/fact-or-opinion/resources/l1>  Fact and Opinion Worksheets (L1)/Introductory PowerPoint  <http://www.ereadingworksheets.com/free-reading-worksheets/fact-and-opinion-worksheets/>  Fact and Opinion PowerPoint (can be adapted to worksheets) (L2)  <https://www.tes.co.uk/teaching-resource/Fact-and-Opinion-revision-6319001>  Constructing an argument template  <https://www.tes.co.uk/teaching-resource/Constructing-an-argument-6017917> |
| **Meddwl yn Feirniadol**  ***Critical Thinking*** | Critical Thinking (L1/2)  <http://homeworktips.about.com/od/paperassignments/a/Critical-Thinking-Exercises.htm>  Critical Thinking Worksheets (including identifying key info., building an argument and making judgements) L1/2/3  <http://www.teach-nology.com/worksheets/critical_thinking/>  <http://www.mondofacto.com/study-skills/writing/how-to-critically-analyse/index.html>  <http://www.mondofacto.com/study-skills/writing/how-to-critically-analyse/02.html>  <http://www.mondofacto.com/study-skills/writing/how-to-critically-analyse/05.html>  Critical thinking fact sheet ( tutors to use – PPT may be created from quotes) (Any level)  <http://www.palgrave.com/studentstudyskills/resources/images/critical%20analysis%20.pdf>  What is Critical Thinking powerpoint (What is an argument/exercises) (All Levels)  <https://www.tes.co.uk/teaching-resource/Critical-thinking-ppt-outline-3001496>  Learning resources/activities for critical thinking (L1/2)  <http://www.teach-nology.com/worksheets/critical_thinking/>  Critical Thinking Poster  <http://www.educatorstechnology.com/2012/11/dont-miss-this-critical-thinking-poster.html>  Critical Thinking Intro. PowerPoint (L2/L3)  <http://www.scribd.com/doc/2871706/CRITICAL-THINKING>    Video clips to support tutors – Critical thinking for students  <http://www.educatorstechnology.com/2012/12/6-great-videos-on-teaching-critical.html>  Critical/Analytical Thinking(L2/3)  <http://web.anglia.ac.uk/anet/student_services/public/Oct2010%20-%20Critical%20analytical%20thinking%20on%20line%20guide.pdf> <http://www.innovativeteachertoolkit.com/documents/skills/critical_thinking.pdf> |
| **Datrys Problemau**  ***Problem Solving*** | Stages of Problem Solving/ Identifying and structuring the problem  <http://www.skillsyouneed.com/ips/problem-solving.html>  <http://www.skillsyouneed.com/ips/problem-solving2.html>  <http://www.skillsyouneed.com/ips/problem-solving3.html>  <http://www.skillsyouneed.com/ips/problem-solving4.html>  Flow chart to assist with problem solving (All levels)  <http://asq.org/learn-about-quality/process-analysis-tools/overview/flowchart.html>  Brainstorming tool to assist with problem solving/critical thinking (All levels)  <http://asq.org/learn-about-quality/idea-creation-tools/overview/brainstorm.html>  Excellent teaching resource for problem solving, decision making, WWO and being creative. Includes activities and lesson planning for PS and thinking (L1-3 depending on subject and group)  <http://www.nicurriculum.org.uk/docs/key_stage_3/ALTM-KS3.pdf>  Problem solving resources for teaching (Printable worksheets) (All Levels)  <https://www.teachervision.com/problem-solving/teaching-methods/71530.html>  Problem solving L1 worksheet  <https://www.teachervision.com/tv/printables/scottforesman/Math_3_TTT_1-2.pdf>  <https://www.teachervision.com/problem-solving/teaching-methods/71530.html>  Fishbone diagram to assist with problem solving/Link to online tool (L2/L3)  <http://asq.org/learn-about-quality/cause-analysis-tools/overview/fishbone.html>  Problem solving- Tutor info. (L2/3)  <http://www.businessballs.com/problemsolving.htm> |
| **Hygrededd ffynonellau**  **Credibility of sources** | Credibility of information/Bias – Lesson Plan/General activities/Teaching resources/example articles (if looked through can be used at all levels but would need to cherry pick for L1)  <http://journalistsresource.org/wp-content/uploads/2012/06/Advanced5Evaluatingcredibilityofsources.pdf>  Credibility of Information/Sources (Teaching resources/Lesson Plans/Activities)  <https://docs.google.com/a/cambria.ac.uk/document/d/1wpDm3zSQn8xgfsM4k53MKXopO9YshbFp7og9LZmDN6Y/edit>  Credibility of a source of information (All Levels  <http://www.wikihow.com/Evaluate-the-Credibility-of-a-Source> |
| **Crynhoi a chyflwyno canfyddiadau**  ***Summarising and presenting findings*** | Summarising& presenting Findings  <http://www.bbc.co.uk/skillswise/factsheet/en07unde-l1-f-what-is-summarising> (Level 1 and 2)  <http://www.bbc.co.uk/skillswise/worksheet/en07unde-l1-w-true-or-false> (Level 1 and 2)  <https://www.tes.co.uk/teaching-resource/Information-and-Ideas-Summarising-Skills-6343510> (Level 1 and 2) <http://www.bbc.co.uk/skillswise/factsheet/en07unde-l1-f-hints-for-summarising-written-text> (Level 1 and 2)  <http://www.bbc.co.uk/skillswise/factsheet/en07unde-l1-f-glossary-of-terms> (Level 1 and 2)  <https://www.tes.co.uk/teaching-resource/One-off-lesson-on-summarising-in-paragraphs-6402936> (Level 1 and 2)  <https://www.tes.co.uk/teaching-resource/Reading-for-Meaning-Don-t-leave-me-here-to-Die-629865> (Level 2)    Presenting Findings  <http://www.bbc.co.uk/skillswise/factsheet/en38pres-l1-f-presenting-ideas> (Level 1)  <http://www.bbc.co.uk/skillswise/worksheet/en13styl-l1-w-presenting-info-in-the-form-of-a-table> (Level1) |
| **Llunio barn**  ***Formulation of Judgements*** | Making Judgements  <https://www.tes.co.uk/teaching-resource/who-commited-each-crime-3011359> (introductory - all levels)  <https://www.tes.co.uk/teaching-resource/Fact-Inference-and-Opinion-Worksheet-6374534> (all levels) |
| **Achos ac effaith**  ***Cause and effect*** | Cause and effect (All levels)  <http://www.mindtools.com/pages/article/newTMC_03.htm>  <http://literacy.kent.edu/eureka/EDR/5/Teaching%20Cause%20and%20Effect%20Relationships.pdf>  (Above should be amended depending on the level taught) |
| **Nodweddion tebyg a gwahaniaethau**  ***Similarity and difference*** | Similarity and difference (L1) Worksheets  <http://ntuaft.com/Departments/Research___Communication/PRC504/Research-Based%20Instructional%20Strategies/Identifying%20Similarities%20&%20Differences.htm> |
| **Lefel 3**  ***Level 3*** | **Trosolwg**  ***Overview*** | Tutor Overview  <http://www.studygs.net/problem/index.htm>  What is problem solving  <http://www.mindtools.com/pages/article/newTMC_00.htm>  Problem Solving classroom activity (Language is L3 but can be adapted  <http://www.mindtools.com/pages/article/newTMC_71.htm>  Critical Thinking, Problem Solving and Decision Making. Lesson Ideas (L3)  <https://sites.google.com/a/sau50.org/tech-media/embedded-tech-standards/critical-thinking-problem-solving-and-decision-making> |
| **Meddwl yn Feirniadol**  ***Critical Thinking*** | Critical thinking tutor notes (L3)  <http://www.criticalthinking.org/pages/critical-thinking-in-everyday-life-9-strategies/512>  Critical Thinking PowerPoint (L3)  <http://archive.learnhigher.ac.uk/videoresources/criticalthinking_student/>  Critical reading and thinking (incl.identifying key info., building an argument and making judgements) L2/3  <http://www.mondofacto.com/study-skills/writing/how-to-critically-analyse/index.html>  <http://www.mondofacto.com/study-skills/writing/how-to-critically-analyse/02.html>  <http://www.mondofacto.com/study-skills/writing/how-to-critically-analyse/05.html>  Critical thinking fact sheet ( tutors to use – PPT may be created from quotes) (Any level)  <http://www.palgrave.com/studentstudyskills/resources/images/critical%20analysis%20.pdf>  What is Critical Thinking powerpoint (What is an argument/exercises) (All Levels)  <https://www.tes.co.uk/teaching-resource/Critical-thinking-ppt-outline-3001496>  Critical Thinking Intro. PowerPoint (L2/L3)  <http://www.scribd.com/doc/2871706/CRITICAL-THINKING>  Critical Thinking/ Problem Solving (POSSIBLE L3 Lesson Plan)  <https://www.tes.co.uk/teaching-resource/Critical-thinking-skills-3004032>  Critical thinking – teaching information and possible worksheets (L3)  <http://www.ed.ac.uk/schools-departments/institute-academic-development/postgraduate/taught/learning-resources/critical>  Critical Thinking Poster  <http://www.educatorstechnology.com/2012/11/dont-miss-this-critical-thinking-poster.html>    Video clips to support tutors – Critical thinking for students  <http://www.educatorstechnology.com/2012/12/6-great-videos-on-teaching-critical.html>  Critical/Analytical Thinking(L2/3)  <http://web.anglia.ac.uk/anet/student_services/public/Oct2010%20-%20Critical%20analytical%20thinking%20on%20line%20guide.pdf> <http://www.innovativeteachertoolkit.com/documents/skills/critical_thinking.pdf> |
| **Datrys Problemau**  ***Problem Solving*** | Stages of Problem Solving/ Identifying and structuring the problem  <http://www.skillsyouneed.com/ips/problem-solving.html>  <http://www.skillsyouneed.com/ips/problem-solving2.html>  <http://www.skillsyouneed.com/ips/problem-solving3.html>  <http://www.skillsyouneed.com/ips/problem-solving4.html>  Problem Solving Consequence – Teaching information (L3)  <http://www.problemsolving.net/resrepts/rr002_consequences.html>  Fishbone diagram to assist with problem solving/Link to online tool (L2/L3)  <http://asq.org/learn-about-quality/cause-analysis-tools/overview/fishbone.html>  Flow chart to assist with problem solving (All levels)  <http://asq.org/learn-about-quality/process-analysis-tools/overview/flowchart.html>  Brainstorming tool to assist with problem solving/critical thinking (All levels)  <http://asq.org/learn-about-quality/idea-creation-tools/overview/brainstorm.html>  Excellent teaching resource for problem solving, decision making, WWO and being creative. Includes activities and lesson planning for PS and thinking (L1-3 depending on subject and group)  <http://www.nicurriculum.org.uk/docs/key_stage_3/ALTM-KS3.pdf>  Problem solving- Tutor info. (L2/3)  <http://www.businessballs.com/problemsolving.htm>  Problem solving resources for teaching (Printable worksheets) (All Levels)  <https://www.teachervision.com/problem-solving/teaching-methods/71530.html> |
| **Hygrededd ffynonellau**  **Credibility of sources** | Webpage credibility – Tutor notes (L3)  <http://www.webcredible.com/blog-reports/web-credibility/assessing-credibility-online-sources.shtml>    Credibility of information/Bias – Lesson Plan/General activities/Teaching resources/example articles (if looked through can be used at all levels but would need to cherry pick for L1)  <http://journalistsresource.org/wp-content/uploads/2012/06/Advanced5Evaluatingcredibilityofsources.pdf>    Credibility of Information/Sources (Teaching resources/Lesson Plans/Activities  <https://docs.google.com/a/cambria.ac.uk/document/d/1wpDm3zSQn8xgfsM4k53MKXopO9YshbFp7og9LZmDN6Y/edit>  Credibility of a source of information (All Levels)  <http://www.wikihow.com/Evaluate-the-Credibility-of-a-Source> |
| **Crynhoi a chyflwyno canfyddiadau**  ***Summarising and presenting findings*** | Presenting Findings  <http://www2.open.ac.uk/students/skillsforstudy/presenting-your-findings.php> (Level3) |
| **Llunio barn**  ***Formulation of Judgements*** | Making Judgements  <https://www.tes.co.uk/teaching-resource/who-commited-each-crime-3011359> (introductory - all levels)  <https://www.tes.co.uk/teaching-resource/Fact-Inference-and-Opinion-Worksheet-6374534> (all levels)  Reasoned Judgements (L3)  <http://criticthink.blogspot.co.uk/2007/04/first-let-me-address-anyone-who-happens.html> |
| **Achos ac effaith**  ***Cause and effect*** | Cause and effect. All levels. Should be amended depending on the level taught  <http://www.mindtools.com/pages/article/newTMC_03.htm>  <http://literacy.kent.edu/eureka/EDR/5/Teaching%20Cause%20and%20Effect%20Relationships.pdf> |

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| **Cynllunio a Threfnu / *Planning and Organisation*** | | |
| **Lefel 1 / 2**  ***Level 1 / 2*** | **Cynlluniau gweithredu**  ***Action Plans*** | Create your own action plan (all levels)  [https://nationalcareersservice.direct.gov.uk/tools/plans/Pages/default.aspx#](https://nationalcareersservice.direct.gov.uk/tools/plans/Pages/default.aspx)    Job Skills Development Plan  <http://www.wikihow.com/Create-a-Job-Skills-Development-Plan> (all levels)  <https://www.tes.co.uk/teaching-resource/AQA-PSE-Unit-1-Personal-action-planning-6320618> (Level 1)  <https://www.tes.co.uk/teaching-resource/Action-planning-worksheets-6433246> (all levels)    Planning Tools  <http://www.bbc.co.uk/skillswise/worksheet/en12plan-l1-w-planning-with-a-mind-map> Mind Maps (Level 1)  <https://www.tes.co.uk/teaching-resource/Career-Brainstorm-6289827> Brainstorming  <https://www.tes.co.uk/teaching-resource/Answer-Garden-and-Carbon-Footprint-6181711>  <https://www.youtube.com/watch?v=ttWhK-NO4g8> (Youtube Video How NOT to Brainstorm) |
| **Nodau ac amcanion**  ***Aims and objectives*** | Good powerpoint highlighting differences between them  <https://www.tes.co.uk/teaching-resource/Aims-and-Objectives-of-a-Business-6187259>    Assessing and Evaluating Ideas  <https://www.tes.co.uk/teaching-resource/SWOT-Analysis-6305784>  Project Planning  <http://www.projectsmart.co.uk/project-planning.php>  <http://www.projectsmart.co.uk/project-plans-10-essential-elements.php>  <http://www.projectsmart.co.uk/project-planning-step-by-step.php>  <https://www.tes.co.uk/teaching-resource/Ideas-Generator-6300378> |
| Getting Organised | <https://www.tes.co.uk/teaching-resource/Study-Skills-Sheets-6064143>  <https://www.tes.co.uk/teaching-resource/Enterprise-Lesson-Plans-6002087> (planning an enterprise - all levels)  <https://www.tes.co.uk/teaching-resource/Planning-ahead-worksheet-activity-3008799> (level 1 and 2) |
| **Gosod targedau**  ***Target Setting*** | <https://www.tes.co.uk/teaching-resource/SMART-target-setting-powerpoint-6064479> Smart Target Powerpoint (all levels)  <https://www.tes.co.uk/teaching-resource/Target-setting-6111230> (all levels)  <https://www.youtube.com/watch?v=FFT6uP1fIFI> Nice video - (all levels)  <https://www.tes.co.uk/teaching-resource/Setting-goals-for-success-6450697> (all levels) |
| **Rheoli amser**  ***Time management*** | Time management Powerpoint (can be adapted to suit all levels)  <https://www.tes.co.uk/teaching-resource/Countdown-Timer-in-PowerPoint-from-classtools-net-6442141>  <https://www.tes.co.uk/teaching-resource/Managing-your-time-6450711>  <https://www.tes.co.uk/teaching-resource/Time-management-6007721>  <https://www.tes.co.uk/teaching-resource/Countdown-Timer-in-PowerPoint-from-classtools-net-6442141> (all levels) |
| **Lefel 3**  ***Level 3*** | **Cynlluniau gweithredu**  ***Action Plans*** | Create your own action plan (all levels)  [https://nationalcareersservice.direct.gov.uk/tools/plans/Pages/default.aspx#](https://nationalcareersservice.direct.gov.uk/tools/plans/Pages/default.aspx) (all levels)    Job Skills Development Plan  <http://www.wikihow.com/Create-a-Job-Skills-Development-Plan> (all levels)  <https://www.tes.co.uk/teaching-resource/AQA-PSE-Unit-1-Personal-action-planning-6320618> (Level 1)  <https://www.tes.co.uk/teaching-resource/Action-planning-worksheets-6433246> (all levels)    Planning Tools  <http://www.bbc.co.uk/skillswise/worksheet/en12plan-l1-w-planning-with-a-mind-map> Mind Maps (Level 1)  <https://www.tes.co.uk/teaching-resource/Career-Brainstorm-6289827> Brainstorming  <https://www.tes.co.uk/teaching-resource/Answer-Garden-and-Carbon-Footprint-6181711>  <https://www.youtube.com/watch?v=ttWhK-NO4g8> (Youtube Video How NOT to Brainstorm) |
| **Nodau ac amcanion**  ***Aims and objectives*** | Good powerpoint highlighting differences between them  <https://www.tes.co.uk/teaching-resource/Aims-and-Objectives-of-a-Business-6187259>    Assessing and Evaluating Ideas  <https://www.tes.co.uk/teaching-resource/SWOT-Analysis-6305784>  Project Planning  <http://www.projectsmart.co.uk/project-planning.php>  <http://www.projectsmart.co.uk/project-plans-10-essential-elements.php>  <http://www.projectsmart.co.uk/project-planning-step-by-step.php>  <https://www.tes.co.uk/teaching-resource/Ideas-Generator-6300378> |
| **Dechrau trefnu**  **Getting Organised** | <https://www.tes.co.uk/teaching-resource/Study-Skills-Sheets-6064143>  <https://www.tes.co.uk/teaching-resource/Enterprise-Lesson-Plans-6002087> (planning an enterprise - all levels)  <https://www.tes.co.uk/teaching-resource/Planning-ahead-worksheet-activity-300879> (level 1 and 2) |
| **Gosod targedau**  ***Target Setting*** | <https://www.tes.co.uk/teaching-resource/SMART-target-setting-powerpoint-6064479> Smart Target Powerpoint (all levels)  <https://www.tes.co.uk/teaching-resource/Target-setting-6111230> (all levels)  <https://www.youtube.com/watch?v=FFT6uP1fIFI> Nice video (all levels)  <https://www.tes.co.uk/teaching-resource/Setting-goals-for-success-6450697> (all levels) |
| **Rheoli amser**  ***Time management*** | Time management Powerpoint (can be adapted to suit all levels)  <https://www.tes.co.uk/teaching-resource/Countdown-Timer-in-PowerPoint-from-classtools-net-6442141>  <https://www.tes.co.uk/teaching-resource/Managing-your-time-6450711>  <https://www.tes.co.uk/teaching-resource/Time-management-6007721>  <https://www.tes.co.uk/teaching-resource/Countdown-Timer-in-PowerPoint-from-classtools-net-6442141> (all levels) |
| **Dadansoddiad llwybr critigol**  ***Critical path analysis*** | All Level 3  <http://www.slideshare.net/tutor2u/critical-path-analysis-10762045> (Powerpoint)  <https://www.tes.co.uk/teaching-resource/Critical-Path-Analysis-5-6388327> (Video)  <http://www.bized.co.uk/educators/16-19/business/production/lesson/cpa.htm>  <https://www.tes.co.uk/teaching-resource/Skills-for-KS4--Critical-Path-Analysis-6019452> |
| **Siartiau Gantt**  ***Gantt Charts*** | Level 3: What is a Gantt Chart and how is it used?  <http://www.gantt.com/> (useful article explaining what a Gantt chart is)  <https://www.tes.co.uk/teaching-resource/Gantt-Chart-3003552>  <http://www.projectsmart.co.uk/creating-a-gantt-chart-using-excel.php>  <https://www.tes.co.uk/teaching-resource/Creating-Gantt-Charts-using-free-software-6115523> |

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| **Creadigrwydd ac Arloesi / *Creativity and Innovation*** | | |
| **Lefel 1 / 2**  ***Level 1 / 2*** | **Parchu eraill**  ***Respecting others*** | This is a ppt and worksheets for a level 1 lesson about respecting diversity  <https://www.tes.co.uk/teaching-resource/Respecting-Diversity-6071618>  Overview-During this lesson students start to think about how their attitudes and opinions are influenced. They learn how newspapers can sensationalise facts and also get information wrong. They discuss how this can impact on our own attitudes and wider society. Finally they consider the importance of developing their own understanding and finding out the facts, so they can be confident in their own ideas and opinions  <http://www.equalityhumanrights.com/private-and-public-sector-guidance/education-providers/secondary-education-resources/resource-toolkit/lesson-plan-ideas/lesson-11-influencing-attitudes>  Overview -Using videos, students observe positive and negative behaviour in scenarios that are common to their lives, becoming aware that actions have consequences. They start to explore the impact of negative behaviour on people’s feelings and lives, and think about how and why it is important to make choices that can create better outcomes and experiences  <http://www.equalityhumanrights.com/private-and-public-sector-guidance/education-providers/secondary-education-resources/resource-toolkit/lesson-plan-ideas/lesson-1-actions-and-consequences>  Overview- Students develop empathy through role-play activities. Working in groups, using scripts or hot seating, students start to appreciate the feelings of people involved in negative experiences  <http://www.equalityhumanrights.com/private-and-public-sector-guidance/education-providers/secondary-education-resources/resource-toolkit/lesson-plan-ideas/lesson-2-developing-empathy> |
| **Creadigrwydd**  ***Creativity*** | Great site for students and teachers to join, with links to lots of other creativity site  <http://www.iamcreative.org.uk/>  Presentation on creativity  <http://www.iamcreative.org.uk/sites/default/files/Brainstorming%20final.pdf> |
| **Meddwl am syniadau newydd**  ***Generating new ideas*** | Students to click 'I'M AT SCHOOL' and answer the questions to produce 5/6 pages describing their role in a business and what their enterprise skills are. In Welsh also, a good site for other enterprise resources. All Levels  <https://www.enterprisecatalyst.co.uk/>  6 page handout for learners to develop ‘enterprise fuel’. Within this exercise you have the opportunity to help your students create a language of enterprise and to help them understand that success in life is down to them, what they do and how much energy they put in to making things happen. Enterprise Fuel is one of the core building blocks of success and achievement – the more you have the greater the likelihood you will get on and succeed. Enterprise Fuel is what gets you out of bed on a morning, it’s what makes you put that extra bit of training in –it’s your core desire to do something and make a difference. Level 1  <https://www.enterprisecatalyst.co.uk/downloads/Enterprise%20Fuel.pdf>  Lesson plan, PPT, activity and worksheet. These materials are brought to you by the Tesco Youth Academy – ‘helping young people develop key skills to prepare them for the workplace’. To access more free resources visit www.tescoyouthacademy.co.uk. Young people who have completed this topic will: - Explore what innovation means - Practise generating ideas through brainstorming - Understand where they can generate and evaluate ideas in their own life. Level 1  <https://www.tes.co.uk/teaching-resource/Having-great-ideas-6450723>  Activity-theme design Doodle sketching Existing products Designing from influence Organic form Exploded drawing. Level 1 <https://www.tes.co.uk/teaching-resource/Generating-ideas-6112637>  Web page-Here you will find ten of the best methods I have used in my organization for idea generation. They have worked for me very well. I now share them with you. I trust they will assist you in your endeavours as they have done with mine Level 2.  <https://www.powerhomebiz.com/leadership-management/leadership/generate-brilliant-ideas.htm>  12 rules for creative thinking & top tips for innovation Level 2 and 3  <http://www.creative4business.co.uk/wordpress/wp-content/uploads/downloads/2012/03/tips.pdf>  Tutorial & 3 activities-This is a lesson about how to think creatively and also an activity in which students have to use Six Thinking Hats to decide whether its better to be a (Franchise) or a (Sole Trader).  <https://www.tes.co.uk/teaching-resource/Thinking-Creatively-6333475>  2-4 hour session plan to help young people discover their creative potential and ability to solve a problem laterally. Designed by the Ideas Foundation. For more information and to find out how to apply to take part in a project with the support of industry mentors, please email [clare@ideasfoundation.org.uk](mailto:clare@ideasfoundation.org.uk)  <https://www.tes.co.uk/teaching-resource/Creative-Thinking-Lesson-Plan-6359411A>  PPT- ‘The What If...? Box is a brilliant tool for use in any lesson in Key Stages 2-5. It contains 168 questions, all of which begin 'What if...' Students can select questions at random by clicking on the coloured dots which are flying out of the What If...? Box. The resource is particularly good for developing critical and creative thinking’.  <https://www.tes.co.uk/teaching-resource/The-What-If---Box-6299735>  infographics  <http://www.educatorstechnology.com/2012/05/eight-free-tools-for-teachers-to-make.html>  Create your own visual ideas - FREE  <http://www.easel.ly/>  Wordle is a toy for generating “word clouds” from text that you provide – FREE  <http://www.wordle.net/>  Random Input - Making Creative Leaps. Random Input is a lateral thinking tool. It is very useful when you need fresh ideas or new perspectives during problem solving. Activity, All levels  <http://www.mbatools.co.uk/Toolbox/Creativity/randominput.htm>  This powerpoint can be used at the creative thinking stage of any project to help your students create interesting, original ideas. It has a classroom game, word play games and strategies designed to make your work stand out from the crowd. For more free resources please visit my website [www.paulcarneyarts.com](http://www.paulcarneyarts.com)  <https://www.tes.co.uk/teaching-resource/Where-do-ideas-come-from-6165002>  how creative are you quiz. Level 2 and 3  <http://www.mindtools.com/pages/article/creativity-quiz.htm> |
| **Lefel 3**  ***Level 3*** | **Parchu eraill**  ***Respecting others*** | Overview-During this lesson students start to think about how their attitudes and opinions are influenced. They learn how newspapers can sensationalise facts and also get information wrong. They discuss how this can impact on our own attitudes and wider society. Finally they consider the importance of developing their own understanding and finding out the facts, so they can be confident in their own ideas and opinions  <http://www.equalityhumanrights.com/private-and-public-sector-guidance/education-providers/secondary-education-resources/resource-toolkit/lesson-plan-ideas/lesson-11-influencing-attitudes>  Overview -Using videos, students observe positive and negative behaviour in scenarios that are common to their lives, becoming aware that actions have consequences. They start to explore the impact of negative behaviour on people’s feelings and lives, and think about how and why it is important to make choices that can create better outcomes and experiences  <http://www.equalityhumanrights.com/private-and-public-sector-guidance/education-providers/secondary-education-resources/resource-toolkit/lesson-plan-ideas/lesson-1-actions-and-consequences>  Overview- Students develop empathy through role-play activities. Working in groups, using scripts or hot seating, students start to appreciate the feelings of people involved in negative experiences.  <http://www.equalityhumanrights.com/private-and-public-sector-guidance/education-providers/secondary-education-resources/resource-toolkit/lesson-plan-ideas/lesson-2-developing-empathy> |
| **Creadigrwydd**  ***Creativity*** | Great site for students and teachers to join, with links to lots of other creativity sites  <http://www.iamcreative.org.uk/>  Presentation on creativity  <http://www.iamcreative.org.uk/sites/default/files/Brainstorming%20final.pdf> |
| **Meddwl am syniadau newydd**  ***Generating new ideas*** | Students to click 'I'M AT SCHOOL' and answer the questions to produce 5/6 pages describing their role in a business and what their enterprise skills are. In Welsh also, a good site for other enterprise resources. All Levels  <https://www.enterprisecatalyst.co.uk/>  Lesson plan, PPT, activity and worksheet. These materials are brought to you by the Tesco Youth Academy – ‘helping young people develop key skills to prepare them for the workplace’. To access more free resources visit www.tescoyouthacademy.co.uk. Young people who have completed this topic will: - Explore what innovation means - Practise generating ideas through brainstorming - Understand where they can generate and evaluate ideas in their own life. All Levels  <https://www.tes.co.uk/teaching-resource/Having-great-ideas-6450723>  Activity-theme design Doodle sketching Existing products Designing from influence Organic form Exploded drawing. All Levels <https://www.tes.co.uk/teaching-resource/Generating-ideas-6112637>  12 rules for creative thinking & top tips for innovation. Level 2 and 3  <http://www.creative4business.co.uk/wordpress/wp-content/uploads/downloads/2012/03/tips.pdf>  Presentation covering levels of creativity, what is innovation, right brain v left brain, why do organisations innovate & skills for employment. Level 3  <http://www.exeter.ac.uk/media/universityofexeter/careersandemployability/pdfs/resources/Creativity_and_innovation.pdf>  Tutorial & 3 activities-This is a lesson about how to think creatively and also an activity in which students have to use Six Thinking Hats to decide whether its better to be a (Franchise) or a (Sole Trader). Level 2 and 3  <https://www.tes.co.uk/teaching-resource/Thinking-Creatively-6333475>  2-4 hour session plan to help young people discover their creative potential and ability to solve a problem laterally. Designed by the Ideas Foundation. For more information and to find out how to apply to take part in a project with the support of industry mentors, please email [clare@ideasfoundation.org.uk](mailto:clare@ideasfoundation.org.uk)  <https://www.tes.co.uk/teaching-resource/Creative-Thinking-Lesson-Plan-6359411A>  infographics  <http://www.educatorstechnology.com/2012/05/eight-free-tools-for-teachers-to-make.html>  Create your own visual ideas - FREE  <http://www.easel.ly/>  Wordle is a toy for generating “word clouds” from text that you provide – FREE  <http://www.wordle.net/>  A collection of time fillers to keep the children occupied. There are riddles which can be put on a display and changed daily/weekly. There are also quick time fillers for register time and to promote creative thinking. Level 3  <https://www.tes.co.uk/teaching-resource/Time-Fillers-Creative-Thinking-Exercises-3002663>  This powerpoint can be used at the creative thinking stage of any project to help your students create interesting, original ideas. It has a classroom game, word play games and strategies designed to make your work stand out from the crowd. For more free resources please visit my website [www.paulcarneyarts.com](http://www.paulcarneyarts.com). Level 3  <https://www.tes.co.uk/teaching-resource/Where-do-ideas-come-from-6165002>  how creative are you quiz. Level 2 and 3  <http://www.mindtools.com/pages/article/creativity-quiz.htm>  Activity.Random Input - Making Creative Leaps. Random Input is a lateral thinking tool. It is very useful when you need fresh ideas or new perspectives during problem solving .All levels  <http://www.mbatools.co.uk/Toolbox/Creativity/randominput.htm> |

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| **Llythrennedd Ddigidol / *Digital Literacy*** | | |
| **Lefel**  **1 / 2**  ***Level***  ***1 / 2*** | **Llythrennedd Ddigidol**  ***Digital Literacy*** | Monitor your online image across multiple social networks  <http://www.reppler.com/>  Have you ever Googled yourself ? Have you ever checked your virtual identity? Do you know that you leave a digital footprint every time you get online? Do you know that whatever you do online is accumulated into a digital dossier traceable by others? <http://www.educatorstechnology.com/2013/04/a-great-guide-on-teaching-students.html> |
| **Lefel 3**    ***Level 3*** | **Llythrennedd Ddigidol**  ***Digital Literacy*** | Monitor your online image across multiple social networks  <http://www.reppler.com/>  Have you ever Googled yourself ? Have you ever checked your virtual identity? Do you know that you leave a digital footprint every time you get online? Do you know that whatever you do online is accumulated into a digital dossier traceable by others? <http://www.educatorstechnology.com/2013/04/a-great-guide-on-teaching-students.html> |

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| **Sgiliau Penodol i’r Heriau – Prosiect Unigol**  ***Challenge Specific Skills - Individual Project*** | | |
| **Lefel**  **1 a 2**  ***Level***  ***1 and 2*** | **Cyfeiriadau a llyfryddiaeth**  ***References and Bibliographies*** | Explanation on how to use the ‘References’ tab on Microsoft word to create a bibliography  <https://support.office.microsoft.com/en-gb/article/Create-a-bibliography-3403c027-96c8-40d3-a386-bfd5c413ddbb?CorrelationId=eb8d876a-d94f-4d5a-bc71-19b5e73f4e6d&ui=en-US&rs=en-GB&ad=GB>  Link to YouTube video on how to use ‘References’ tab on Microsoft Word to create a bibliography <http://www.google.co.uk/url?sa=t&rct=j&q=using%20references%20in%20word&source=web&cd=1&cad=rja&uact=8&ved=0CCEQtwIwAA&url=http%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DMKco-0ye3yg&ei=5kLTVOS2G9bfaorvgIgP&usg=AFQjCNFv0IKuUpE4tSR-rValmZlfkeU9UQ&sig2=wOqSQ1lsUbTUmRwkaCN0Dg> |
| **Sgiliau ymchwil**  ***Research skills*** | Good images of research techniques for all levels  [http://www.google.co.uk/search?q=research+techniques&safe=active&es\_sm=93&tbm=isch&imgil=yXl3kQlKKzmdmM%253A%253B5RozyoS8BolV5M%253Bhttp%25253A%25252F%25252Fwww.hawkpartners.com%25252Fperspectives%25252Fnext-frontier-overview-digitally-enabled-market-research-techniques&source=iu&pf=m&fir=yXl3kQlKKzmdmM%253A%252C5RozyoS8BolV5M%252C\_&usg=\_\_c7aZmAYTURCPTdyVU6J4ge6C7MY%3D&biw=1920&bih=979&ved=0CEEQyjc&ei=Vu\_RVPfTCdPbaN3lgZgM#imgdii=\_&imgrc=yXl3kQlKKzmdmM%253A%3B5RozyoS8BolV5M%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Ffiles%252Fdigital\_techniques\_graphic\_2.jpg%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Fperspectives%252Fnext-frontier-overview-digitally-enabled-market-research-techniques%3B547%3B351](http://www.google.co.uk/search?q=research+techniques&safe=active&es_sm=93&tbm=isch&imgil=yXl3kQlKKzmdmM%253A%253B5RozyoS8BolV5M%253Bhttp%25253A%25252F%25252Fwww.hawkpartners.com%25252Fperspectives%25252Fnext-frontier-overview-digitally-enabled-market-research-techniques&source=iu&pf=m&fir=yXl3kQlKKzmdmM%253A%252C5RozyoS8BolV5M%252C_&usg=__c7aZmAYTURCPTdyVU6J4ge6C7MY%3D&biw=1920&bih=979&ved=0CEEQyjc&ei=Vu_RVPfTCdPbaN3lgZgM#imgdii=_&imgrc=yXl3kQlKKzmdmM%253A%3B5RozyoS8BolV5M%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Ffiles%252Fdigital_techniques_graphic_2.jpg%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Fperspectives%252Fnext-frontier-overview-digitally-enabled-market-res)  Really good for lower levels – has pictures to illustrate  <http://www.wikihow.com/Research-a-Topic>  Primary research - Level 2 and 3, but could adapted to level 1  <http://www.tutor2u.net/business/gcse/marketing_research_primary.htm>  what is primary research - Level 1  <http://www.bbc.co.uk/schools/gcsebitesize/business/marketing/marketresearchrev3.shtml>  Short but sweet guide to writing a questionnaire – good at all levels  <http://www.accesscable.net/~infopoll/tips.htm> |
| **Sgiliau**  ***Skills*** | Interviewing skills - Dummies guide to interview techniques – appropriate for all levels  <http://www.accesscable.net/~infopoll/tips.htm>  Listening skills- Good for all levels  <http://www.skillsyouneed.com/ips/listening-skills.html>    Note taking skills - Level 2 and 3, but could be adapted for level 1  <http://www.jobs.ac.uk/careers-advice/managing-your-career/1006/top-ten-tips-on-note-taking> |
| **Prosiect Unigol – factorau perthnasol**  ***Individual Project – relevant factors*** | Document on how to write reports and essays. Currently level 3, can be adapted to level 1and 2. <http://www.ucb.ac.uk/handbook/academic-matters/essay-writing.aspx>  Document on how to structure an essay – Level 1-2  <http://web.anglia.ac.uk/anet/students/documents/2010/helpful-guide-to-essay-writing.pdf>  TES power point can be used as a teaching resource. Power point includes hyperlinks and activities. [www.tes.co.uk/teaching-resource/Essay-Writing-Toolkit-6146710](http://www.tes.co.uk/teaching-resource/Essay-Writing-Toolkit-6146710)  Document with step by step point on good presentations.  <http://www.teachingenglish.org.uk/article/student-presentations>  Lesson plan on presentations. Level 2/3 .Can be adapted for all levels.  <http://library.leeds.ac.uk/skills-lecturers-presentation#activate-workshops_lesson_plans_slides_handouts>  Worksheet for Level 1 on thinking/synthesising.  <http://library.leeds.ac.uk/skills-lecturers-presentation#activate-workshops_lesson_plans_slides_handouts> |
| **Myfyrio ar perfformiad personol**  ***Reflection on personal performance*** | Use of self-evaluation tools - excellent selection of self-evaluation forms for levels 1 and 2  <https://www.pinterest.com/explore/student-self-evaluation/> |
| **Lefel**  **3**  **Level**  **3** | **Cyfeiriadau a llyfryddiaeth**  ***References and Bibliographies*** | Explanation on how to use the ‘References’ tab on Microsoft word to create a bibliography  <https://support.office.microsoft.com/en-gb/article/Create-a-bibliography-3403c027-96c8-40d3-a386-bfd5c413ddbb?CorrelationId=eb8d876a-d94f-4d5a-bc71-19b5e73f4e6d&ui=en-US&rs=en-GB&ad=GB>  Link to YouTube video on how to use ‘References’ tab on Microsoft Word to create a bibliography <http://www.google.co.uk/url?sa=t&rct=j&q=using%20references%20in%20word&source=web&cd=1&cad=rja&uact=8&ved=0CCEQtwIwAA&url=http%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DMKco-0ye3yg&ei=5kLTVOS2G9bfaorvgIgP&usg=AFQjCNFv0IKuUpE4tSR-rValmZlfkeU9UQ&sig2=wOqSQ1lsUbTUmRwkaCN0Dg> |
| **Sgiliau ymchwil**  ***Research skills*** | Suitable for level 3  <https://www.gov.uk/service-manual/user-centred-design/user-research>  Good images of research techniques for all levels [http://www.google.co.uk/search?q=research+techniques&safe=active&es\_sm=93&tbm=isch&imgil=yXl3kQlKKzmdmM%253A%253B5RozyoS8BolV5M%253Bhttp%25253A%25252F%25252Fwww.hawkpartners.com%25252Fperspectives%25252Fnext-frontier-overview-digitally-enabled-market-research-techniques&source=iu&pf=m&fir=yXl3kQlKKzmdmM%253A%252C5RozyoS8BolV5M%252C\_&usg=\_\_c7aZmAYTURCPTdyVU6J4ge6C7MY%3D&biw=1920&bih=979&ved=0CEEQyjc&ei=Vu\_RVPfTCdPbaN3lgZgM#imgdii=\_&imgrc=yXl3kQlKKzmdmM%253A%3B5RozyoS8BolV5M%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Ffiles%252Fdigital\_techniques\_graphic\_2.jpg%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Fperspectives%252Fnext-frontier-overview-digitally-enabled-market-research-techniques%3B547%3B351](http://www.google.co.uk/search?q=research+techniques&safe=active&es_sm=93&tbm=isch&imgil=yXl3kQlKKzmdmM%253A%253B5RozyoS8BolV5M%253Bhttp%25253A%25252F%25252Fwww.hawkpartners.com%25252Fperspectives%25252Fnext-frontier-overview-digitally-enabled-market-research-techniques&source=iu&pf=m&fir=yXl3kQlKKzmdmM%253A%252C5RozyoS8BolV5M%252C_&usg=__c7aZmAYTURCPTdyVU6J4ge6C7MY%3D&biw=1920&bih=979&ved=0CEEQyjc&ei=Vu_RVPfTCdPbaN3lgZgM#imgdii=_&imgrc=yXl3kQlKKzmdmM%253A%3B5RozyoS8BolV5M%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Ffiles%252Fdigital_techniques_graphic_2.jpg%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Fperspectives%252Fnext-frontier-overview-digitally-enabled-market-res)  Level 3  <http://www.palgrave.com/studentstudyskills/page/choosing-appropriate-research-methodologies/>    Primary research - Level 2 and 3, but could adapted to level 1  <http://www.tutor2u.net/business/gcse/marketing_research_primary.htm>    Short but sweet guide to writing a questionnaire – good at all levels  <http://www.accesscable.net/~infopoll/tips.htm> |
| **Sgiliau**  ***Skills*** | Interviewing skills - Dummies guide to interview techniques – appropriate for all levels  <http://www.accesscable.net/~infopoll/tips.htm>  Interviewing skills - Good for level 3  <http://www.mindtools.com/pages/article/newTMC_88.htm>  Listening skills - Good for all levels  <http://www.skillsyouneed.com/ips/listening-skills.html>    Listening skills - Level 3  <http://www.infoplease.com/homework/listeningskills1.html>  Note taking skills - Level 2 and 3, but could be adapted for level 1  <http://www.jobs.ac.uk/careers-advice/managing-your-career/1006/top-ten-tips-on-note-taking> |
| **Ffactorau perthnasol**  **Relevant factors** | Document on how to write reports and essays. Currently level 3, can be adapted to level 1and 2. <http://web.anglia.ac.uk/anet/students/documents/2010/helpful-guide-to-essay-writing.pdf>  TES power point can be used as a teaching resource. Power point includes hyperlinks and activities. [www.tes.co.uk/teaching-resource/Essay-Writing-Toolkit-6146710](http://www.tes.co.uk/teaching-resource/Essay-Writing-Toolkit-6146710)  Document with step by step point on good presentations.  <http://www.teachingenglish.org.uk/article/student-presentations>  Lesson plan on presentations. Level 2/3 .Can be adapted for all levels.  <http://www.englishisapieceofcake.com/support-files/presentation-lesson-plan.pdf>  Power point that can be used to teach Level 3 students how to make effective presentations. Includes lessons plans and hand outs. Also links to essay writing, and referencing.  <http://library.leeds.ac.uk/skills-lecturers-presentation#activate-workshops_lesson_plans_slides_handouts> |
| **Myfyrio ar perfformiad personol**  ***Reflection on personal performance*** | use of self-evaluation tools - Level 3  <http://www.reading.ac.uk/engageinassessment/peer-and-self-assessment/self-assessment/eia-self-assessment.aspx> |

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| **Sgiliau Penodol i’r Heriau – Her Menter a Chyflogadwyedd**  ***Challenge Specific Skills – Enterprise and Employability Challenge*** | | |
| **Lefel**  **1 a 2**  ***Level***  ***1 and 2*** | **Trefnu cyfarfodydd**  ***Organising meetings*** | Resource for teachers to understand effective meetings. Also link to download agenda template.  <http://www.mindtools.com/CommSkll/RunningMeetings.htm>  Document for teachers on the skills needed to hold meetings.  <https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/alternatives-lecturing/group-work/meeting-strategies-help-prepare-students-group-work>  Minutes of meetings sample. Also includes step by step points on taking minutes.  [http://www.wikihow.com/Sample/Meeting-Minutes#](http://www.wikihow.com/Sample/Meeting-Minutes) |
| **Cynlluniau gweithredu a gosod nod mewn sefyllfaoedd tîm**  ***Action plans and set goal in team situations*** | General resource on how to manage your time effectively.  <http://www.kent.ac.uk/careers/sk/time.htm>  Template for goal setting.  <http://www.edutopia.org/pdfs/rmr/edutopia-rsrchmaderelevant-grit-smartgoals-worksheet.pdf>  Work book for students, Level 1/2  [www.tes.co.uk/teaching-resource/Target-Setting-Logbook-6076668](http://www.tes.co.uk/teaching-resource/Target-Setting-Logbook-6076668)  Downloadable action plan templates. Can choose suitable plan for each level.  <http://www.tidyform.com/action-plan-template.html>  Belbin test to find personality traits for group work.  <http://www.belbin.com/> |
| **Nodi a dethol adnoddau priodol**  ***Identification and selection of appropriate resources*** | Good images of research techniques for all levels [http://www.google.co.uk/search?q=research+techniques&safe=active&es\_sm=93&tbm=isch&imgil=yXl3kQlKKzmdmM%253A%253B5RozyoS8BolV5M%253Bhttp%25253A%25252F%25252Fwww.hawkpartners.com%25252Fperspectives%25252Fnext-frontier-overview-digitally-enabled-market-research-techniques&source=iu&pf=m&fir=yXl3kQlKKzmdmM%253A%252C5RozyoS8BolV5M%252C\_&usg=\_\_c7aZmAYTURCPTdyVU6J4ge6C7MY%3D&biw=1920&bih=979&ved=0CEEQyjc&ei=Vu\_RVPfTCdPbaN3lgZgM#imgdii=\_&imgrc=yXl3kQlKKzmdmM%253A%3B5RozyoS8BolV5M%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Ffiles%252Fdigital\_techniques\_graphic\_2.jpg%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Fperspectives%252Fnext-frontier-overview-digitally-enabled-market-research-techniques%3B547%3B351](http://www.google.co.uk/search?q=research+techniques&safe=active&es_sm=93&tbm=isch&imgil=yXl3kQlKKzmdmM%253A%253B5RozyoS8BolV5M%253Bhttp%25253A%25252F%25252Fwww.hawkpartners.com%25252Fperspectives%25252Fnext-frontier-overview-digitally-enabled-market-research-techniques&source=iu&pf=m&fir=yXl3kQlKKzmdmM%253A%252C5RozyoS8BolV5M%252C_&usg=__c7aZmAYTURCPTdyVU6J4ge6C7MY%3D&biw=1920&bih=979&ved=0CEEQyjc&ei=Vu_RVPfTCdPbaN3lgZgM#imgdii=_&imgrc=yXl3kQlKKzmdmM%253A%3B5RozyoS8BolV5M%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Ffiles%252Fdigital_techniques_graphic_2.jpg%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Fperspectives%252Fnext-frontier-overview-digitally-enabled-market-res)  Really good for lower levels – has pictures to illustrate  <http://www.wikihow.com/Research-a-Topic> |
| **Y cysyniad o bum elfen**  ***Concept of 5p’s*** | Resource for teachers, includes downloadable lesson plans and teacher notes.  <http://www.enterprise-zone.co.uk/teachers/>    Resource for students, includes note on Money, competitors and ideas. Can be adapted for all levels.  <https://www.tes.co.uk/teaching-resource/Enterprise-Lesson-Plans-6002087>  Resource for teachers on enterprise, includes links for lesson plans, activities and worksheets. Level 2-3.  <http://free-teaching-resources.co.uk/lesson-ideas/enterprise/enterprise-ks4/index.html> |
| **Cynhyrchu deunyddiau hyrwyddo gan gynnwys defnyddio cyfrynhau cymdeithasol**  ***Production of promotional materials including the use of social media*** | Excellent links to all social media – good resource for overviews – all levels  <http://www.entrepreneur.com/socialmedia/>  Setting up facebook groups – all groups  <http://www.socialmediaexaminer.com/facebook-groups-build-business/>    Q & A on setting up a business page on facebook – all levels <https://www.facebook.com/help/community/question/?id=10200634527562383>  How to present promotional materials – all levels  <http://fatcatstrategies.com/tips-for-creating-effective-promotional-materials/>    How to present promotional materials – all levels  <http://www.virtualmissbegley.com/small-business-marketing/tips-for-creating-professional-stylish-promotional-material> |
| **Cynllunio ariannol**  ***Financial Planning*** | Short video clips on enterprise, money, business plan, pitching ideas. Also contains work book and teachers notes. Level 1.  <http://www.bbc.co.uk/schools/teachers/tradeyourway/business_plan.shtml> |
| **Cyflwyno cynnig busnes**  ***Pitch a business proposal*** | Video clip, Worst ever Dragon’s Den Pitch.  [www.youtube.com/watch?v=vKFJ\_AI3PWA](http://www.youtube.com/watch?v=vKFJ_AI3PWA)  Video clip, Best ever Dragon’s Den Pitch.  [www.youtube.com/watch?v=v3jiZXpVBoM](http://www.youtube.com/watch?v=v3jiZXpVBoM) |
| **CV** | Excellent resource – can be adapted for all levels  <http://www.kent.ac.uk/careers/cv.htm> |
| **Cwblhau ffurflenni cais**  ***Completion of application forms*** | Excellent dos and don’ts – for all levels  <https://learndirect.co.uk/improve-your-job-prospects/help-getting-job/application-form-help/>  Quick tips  <http://www.myworldofwork.co.uk/content/job-application-form-advice> |
| **Lefel**  **3**  **Level**  **3** | **Trefnu cyfarfodydd**  ***Organising meetings*** | Resource for teachers to understand effective meetings. Also link to download agenda template.  <http://www.mindtools.com/CommSkll/RunningMeetings.htm>  Document for teachers on the skills needed to hold meetings.  <https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/alternatives-lecturing/group-work/meeting-strategies-help-prepare-students-group-work>  Minutes of meetings sample. Also includes step by step points on taking minutes.  [http://www.wikihow.com/Sample/Meeting-Minutes#](http://www.wikihow.com/Sample/Meeting-Minutes) |
| **Cynlluniau gweithredu a gosod nod mewn sefyllfaoedd tîm**  ***Action plans and set goal in team situations*** | General resource on how to manage your time effectively.  <http://www.kent.ac.uk/careers/sk/time.htm>  Template for goal setting.  [www.tes.co.uk/teaching-resource/Target-Setting-Logbook-6076668](http://www.tes.co.uk/teaching-resource/Target-Setting-Logbook-6076668)  Downloadable action plan templates. Can choose suitable plan for each level.  <http://www.tidyform.com/action-plan-template.html>  Belin test to find personality traits for group work.  <http://www.belbin.com/> |
| **Nodi a dethol adnoddau priodol**  ***Identification and selection of appropriate resources*** | Suitable for level 3  <https://www.gov.uk/service-manual/user-centred-design/user-research>  Good images of research techniques for all levels  [http://www.google.co.uk/search?q=research+techniques&safe=active&es\_sm=93&tbm=isch&imgil=yXl3kQlKKzmdmM%253A%253B5RozyoS8BolV5M%253Bhttp%25253A%25252F%25252Fwww.hawkpartners.com%25252Fperspectives%25252Fnext-frontier-overview-digitally-enabled-market-research-techniques&source=iu&pf=m&fir=yXl3kQlKKzmdmM%253A%252C5RozyoS8BolV5M%252C\_&usg=\_\_c7aZmAYTURCPTdyVU6J4ge6C7MY%3D&biw=1920&bih=979&ved=0CEEQyjc&ei=Vu\_RVPfTCdPbaN3lgZgM#imgdii=\_&imgrc=yXl3kQlKKzmdmM%253A%3B5RozyoS8BolV5M%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Ffiles%252Fdigital\_techniques\_graphic\_2.jpg%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Fperspectives%252Fnext-frontier-overview-digitally-enabled-market-research-techniques%3B547%3B351](http://www.google.co.uk/search?q=research+techniques&safe=active&es_sm=93&tbm=isch&imgil=yXl3kQlKKzmdmM%253A%253B5RozyoS8BolV5M%253Bhttp%25253A%25252F%25252Fwww.hawkpartners.com%25252Fperspectives%25252Fnext-frontier-overview-digitally-enabled-market-research-techniques&source=iu&pf=m&fir=yXl3kQlKKzmdmM%253A%252C5RozyoS8BolV5M%252C_&usg=__c7aZmAYTURCPTdyVU6J4ge6C7MY%3D&biw=1920&bih=979&ved=0CEEQyjc&ei=Vu_RVPfTCdPbaN3lgZgM#imgdii=_&imgrc=yXl3kQlKKzmdmM%253A%3B5RozyoS8BolV5M%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Ffiles%252Fdigital_techniques_graphic_2.jpg%3Bhttp%253A%252F%252Fwww.hawkpartners.com%252Fperspectives%252Fnext-frontier-overview-digitally-enabled-market-res)  Level 3  <http://www.palgrave.com/studentstudyskills/page/choosing-appropriate-research-methodologies/> |
| **Y cysyniad o bum elfen**  ***Concept of 5p’s*** | Resource for teachers, includes downloadable lesson plans and teacher notes.  <http://www.enterprise-zone.co.uk/teachers/>    Resource for students, includes note on Money, competitors and ideas. Can be adapted for all levels.  <https://www.tes.co.uk/teaching-resource/Enterprise-Lesson-Plans-6002087>  Resource for teachers on enterprise, includes links for lesson plans, activities and worksheets. Level 2-3.  <http://free-teaching-resources.co.uk/lesson-ideas/enterprise/enterprise-ks4/index.html> |
| **Cynhyrchu deunyddiau hyrwyddo gan gynnwys defnyddio cyfrynhau cymdeithasol**  ***Production of promotional materials including the use of social media*** | Excellent links to all social media – good resource for overviews – all levels  <http://www.entrepreneur.com/socialmedia/>  Setting up facebook groups – all groups  <http://www.socialmediaexaminer.com/facebook-groups-build-business/>  Q & A on setting up a business page on facebook – all levels  <https://www.facebook.com/help/community/question/?id=10200634527562383>  Linkedin for dummies – level 3  <http://www.dummies.com/how-to/content/how-to-create-a-linkedin-group.html>  How to present promotional materials – all levels  <http://fatcatstrategies.com/tips-for-creating-effective-promotional-materials/>  How to present promotional materials – all levels  <http://www.virtualmissbegley.com/small-business-marketing/tips-for-creating-professional-stylish-promotional-material> |
| **Cynllunio ariannol**  ***Financial Planning*** | Resource for a business plan, long winded but also includes some step by step instructions. Level 3. Links to other business templates and financial templates.  <http://www.princes-trust.org.uk/need_help/enterprise_programme/explore_where_to_start/business_plans/business_plan_templates.aspx>  Resource for financial planning, includes link to financial planning. Level 3.  <http://www.barclays.co.uk/Startupsupport/Writingasmallbusinessplan/P1242559649359>  Short video clips on enterprise, money, business plan, pitching ideas. Also contains work book and teachers notes. Level 1.  <http://www.bbc.co.uk/schools/teachers/tradeyourway/business_plan.shtml> |
| **Dulliau o waith ymchwil i’r farchnad**  ***Methods of market research*** | Level 3  <http://www.allbusiness.com/marketing/market-research/1287-1.html>  Level 3  <http://www.mymarketresearchmethods.com/an-overview-of-market-research-methods/>  Level 3  <http://www.smetoolkit.org/smetoolkit/en/content/en/196/Market-Research-Techniques>  Some really good stuff on here, but a bit long winded  <http://htbiblio.yolasite.com/resources/Marketing%20Research%20Kit%20Dummies.pdf> |
| **Cyflwyno cynnig busnes**  ***Pitch a business proposal*** | Video clip, Worst ever Dragon’s Den Pitch.  [www.youtube.com/watch?v=vKFJ\_AI3PWA](http://www.youtube.com/watch?v=vKFJ_AI3PWA)  Video clip, Best ever Dragon’s Den Pitch.  [www.youtube.com/watch?v=v3jiZXpVBoM](http://www.youtube.com/watch?v=v3jiZXpVBoM) |
| **CV** | Excellent resource – can be adapted for all levels  <http://www.kent.ac.uk/careers/cv.htm> |
| **Cwblhau ffurflenni cais**  ***Completion of application forms*** | Good for level 3  <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/128968/competency-guidance.pdf>  Excellent dos and don’ts – for all levels  <https://learndirect.co.uk/improve-your-job-prospects/help-getting-job/application-form-help/>  Quick tips  <http://www.myworldofwork.co.uk/content/job-application-form-advice> |

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| **Sgiliau Penodol i’r Heriau – Her Dinasyddiaeth Fyd-Eang**  ***Challenge Specific Skills- Global Citizenship Challenge*** | | |
| **Lefel**  **1 a 2**  ***Level***  ***1 and 2*** | **Dinasyddiaeth fyd-eang**  ***Global Citizenship*** | <http://www.oxfam.org.uk/~/media/Files/Education/Global%20Citizenship/GCNewTeacherWALES.ashx>  This is a lesson plan for Global Citizenship. |
| **Materion byd-eang**  ***Global issues*** | Explanation of what it is  <http://www.sev.asn.au/model-citizen/what-is-a-global-issue.html>  Overview of what it is – can be adapted for all three levels  <http://www.un.org/en/globalissues/index.shtml>  List of environmental issues – all levels  <http://www.yourdictionary.com/environmental-issues> |
| **Amrywiaeth ddiwylliannol**  ***Cultural diversity*** | Level 1  <http://www.mylearning.org/global-citizens--make-an-impact/p-2022/> |
| **Masnach Deg**  ***Fair Trade*** | Good simple explanation  <http://www.fairtrade.org.uk/en/what-is-fairtrade/faqs>  Level 1 – clear explanation  <http://www.funkidslive.com/features/a-to-z-of-food-health-and-the-environment/f-is-for-fairtrade/>  Level 2 and 3  <http://www.fairtrade.org.uk/en/what-is-fairtrade> |
| **Egni yn y dyfodol**  ***Future energy*** | Can be adapted for all levels  <http://science.howstuffworks.com/environmental/energy/biggest-energy-source-future.htm> |
| **Anghydraddoldeb**  ***Inequality*** | Good for all levels – good visual explanation  <http://inequality.is/real> |
| **Byw mewn modd cynaliadwy**  ***Living sustainably*** | Explanation – can be used for all levels  <http://en.wikipedia.org/wiki/Sustainable_living>  All levels  <https://www.regenerative.com/sustainable-living>  Good for all levels  <http://www.dummies.com/how-to/content/working-toward-a-more-sustainable-environment.html> |
| **Argyfyngau naturiol a dynol**  ***Natural and human disasters*** | Good visual explanation of natural disasters – good for all levels  <http://www.bbc.co.uk/science/earth/natural_disasters>  Good visual explanation  <http://environment.nationalgeographic.com/environment/natural-disasters/>  Flooding 2014  <http://www.metoffice.gov.uk/research/news/2014/uk-storms-and-floods>  Includes video footage  <http://www.tsunami2004.net/tsunami-2004-facts/>  Earthquake – includes video footage  <http://www.stuff.co.nz/entertainment/tv-radio/65749617/christchurch-earthquake-documentary-going-nationwide>  Fires  <http://www.bbc.co.uk/news/world-australia-30706391>  Excellent ppt – good resource for all levels  <http://www.slideshare.net/Hareem_syed/man-made-disasters-29200696> |
| **Maeth**  ***Nutrition*** | Can be adapted for all levels  <http://www.dummies.com/how-to/health-fitness/diet-nutrition/understanding-diet-nutrition.html>  Good for all levels  <http://authoritynutrition.com/top-10-nutrition-facts/> |
| **Tlodi**  ***Poverty*** | Visual – good discussion starter  <http://www.poverty.com/>  Can be adapted for all levels  <http://www.eapn.eu/en/what-is-poverty/poverty-what-is-it> |
| **Ffactorau perthnasol**  **Relevant factors** | Educational Document on Global Citizenship including Skills and activities. All levels.  <http://www.oxfam.org.uk/~/media/Files/Education/Global%20Citizenship/education_for_global_citizenship_a_guide_for_schools.ashx>  Educational document on controversial issues includes activities. All levels.  <http://www.oxfam.org.uk/~/media/Files/Education/Teacher%20Support/Free%20Guides/teaching_controversial_issues.ashx>  Introduction to Justice/injustice. Includes power point and activity worksheets. Level ½.  [www.tes.co.uk/teaching-resource/An-introduction-to-Justice-Injustice-6189976](http://www.tes.co.uk/teaching-resource/An-introduction-to-Justice-Injustice-6189976)  Lesson plan, activities, power point and worksheets for the EU. Level 1  [www.tes.co.uk/teaching-resource/PSHE-and-Citizenship-Resources-6069490](http://www.tes.co.uk/teaching-resource/PSHE-and-Citizenship-Resources-6069490)  Web site links for Citizenship education  [www.tes.co.uk/teaching-resource/Websites-Useful-for-Citizenship-Education-6029651](http://www.tes.co.uk/teaching-resource/Websites-Useful-for-Citizenship-Education-6029651)  Education for Global Citizenship includes video clips and resources. Can also navigate to other relevant resources. All levels as can choose level.  <http://www.bbc.co.uk/education/subjects/z3ckjxs>  Large document about legal rights. Contains background information, lesson plans, and activities. Can be adapted for all levels.  <http://www.amnesty.org.uk/sites/default/files/book_-_right_here_right_now_0.pdf>  Resources for Government and Parliament. Option to choose any level, resource and teachers guide.  <http://www.parliament.uk/education/teaching-resources-lesson-plans/parliament-and-government-whiteboard/>  TES resource for teaching prejudice and discrimination Level 1-2. Includes lesson plan, power point and activity/work sheet.  [www.tes.co.uk/teaching-resource/Introduction-to-prejudice-and-discrimination-6355918](http://www.tes.co.uk/teaching-resource/Introduction-to-prejudice-and-discrimination-6355918) |
| **Lefel**  **3**  **Level**  **3** | **Dinasyddiaeth fyd-eang**  ***Global Citizenship*** | This is a lesson plan for Global Citizenship.  <http://www.oxfam.org.uk/~/media/Files/Education/Global%20Citizenship/GCNewTeacherWALES.ashx> |
| **Materion byd-eang**  ***Global issues*** | Explanation of what it is  <http://www.sev.asn.au/model-citizen/what-is-a-global-issue.html>  Overview of what it is – can be adapted for all three levels  <http://www.un.org/en/globalissues/index.shtml>  List of environmental issues – all levels  <http://www.yourdictionary.com/environmental-issues>  Level 3  <http://www.theglobalcitizensinitiative.org/global-citizenship-blog-may-2014/> |
| **Masnach Deg**  ***Fair Trade*** | Level 2 and 3  <http://www.fairtrade.org.uk/en/what-is-fairtrade> |
| **Egni yn y dyfodol**  ***Future energy*** | Level 3  <http://www.alternative-energy-news.info/technology/future-energy/>  Explanation of what it is – level 3  <http://www.legrand.com/EN/sustainable-development-description_12847.html>  Can be adapted for all levels  <http://science.howstuffworks.com/environmental/energy/biggest-energy-source-future.htm> |
| **Anghydraddoldeb**  ***Inequality*** | Level 3  <http://en.wikipedia.org/wiki/Economic_inequality>  Good for all levels – good visual explanation  <http://inequality.is/real> |
| **Byw mewn modd cynaliadwy**  ***Living sustainably*** | Explanation – can be used for all levels  <http://en.wikipedia.org/wiki/Sustainable_living>  Level 3  <http://www.imeche.org/knowledge/industries/energy-environment-and-sustainability/news/Sustainable-Lifestyles>  All levels  <https://www.regenerative.com/sustainable-living>  Good for all levels  <http://www.dummies.com/how-to/content/working-toward-a-more-sustainable-environment.html> |
| **Argyfyngau naturiol a dynol**  ***Natural and human disasters*** | Good visual explanation of natural disasters – good for all levels  <http://www.bbc.co.uk/science/earth/natural_disasters>  Good visual explanation  <http://environment.nationalgeographic.com/environment/natural-disasters/>  Flooding 2014  <http://www.metoffice.gov.uk/research/news/2014/uk-storms-and-floods>  Includes video footage  <http://www.tsunami2004.net/tsunami-2004-facts/>  Earthquake – includes video footage  <http://www.stuff.co.nz/entertainment/tv-radio/65749617/christchurch-earthquake-documentary-going-nationwide>  Fires  <http://www.bbc.co.uk/news/world-australia-30706391>  Excellent ppt – good resource for all levels  <http://www.slideshare.net/Hareem_syed/man-made-disasters-29200696> |
| **Maeth**  ***Nutrition*** | Can be adapted for all levels  <http://www.dummies.com/how-to/health-fitness/diet-nutrition/understanding-diet-nutrition.html>  Level 3  <http://nutritiondata.self.com/>  Good for all levels  <http://authoritynutrition.com/top-10-nutrition-facts/> |
| **Tlodi**  ***Poverty*** | Visual – good discussion starter  <http://www.poverty.com/>  Level 3  <http://education-portal.com/academy/lesson/what-is-relative-poverty-definition-causes-examples.html>  Can be adapted for all levels  <http://www.eapn.eu/en/what-is-poverty/poverty-what-is-it> |
| **Ffactorau perthnasol**  **Relevant factors** | Educational Document on Global Citizenship including Skills and activities. All levels.  <http://www.oxfam.org.uk/~/media/Files/Education/Global%20Citizenship/education_for_global_citizenship_a_guide_for_schools.ashx>  Educational document on controversial issues includes activities. All levels.  http://www.oxfam.org.uk/~/media/Files/Education/Teacher%20Support/Free%20Guides/teaching\_controversial\_issues.ashx  Web site links for Citizenship education  [www.tes.co.uk/teaching-resource/Websites-Useful-for-Citizenship-Education-6029651](http://www.tes.co.uk/teaching-resource/Websites-Useful-for-Citizenship-Education-6029651)  Education for Global Citizenship includes video clips and resources. Can also navigate to other relevant resources. All levels and can choose level.  <http://www.bbc.co.uk/education/subjects/z3ckjxs>  Large document about legal rights. Contains background information, lesson plans, and activities. Can be adapted for all levels.  <http://www.amnesty.org.uk/sites/default/files/book_-_right_here_right_now_0.pdf>  Resources for Government and Parliament. Option to choose any level, resource and teachers guide.  <http://www.parliament.uk/education/teaching-resources-lesson-plans/parliament-and-government-whiteboard/> |

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| **Sgiliau Penodol i’r Heriau – Her y Gymuned**  ***Challenge Specific Skills- Community Challenge*** | | |
| **Lefel**  **1 a 2**  ***Level***  ***1 and 2*** | **Manteision bwrw ati i helpu yn y gymuned leol**  ***Benefits of actively helping in the local community*** | Excellent for all levels  <http://www.helpguide.org/articles/work-career/volunteering-and-its-surprising-benefits.htm>  All levels  <http://kidshealth.org/parent/positive/family/volunteer.html> |
| **Nodi anghenion yn y gymuned leol**  ***Identification of needs in the local community*** | Can be used for all levels  <http://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main>  Level 3  <http://www.etu.org.za/toolbox/docs/organise/needs.pdf> |
| **Empatheiddio â phobl o wahanol oedrannau, cefndiroedd a sefyllfaoedd**  ***Empathise with people of different ages, backgrounds and situations*** | Good explanation of what empathy is  <http://www.skillsyouneed.com/ips/empathy.html> |
| **Dadansoddiad llwybr critigol**  ***Critical path analysis*** | Templates for SWOT, agenda-minutes.  <http://thecriticalpath.info/free-pm-templates/>  Clip on what critical path analysis is and how it works.  <http://whatis.techtarget.com/definition/critical-path-method-CPM> |
| **Lefel**  **3**  **Level**  **3** | **Manteision bwrw ati i helpu yn y gymuned leol**  ***Benefits of actively helping in the local community*** | Excellent for all levels  <http://www.helpguide.org/articles/work-career/volunteering-and-its-surprising-benefits.htm>  All levels  <http://kidshealth.org/parent/positive/family/volunteer.html> |
| **Nodi anghenion yn y gymuned leol**  ***Identification of needs in the local community*** | Can be used for all levels  <http://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main> |
| **Empatheiddio â phobl o wahanol oedrannau, cefndiroedd a sefyllfaoedd**  ***Empathise with people of different ages, backgrounds and situations*** | Good information, but quite long winded. Level 3  <https://www.communities.qld.gov.au/resources/childsafety/practice-manual/prac-paper-working-cald.pdf>  Level 3  <http://www.mindtools.com/pages/article/newLDR_75.htm> |
| **Dadansoddiad llwybr critigol**  ***Critical path analysis*** | Templates for SWOT, agenda-minutes.  <http://thecriticalpath.info/free-pm-templates/>  Clip on what critical path analysis is and how it works.  <http://whatis.techtarget.com/definition/critical-path-method-CPM> |

Pwyntiau cychwynnol? / Starting Points?

* Syniadau Mawr Cymru / *Big Ideas Wales* (E + E)
* Gyrfa Cymru / *Careers Wales* (E + E)
* TES (Times Educational Supplement) -all
* ACRO model (E + E)
* Barclays Lifeskills
* BBC (GC, CC E+E)
* BBC iWonder (GC, CC, E+E)
* Uniview.co.uk
* TED talks
* Oxfam (GC), Save the Children (GC)
* mathsbetterexplained.com (numeracy)