ACL update no 18

Dear All,

This week's update includes information about Mesma updates which will help you with your SAR. 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

Wendy Scott

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Mesma Software Update

Please note when working on the InsightQ application, that colleagues at Mesma have introduced a few new features. Two that seem to be affecting colleagues are; that you will get a message prompting you to save your work every 15minutes; and you will be timed out after 20 minutes of inactivity. If I have read the updates correctly, if you have not saved prior to time-out you may lose your work. If you have already noticed these changes and they are causing difficulty please could I ask that you message Mesma direct using the 'chat' function in bottom right hand corner of the screen, as they are always keen to receive feedback.

Other new features across the application (these will benefit us as we move into the new year)

New tagging feature - created an additional set of quality improvement tags to help group your data into common themes. For more info see Help and Releases 14th August on the MESMA site.

New flexibility on improvement plans. - With more and more of people wanting to reduce paper downloads Mesma have made more of your data available to view on the Summary, Detailed and Archived view pages of your improvement plan. For example; you can show your progress note column and the system will pull through the last progress note onto your plan pages. All you need to do is decide the columns you want your team to see and ask your administrator to update preferences.

SAR reminder
The deadline for completing your SAR (if not done so already) is 4ᵗʰ September

PREVENT update
You will find attached to this update the latest South East newsletter. There are some useful links relating to maintaining safety with online learning. You will also find attached details of an app 'ACT App' which will give you links to updates, guidance on threat levels, reporting of incident (and more)

Single Central Register
Please can all settings send in their updated Single Central Register for 2020/20 by 1ˢᵗ September 20 to Wendy Scott.   We will be using this to generate a tutor list for each setting and to allocate observation numbers for the coming year. Recommended courses for staff updating are on our VLE pages.

Digital hints and tips
Split screen: if you are needing to view a document during your online session you could use the split screen feature. Click on the relevant window you want to move and then use the Windows key and the left or right arrow key at the same time. This will move that screen and give you a choice of which screen you want to see on the other side. If you are in Tablet mode it does not work. This will enable you to have the video stream on one half of the screen and a document open on the other half of the screen.

Maintaining eye contact – try and avoid looking down at notes/resources. If you need prompts or handouts, then have them displayed next to your screen or have them open electronically. If you have then on your computer, you could then screen share with learners so they have a visual focus.
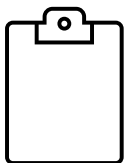
Tutor Training Needs Survey
Please ask all tutors who are likely to be delivering on Hampshire Achieve funded courses to complete the survey in the link below. This will help us to provide suitable CPD activities for tutors. The closing date for the survey is 4ᵗʰ September.

ACL tutor training needs survey

VLE for New Staff members
Please contact Kevin Rhodes if you need a VLE login for new members of your team (kevin.rhodes@hants.gov.uk).

If anyone if having difficulty with the VLE then Kevin R is the first point of contact

Actions for staying safe and productive:

1) Read or listen to a book from Hampshire's digital library

https://www.hants.gov.uk/library

2) Make a list of things you'd like to do after COVID-19

Your goals could reflect both day to day tasks and work, plus challenging and stretching targets. These can be personal or professional.