

ACL update no 29

Dear All

Attached to this weeks update is the latest information on the UK Threat level information

If you come across anything that you think would benefit other providers do please let me know and I will add it to the weekly updates. Please do share what you think is relevant to your contacts.

Please do contact us if you need anything else.

Keep safe and well

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HA upcoming CPD Events

New dates for Safeguarding and British Values coming next week, along with further CPD opportunities.

Digital Hints and Tips

- Pre-work try setting independent learning activities for learners to do in their own time and then use session time to discuss and explore what they have learned.
- Try using the wordcloud feature of mentimeter (<https://www.mentimeter.com/>) to get learners contributing at the start of a session (free)

Personal Development recommendations

Future Learn: Teaching English Online. The course is free although there is an option to pay for a certificate:-

<https://www.futurelearn.com/courses/online-tutoring>

If you are not an ESOL tutor you might still find some of it would be useful as it refers to a range of useful tools such as; memrise, quizlet, book creator, sms generator and flipgrid to name a few.

There are also some other free courses on Future Learn which might also be useful

<https://www.futurelearn.com/courses/teach-online>

<https://www.futurelearn.com/courses/blended-learning-getting-started>

Latest Government Information

The Department for Education has published guidance about [COVID-19 in educational settings for staff, parents and carers, pupils and students](#) on GOV.UK.

Please check GOV.UK regularly for updates.

Quality Audit Reviews

A huge thank you to you all for the previous audit files, there was some really excellent examples of work carried out from learners and tutors during a difficult time, please convey our thanks to all your tutor teams.

As the Autumn Term ends, it is that time of the term when Quality Audits are carried out on tutor files and courses that have been completed. We are mindful of the current lockdown and will be considering these factors when reviewing the files.

The dates set aside to carry out the audits are as follows: week commencing the 23rd of November:

The end of the term extensions can be made where extra time is required to gather information, but it is hoped your audit will have taken place prior to your next contract visit.

A reminder of what will be audited is listed below.

- **Registers**
- **Course Information Leaflet**
- **RARPA (Recognising and Recording Progress and Achievement)**
- **Scheme of Work**
- **Health & Safety Risk Assessment signed and dated**
- **What the intent of the courses were**
- **How the courses were implemented**
- **Identify the impact the delivery of courses had for learners**
- **Review of learner's work**
- **Learners destinations**
- **Outstanding actions from previous audit or observations**

In addition to the above evidence, the audit will report on where activities and documents support the following Policies:

- **Safeguarding**
- **Prevent**
- **British Values**
- **Health and Safety including internet e safety**
- **Equality and Diversity inclusion**

We encourage Tutors to save information of discussions, learners work that has taken place outside their sessions which supports details of learners progress and to include this information in their course files to support where possible to evidence the 3 I's, **Intent, Implementation , Impact**. To ensure GDPR is met please remove personal or full details of the person i.e. email address and full name when submitting any evidence to support quality of delivery.
