|  |  |
| --- | --- |
| **A picture containing drawing  Description automatically generated** | **A close up of a sign  Description automatically generated** |
| **Digital Development Programme for Adult Community Education Providers (Digital ACE)** |
| **Collation of links to Digital ACE resources** |

This document provides an overview of Digital ACE resources and a summary of links to materials that are available online via [Digital ACE | Holex](https://holex.org.uk/digital-ace/).

1. Policy Guidance Materials

# **Policy guidance resources** [page](https://holex.org.uk/digital-ace-policy-guidance/).

# Our Digital ACE Policy guidance materials aim to provide the ideas and prompts that providers need to consider when adapting their current policies or developing bespoke policies for their online and/or blended learning provision. Not all elements will be relevant to all services, so the materials provide a framework of ideas for providers to consider.

Policy Guidance document

* Click to download our Digital ACE Policy guidance materials as a Word document [here](https://holex.org.uk/wp-content/uploads/2020/09/Digital-ACE-Policy-FINAL_280920.docx).
* Alternatively, you can view a pdf version of the Policy Guidance Materials [here](https://holex.org.uk/wp-content/uploads/2020/09/Digital-ACE-Policy-FINAL-PDF.pdf). Note that the hyperlinks won’t work in this pdf version.

Annexes

Click on the below links to download our customisable annexes. These are available for you to ‘adopt and adapt’.

* Annex 1 – [Carrying out a need analysis](https://holex.org.uk/wp-content/uploads/2020/09/Annex-1-Carrying-out-a-need-analysis-1.docx)
* Annex 2 – [Checklist for implementing your digital policy](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-2-Checklist-for-implementing-your-digital-policy.docx)
* Annex 3 – [Southend Adult Community College Digital Mission and Values](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-3-Southend-Adult-Community-College-Digital-Mission-and-Values.pptx)
* Annex 4 – [Sutton College of Adult Education Digital Strategy 2020-2023](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-4-Sutton-College-of-Adult-Education-Digital-Strategy-2020-2023.docx)
* Annex 5 – [Further examples of visions and policy goals for digital ACE](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-5-Further-examples-of-visions-and-policy-goals-for-digital-ACE.docx)
* Annex 6 – [Barnsley Adult & Family Learning’s Acceptable Use Policy Agreement for internet & email](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-6-Barnsley-Adult-Family-Learnings-Acceptable-Use-Policy-Agreement-for-internet-email.docx)
* Annex 7 – [Thurrock Adult Community College’s Learner Digital Entitlement](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-7-Thurrock-Adult-Community-Colleges-Learner-Digital-Entitlement.docx)
* Annex 8 – [Southend Community College Video Conference Policy](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-8-Southend-Community-College-Video-Conference-Policy.docx)
* Annex 9 – [ACL Essex’s Remote Learning Policy – Policy implementation for ACL Learners](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-9-ACL-Essex-Remote-Learning-Policy-%E2%80%93-Policy-implementation-for-ACL-Learners.docx)
* Annex 10 – [Southend Community College Guidance Note for staff on working from home](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-10-Southend-Community-College-Guidance-Note-for-staff-on-working-from-home.docx)
* Annex 11A – [ACL Essex Remote Learning Policy – Policy implementation for ACL staff](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-11A-ACL-Essex-Remote-Learning-Policy-Policy-implementation-for-ACL-staff.docx)
* Annex 11B – [ACL Essex’s Remote Learning Policy (in full)](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-11B-ACL-Essex-Remote-Learning-Policy-in-full.pdf)
* Annex 12 – [Southend Adult Community College Safeguarding Policy Addendum](https://holex.org.uk/wp-content/uploads/Digital_ACE/01_Policy/Annex-12-Southend-Adult-Community-College-Safeguarding-Policy-Addendum.docx)
1. [Safeguarding and Prevent](https://holex.org.uk/digital-ace-safeguarding-prevent/) Guidance Materials

Safeguarding and Prevent resources[page](https://holex.org.uk/digital-ace-safeguarding-prevent/)

Our Digital ACE Safeguarding and Prevent guidance materials aim to supply providers with enough information to review and adapt their approach to safeguarding and Prevent to ensure that they are keeping learners, staff, partners and visitors safe in an online model.

This guidance also provides links to examples of good practice and more in-depth analysis of approaches to safeguarding and Prevent relevant to online delivery.

The guidance assumes that all practitioners already have robust policies and processes around safeguarding and Prevent, and it builds on the existing good practice in organisations.

Safeguarding and Prevent Guidance Document

* Click to download our Digital ACE Safeguarding and Prevent guidance materials as a Word document [here](https://holex.org.uk/wp-content/uploads/2020/10/Digital-ACE-Safeguard-Prevent-Guidance-Materials-FINAL_06Oct20.docx).
* Alternatively, you can view a pdf version of the Safeguarding and Prevent Guidance Materials [here](https://holex.org.uk/wp-content/uploads/2020/10/Digital-ACE-Safeguard-Prevent-Guidance-Materials-FINAL_05Oct20.pdf). Note that the hyperlinks won’t work in this pdf version.

Annexes

Click on the below links to download our customisable annexes. These are available for you to ‘adopt and adapt’.

* Annex 1 – [Online Safeguarding Review (Audit)](https://holex.org.uk/wp-content/uploads/2020/10/Annex-1-Online-safeguarding-Self-review.docx)
* Annex 2 – [Southend Adult Community College’s Safeguarding Policy Addendum](https://holex.org.uk/wp-content/uploads/2020/10/Annex-2-Southend-Safeguarding-Policy-Addendum.docx)
* Annex 3 – [ACL Essex’s Prevent and Safeguarding Strategy Risk Assessment](https://holex.org.uk/wp-content/uploads/2020/10/Annex-3-ACL-Essex-Prevent-Safeguard-Strategy-RA.docx)
* Annex 4 – [Gateshead LearningSkills’s Home Working Policy](https://holex.org.uk/wp-content/uploads/2020/10/Annex-4-Gateshead-LS-Home-Working-Guidance.docx)
* Annex 5 – [Gateshead Council’s Home working Guidance](https://holex.org.uk/wp-content/uploads/2020/10/Annex-5-Gateshead-Council-Homeworking-Guidance.pdf)
* Annex 6 – [Southend’s FAQ’s – from virtual Safeguarding surgery](https://holex.org.uk/wp-content/uploads/2020/10/Annex-6-Southend-FAQ-Safeguard-surgery.docx)
* Annex 7 – [Southend’s Safeguarding tips – Staying safe online – avoiding Fraud](https://holex.org.uk/wp-content/uploads/2020/10/Annex-7-Southend-Safeguarding-tips-safe-online.docx)
* Annex 8 – [ACL Essex’s Keeping Safe Newsletter no 2](https://holex.org.uk/wp-content/uploads/2020/10/Annex-8-ACL-Essex-Keeping-us-Safe-newsletter-no-2-.docx)
* Annex 9 – [Stockport Adult Learning’s Knowledge Organiser for learners](https://holex.org.uk/wp-content/uploads/2020/10/Annex-9-Stockport-Knowledge-Orgnaiser-learners.pptx)
* Annex 10 – [Thurrock Adult Community Learning’s Staff blog – staying sane and healthy working online](https://holex.org.uk/wp-content/uploads/2020/10/Annex-10-Thurrock-ACC-staff-blog-working-online.docx)
* Annex 11 – [ACL Essex’s Online links for mental health support](https://holex.org.uk/wp-content/uploads/2020/10/Annex-11-ACL-Essex-links-mental-health-support.docx)
* Annex 12 – [ACL Essex’s Netiquette Guide for Online Courses](https://holex.org.uk/wp-content/uploads/2020/10/Annex-12-ACL-Essex-Netiquette-online-courses.docx)
1. [Developing Digital Resources](https://holex.org.uk/digital-ace-developing-resources/) Guidance Materials

# **Developing Digital Resources** [page](https://holex.org.uk/digital-ace-developing-resources/)

The Developing Digital resources guidance has been drafted to help providers develop their technological solutions, skills, capabilities and policy infrastructure. The project aims to provide guidance materials, training and support which will help providers develop their digital capability and enhance their offer so that it meets the specific contexts of their local provision in line with a national high-quality approach.

Developing Digital Resources Guidance Document

* Click to download our Digital ACE Developing Materials & Resources guidance materials as a Word document [here](https://holex.org.uk/wp-content/uploads/2020/10/Digital-ACE-Develop-Resources-guidance-FINAL09Oct20.docx).
* Alternatively, you can view a pdf version of the Developing Materials & Resources [here](https://holex.org.uk/wp-content/uploads/2020/10/Digital-ACE-Develop-Resources-Guidance-09Oct20FINAL.pdf%20). Note that the hyperlinks won’t work in this pdf version.

Annexes

* Click on the below links to download our customisable annexes. These are available for you to ‘adopt and adapt’.
* Annex 1 – [The 7 Cs of Classroom Climate](https://holex.org.uk/wp-content/uploads/2020/10/Annex-1-The-7-Cs-of-Classroom-Climate-from-John-Hattie.docx) from Visible Learning by John Hattie
* Annex 2 – Buckinghamshire Adult Learning – [How Google Classroom and Google Meet can help support the delivery of online learning](https://holex.org.uk/wp-content/uploads/2020/10/Annex-2-Bucks-Online-Learning-Google-ClassroomMeet.pptx)
* Annex 3 – Buckinghamshire Adult Learning’s [G-suite for online teaching and learning](https://holex.org.uk/wp-content/uploads/2020/10/Annex-3-Bucks-GSuite-for-online-teaching-learning.pptx)
* Annex 4 – Newcastle City Learning (Newcastle City Council) – [Online pedagogy and sharing practice](https://holex.org.uk/wp-content/uploads/2020/10/Annex-4-Newcastle-Online-pedagogy-and-sharing-practice.pptx)
* Annex 5 – Newcastle City Learning (Newcastle City Council) – [Teaching Presence & Student Engagement](https://holex.org.uk/wp-content/uploads/2020/10/Annex-5-Newcastle-Teaching-Presence-student-Engagement.pptx)
* Annex 6 – Buckinghamshire Adult Learning has collated [links for ‘Getting feedback from your learners’](https://holex.org.uk/wp-content/uploads/2020/10/Annex-6-Bucks-links-for-getting-learner-feedback.docx)
* Annex 7 – Newcastle City Learning (Newcastle City Council) – [Guide to being clued up on copyright](https://holex.org.uk/wp-content/uploads/2020/10/Annex-7-Newcastle-Copyright-guide.pptx)
* Annex 8 – [Introductory slides on SCULPT](https://holex.org.uk/wp-content/uploads/2020/10/Annex-8-Worcs-SCULPT-introductory-slides.pptx) which is guidance for staff to create accessible documents for clients, learners and the public developed by staff at Worcestershire County Council. See also, [www.worcestershire.gov.uk/sculpt](http://www.worcestershire.gov.uk/sculpt)
* Annex 9 – Buckinghamshire Adult Learning – [links for online communication](https://holex.org.uk/wp-content/uploads/2020/10/Annex-9-Bucks-links-for-online-communication.docx)
* Annex 10 – Manchester Adult Education Service’s (draft) [blended learning model](https://holex.org.uk/wp-content/uploads/2020/10/Annex-10-The-MAES-draft-blended-learning-model.pdf)
1. [Quality Assurance](https://holex.org.uk/digital-ace-quality-assurance/) Guidance Materials

# **Quality Assurance Guidance** [page](https://holex.org.uk/digital-ace-quality-assurance/)

# Our Digital ACE Quality Assurance guidance materials consider the quality criteria for online/remote learning that runs alongside or is separate to face-to-face learning. The contexts considered are across the spectrum for ACL providers, including adult learning, community learning, family learning, employability provision, apprenticeships, traineeships, 16-19 study programmes and provision for learners with high needs.

Quality Assurance Guidance Document

* Click to download our Quality Assurance guidance materials as a Word document [here](https://holex.org.uk/wp-content/uploads/2021/01/Digital-ACE-Quality-Asssurance-Guidance-Materials-FINALv2_050121.docx).
* Alternatively, you can view a pdf version of the Quality Assurance Guidance Materials [here](https://holex.org.uk/wp-content/uploads/2021/01/Digital-ACE-Quality-Asssurance-Guidance-Materials-FINAL-v2-050121.pdf%20). Note that the hyperlinks won't work in this pdf version.

Annexes

Click on the below links to download our customisable annexes. These are available for you to ‘adopt and adapt’.

* Annex 1 – [Learn Harrow survey questions to learners](https://holex.org.uk/wp-content/uploads/2020/10/Annex-1-Learn-Harrow-survey-questions-to-learners.docx) – considering learners’ overall experience of online learning
* Annex 2 – [Learn Harrow survey questions to teaching staff](https://holex.org.uk/wp-content/uploads/2020/10/Annex-2-Learn-Harrow-survey-questions-to-teaching-staff.docx) – considering their overall experience of delivering online learning. (Q 16 – 19 for questions on IAG)
* Annex 3 – [Bromley Adult Education College – QA of induction and IAG](https://holex.org.uk/wp-content/uploads/2020/10/Annex-3-Bromley-Adult-Education-College-QA-of-induction-and-IAG.docx)
* Annex 4 – [Buckinghamshire County Council online self-assessment for staff](https://holex.org.uk/wp-content/uploads/2020/10/Annex-4-Buckinghamshire-County-Council-online-self-assessment-for-staff.docx) – considering staff’s digital skills
* Annex 5 – [ACL Essex survey to learners](https://holex.org.uk/wp-content/uploads/2020/10/Annex-5-ACL-Essex-survey-to-learners.docx) – considering learners’ online learning experience.
* Annex 6 – [Northern College guidance for tutors OTL for online learning](https://holex.org.uk/wp-content/uploads/2020/10/Annex-6-Northern-College-guidance-for-tutors-OTL-for-online-learning.docx) – considering amendments to current session observation processes.
* Annex 7 – [The DfE evaluation criteria for its Skills Toolkit courses](https://holex.org.uk/wp-content/uploads/2020/10/Annex-7-The-DfE-evaluation-criteria-for-its-Skills-Toolkit-courses.docx)
* Annex 8 – [ACL Essex guidance for self-assessment of online provision](https://holex.org.uk/wp-content/uploads/2020/10/Annex-8-ACL-Essex-guidance-for-self-assessment-of-online-provision.docx)
* Annex 9 – [Template for online evaluation for self-assessment](https://holex.org.uk/wp-content/uploads/2020/10/Annex-9-Template-for-online-evaluation-for-self-assessment.docx) – recording an online ‘visit’ to a learning centre for self-assessment.
* Annex 10 – [Learn Harrow quality measures for Covid-19](https://holex.org.uk/wp-content/uploads/2020/10/Annex-10-Learn-Harrow-quality-measures-for-Covid-19.docx) – covering the intent, implementation and impact of the digital provision, in light of the pandemic.
1. [Supporting Low Skilled Learners](https://holex.org.uk/digital-ace-supporting-low-skilled-learners/) Guidance Materials

# **Supporting Low Skilled Learners guidance** [page](https://holex.org.uk/digital-ace-supporting-low-skilled-learners/)

# Our Digital ACE Supporting Low Skilled Learners guidance materials have been drafted to help providers develop their approaches to delivering online or blended learning programmes to low skilled learners.

Supporting Low Skilled Learners Document

* Click to download our Digital Supporting Low Skilled Learners guidance materials as a Word document [here](https://holex.org.uk/wp-content/uploads/2020/11/Digital-ACE-Low-skilled-Learners-Guidance-FINAL-21Oct20v1.1.docx).
* Alternatively, you can view a pdf version of the Digital Supporting Low Skilled Learners guidance materials [here](https://holex.org.uk/wp-content/uploads/2020/11/Digital-ACE-Low-skilled-Learners-Guidance-FINAL-21Oct20-v1.1.pdf). Note that the hyperlinks won’t work in this pdf version.

Annexes

Click on the below links to download our customisable annexes. These are available for you to ‘adopt and adapt’.

* Annex 1 – [Checklist for ground rules for online learning](https://holex.org.uk/wp-content/uploads/2020/10/Annex-1-Checklist-ground-rules-online-learning.docx)
* Annex 2 – [Checklist for study skills for online learning](https://holex.org.uk/wp-content/uploads/2020/10/Annex-2-Checklist-study-skills-online-learning.docx)
* Annex 3 – Manchester Adult Education Service’s [remote initial assessment processes](https://holex.org.uk/wp-content/uploads/2020/10/Annex-3-Manchester-remote-initial-assess-pre-entry-ESOL.docx) for pre-entry ESOL learners.

Case Studies

Click on the below links to access case studies that are referenced within the guidance materials.

* Case study 1: [Working with learners with low level digital skills in a remote learning setting](https://holex.org.uk/wp-content/uploads/2020/10/Case-Study-1-remote-learning-learners-low-level-digital-skills.docx)
* Case study 2: [Engaging learners who have low confidence and low self-esteem to continue their learning during the lockdown period](https://holex.org.uk/wp-content/uploads/2020/10/Case-Study-2-Engaging-learners-to-continue-learning-low-self-confidence-.docx)
* Case study 3: [Pre-entry and entry level ESOL for learners with limited digital skills](https://holex.org.uk/wp-content/uploads/2020/10/Case-Study-3-Pre-entry-entry-ESOL-learners-limited-digital-skill.docx)
* Case study 4: [Engaging reluctant ESOL learners in online delivery sessions](https://holex.org.uk/wp-content/uploads/2020/10/Case-Study-4-Engaging-reluctant-ESOL-learners-online-delivery.docx)
* Case study 5: [Remote delivery of employment programme for learners with learning disabilities](https://holex.org.uk/wp-content/uploads/2020/10/Case-Study-5-Remote-delivery-employment-prog-learning-disabilities.docx)
* Case study 6: [Delivery of online learning to **ESOL, Literacy and Maths** basic skills](https://holex.org.uk/wp-content/uploads/2020/10/Case-Study-6-Delivery-online-learning-ESOL-literacy-Maths-basic-skills.docx)
* Case study 7: [Virtual creative arts delivery](https://holex.org.uk/wp-content/uploads/2020/10/Case-Study-7-Virtual-creative-arts-delivery.docx)
* Case study 8: [Online delivery to entry and pre-entry low skilled learners with low level digital skills](https://holex.org.uk/wp-content/uploads/2020/10/Case-Study-8-Online-delivery-entry-pre-entry-low-skilled-low-level-digital.docx)
* Case study 9: [Using Zoom and Canvas with Entry and Pre-Entry ESOL learners](https://holex.org.uk/wp-content/uploads/2020/10/Case-Study-9-Using-Zoom-Canvas-with-pre-entry-entry-ESOL.docx)
1. [Underpinning Technology](https://holex.org.uk/underpinning-technology/) Guidance Materials

Underpinning Technology Guidance [page](https://holex.org.uk/underpinning-technology/)

Our Digital ACE Underpinning Technologies guidance materials aim to supply providers with enough information to get started on developing a digital offer and to support those who have already started in creating a more sustainable technological base. The guidance also provides links to more in-depth technical critiques of systems and signposts to good systems.

Underpinning Technology Guidance Document

* Click to download our Underpinning Technology guidance materials as a Word document [here](https://holex.org.uk/wp-content/uploads/2020/11/Digital-ACE-Underpinning-Technology-Guidance-03NOV20-Final.docx).
* Alternatively, you can view a pdf version of the Underpinning Technology guidance materials [here](https://holex.org.uk/wp-content/uploads/2020/11/Digital-ACE-Underpinnning-Technology-Guidance-03Nov20-FINAL.pdf). Note that the hyperlinks won’t work in this pdf version.

Annexes

Click on the below links to download our customisable annexes. These are available for you to ‘adopt and adapt’.

* Annex 1 – [Learning Technology Evaluation TEMPLATE](https://holex.org.uk/wp-content/uploads/2020/10/Annex-1-Learning-Technology-Evaluation-TEMPLATE.docx)
* Annex 2 – [How to Guide for learners (GSuite for Education)](https://holex.org.uk/wp-content/uploads/2020/10/Annex-2-How-to-Guide-for-learners-GSuite-for-Education.docx)
* Annex 3 – [How to download a Word document (Google classroom)](https://holex.org.uk/wp-content/uploads/2020/10/Annex-3-How-to-download-a-Word-document-Google-classroom.docx)
* Annex 4 – [Example resources from GSuite for Education](https://holex.org.uk/wp-content/uploads/2020/10/Annex-4-Example-resources-from-GSuite-for-Education.docx)
* Annex 5 – [Kingston – Equipment loan Use agreement – TEMPLATE](https://holex.org.uk/wp-content/uploads/2020/10/Annex-5-Kingston-Equipment-loan-Use-agreement-TEMPLATE.pdf)

1. [Digital ACE Top Tips](https://holex.org.uk/wp-content/uploads/2020/11/Digital-ACE-Top-tips.docx)

For each of the project strands, we compiled the Top Ten tips from the sector for the sector.

Access a summary of our Top Tips [here](https://holex.org.uk/wp-content/uploads/2020/11/Digital-ACE-Top-tips.docx).

