

ACL update no 17

Dear All,

Thank you to everyone who sent out the digital learning survey, we will be sharing the results of this with you by the end of August.

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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Quality Documentation

Our updated quality documentation is now available on the VLE, including links to the electronic version of QD16c and QD19. As noted last week there are no major changes to the documentation, you will find they now have our logo on them and the date in the footer has been updated. You will find guidance on how to complete some of the forms on the VLE under [Tutor Handbook](#)

Digital hints and tips

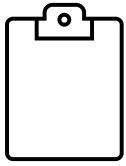


Spotlighting a learner's work: To spotlight, you need at least 3 participants in the meeting with their video on and can only be done by the host. Tap Manage Participants on the Zoom Room Controller. Tap the Host or Participant's name > tap Pin or Spotlight Video.

Playing music through your live stream in zoom <https://support.movegb.com/im-an-activity-provider>

How to play music over your Live Stream on Zoom

1. Step 1: When you join your meeting before the customers attend, click **on** the “share” button at the bottom of the page. ...
2. Step 2: Click **on** the “advanced” option tab at the top of the screen. ...
3. Step 3: Click **on** the middle option, “**Music** or Computer Sound Only”. ...
4. Step 4: **Play music** from whichever app or website you want.



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](#)

Actions for staying safe and productive:

1) Ask your family or friends about their thoughts and feelings

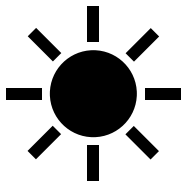
If you know someone struggling with their mental health, there are lots of things you can do. Find out how you can help and support them. We also have specific tips and expert advice to help them look after their mental health and wellbeing if they are worried or anxious about coronavirus (COVID-19):

<https://www.nhs.uk/oneyou/every-mind-matters/helping-others/>

2) Find out more about a person that inspires you

Find some expert speakers below and watch their talks to find out more:

<https://www.ted.com/talks>



Stay well in the heatwave

It's official - it's going to be a scorcher! The Met Office has forecast heatwave conditions from midday on Thursday to Sunday morning so make sure you follow simple advice for looking after yourself and those around you, especially those who are vulnerable to the heat such as babies and very young children, older people and people with pre-existing medical conditions.

Even people who are usually fit and well need to take particular care during a heatwave. Dehydration, heat exhaustion and heatstroke can affect anyone. The Department of Health has issued advice which is particularly important for those in the high risk groups:

Stay out of the heat:

- Keep out of the sun between 11.00am and 3.00pm;
- If you have to go out in the heat, walk in the shade, apply a high SPF sunscreen and wear a hat and/or light scarf;
- Avoid extreme physical exertion;
- Wear light, loose-fitting cotton clothes.

Cool yourself down:

- Have plenty of cold drinks, and avoid excess alcohol, caffeine and hot drinks;
- Eat cold foods, particularly salads and fruit with a high water content;
- Take a cool shower, bath or body wash;

- Sprinkle water over the skin or clothing, or keep a damp cloth on the back of your neck.
- Keep your environment cool:
- Keep your living space cool – this is especially important for infants, the elderly or those with chronic health conditions or who can't look after themselves;
- Place a thermometer in your main living room and bedroom to keep a check on the temperature;
- Keep windows that are exposed to the sun closed during the day, and open windows at night when the temperature has dropped;
- Close curtains that receive morning or afternoon sun. However, care should be taken with metal blinds and dark curtains, as these can absorb heat – consider replacing or putting reflective material in-between them and the window space;
- Turn off non-essential lights and electrical equipment – they generate heat;
- Keep indoor plants and bowls of water in the house as evaporation helps cool the air;
- If possible, move into a cooler room, especially for sleeping;
- Electric fans may provide some relief, if temperatures are below 35°C.

What to do if you or someone you know is unwell:

For more information on heat-related illnesses and what to do should you or someone you know feel unwell visit [NHS Choices](#). Alternatively, call NHS 111 or a GP. Call 999 in an emergency.

It is best to cancel all non-essential travel in the heatwave but if you must travel, acquaint yourself with the [AA's advice](#) for planning ahead to avoid congestion, keeping everyone cool in hot cars and spotting poorly passengers.

