

## ACL update no 28

Dear All

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

- Principles of online learning 17<sup>th</sup> November 3-4pm  
<https://www.eventbrite.co.uk/e/119443941043>

January dates for Safeguarding and British Values coming soon.

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### 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 comes to a close, 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 23<sup>rd</sup> 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.

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## Digital Hints and Tips

For all craft tutors a recommendation from Learning in Libraries is to set up a WhatsApp group for your class where they can take a photo of their art/craft and you can give instant feedback. Do make sure that learners are happy to join this and there are no safeguarding concerns about identification and sharing of numbers.

Do not forget if you are using two cameras you can pin video, so your demonstration camera is shown continually to learners

Waiting room – if you are giving learners a screen break then you can move them into the waiting room. You can also use this for when you want to do 1:1 support during a longer session, all others are in the waiting room so that only you and the learner you are speaking to are in the main meeting.

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## **VLE**

Some users have had an 'Error reading from Database' message when logging into the VLE. This seems to be an issue with HCC sites being backed up by IT during the early morning and evening. If you get this message do not worry, just try to log in again a little later. We are working to resolve this issue.

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## **World Kindness Day**

Today (13<sup>th</sup> Nov) is World Kindness Day, we all need a little bit of kindness and ideas of how to spread kindness can be found on [http://kindnessuk.com/acts\\_of\\_kindness.php](http://kindnessuk.com/acts_of_kindness.php)