Diary Dates

	2022-23
INSET	Wed 29th March
Service Day	Tues 11th July
	2023-24
INSET	Mon 4th Sept
INSET	Fri 20th Oct
Service Day	Thurs 7th Dec
INSET	Wed 20th March
Service Day	Tues 9th July

You should already have a hold the date email from Bob, if you have a new member of staff joining, please do remember to forward them the dates.

Professional Values and Attributes:

Value and champion diversity, equality of opportunity, inclusion, and social equity

Promoting Equality Diversity and Inclusion

There is a wide range of events planned for February/March with lots of opportunity to promote British Values, as well as EDI.
Further events can be found at Upcoming Awareness Events – Awareness Days Events Calendar 2022 & 2023

Key highlights of suitable events are:
February:
 LGBT+ history month https://lgbthistorymonth.org.uk/
 17th February Random Act of Kindness Day Choose kindness today.

March:
 13th-19 March Neurodiversity Celebration week Neurodiversity Celebration Week (neurodiversityweek.com)
 1st March Shrove Tuesday/Pancake day
 3rd March World Book Day https://www.worldbookday.com/

Want to promote Religious and cultural events to learners? then you can choose to add these to your outlook calendar: Add holidays to your calendar in Outlook for Windows - Microsoft Support

Recommended

Genius Within is a website that provides information on the strengths and weaknesses neurodiverse people may have (under 'Neurodiversity' tab), along with lots of other useful information: Passionate about Neurodiversity - Genius Within

Hear from Vikki Liogier on Effective learning for the next generation
FE News | Effective learning for the next generation

February 2023

Professional Knowledge and Understanding:

Share and update knowledge of effective practice with colleagues, networks and/or research communities to support improvement.

Best Practice examples from recent observations:

Online courses:

If you are teaching anything relating to communication then showcase Professor Mehrabian theory on the importance of non-verbal communication. From this you can also embed maths by looking at percentages. Mehrabian's Communication Theory – BusinessBalls.com

Face-to-face courses:

Why not use current soap stories to illustrate information on Prevent and British Values. Coronation street has recently had a storyline on far-right radicalisation.

Observing a peer is a good way to update your teaching, if you complete a peer observation please complete an informal observation form (attached), to support you with this there is also some guidance (attached)

Teaching Pedagogy:

Barak Rosenshine has created 10 principles that support learning, over the next few editions we will be providing you with key information on each element. These underpin current pedagogical teaching practices. There are four very clear strands that run through the 10 sections – reviewing material, questioning, explaining, and modelling, practice.

Rosenshine's Principle 3 ask questions and 6 check for understanding

Asking questions is as keyway that we check for learning and understanding. Questioning done well enables us to assess all learners, clarify misunderstanding, encourage engagement. Questions enables learners to practice retrieving information, and for the tutor to see how well the material is learned.

Less successful tutors ask, "are there any more questions?", with no questions meaning there are no problems. Less effective tutors ask fewer questions and nearly no 'process questions'. Skilled tutors will use questioning techniques to assess **all** learners, use questions to help learner make connections to previous sessions and learning. The greatest significant of questions is that they strengthen students long term memory.

To learn more about being an expert questioner see the resources and materials on the VLE Course: Effective Questioning (skillsandparticipation.co.uk)

Teaching Glossary: Sequencing

when we talk about sequencing within education, we are referring to how well the course is designed and implemented to that it is logical and builds on previous skills and learning, enabling learners to make connections and strengthen their understanding.

Sequencing is defined as the efficient ordering of the content in order to improve the learners' understanding, and help them achieve the objectives (Morrison, Ross & Kemp, 2007), in other words learning is built upon previous content, linking smaller elements of the curriculum so that learners are able to make connections and gradually build their knowledge and understanding over time to larger concepts. Having a well sequenced course relies heavily on initial assessment and understanding the learners starting points.

In the EIF it states that inspectors will make a judgement based on the extent to which "the provider's curriculum is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment"

Professional skills:
Select and use digital technologies safely and effectively to promote learning.

Digital tools: Wordwall

Wordwall allows you to make custom activities for your classroom including Quizzes, Match ups, word games, and more. Wordwall | Create better lessons quicker

A good way for learners to practice their skills and knowledge without you having to mark any work!

Preparing for Inspection
How well are you prepared for an Inspection?
Many of you are already preparing for our impending inspection and discussing 'hot topics' within your teams, which is great, and to further enhance that we have posed some questions for you to consider, please do discuss with your teams, and to respond to below. We will pose questions for consideration each month.

- How do you ensure that the curriculum content is developing knowledge and skills for learners? Is there planning to ensure that future needs are met? Can you give some examples?
- How effectively has CPD focused on improving teaching and learning?
- How well is learners' progress from starting points monitored?

Please return completed responses by the end of February.

Expectations are that all staff are familiar with the Education Inspection Framework (EIF) and Further Education and Skills Handbook (section 2). You should also be considering in your team meetings how you would answer any of the Ofsted questions that have been circulated.

NB We now have a dedicated page to any materials relating to Inspection on the VLE - Course: OFSTED Guidance & Reports (skillsandparticipation.co.uk)

Meet the Hampshire Achieves Team

Wendy Scott: Development Coordinator (teaching and learning)
Wendy Scott has key responsibilities for observations and CPD workshops. Wendy has worked for Hampshire Achieves for 4 years.
Fun fact: Wendy enjoys all types of 'making things' and used to be a campanologist.

Policy updates

The following policies have been updated and are now available on the VLE

- SEND Policy
-

[Course: Hampshire Achieves Policies and Procedures (skillsandparticipation.co.uk)](#)

Email signatures:

For those who work at EII remember to update your email signature with the new room number 2.26

Education awards: Festival of learning – deadline 15th February 2023

Festival of Learning awards celebrate the best in adult learning and the wide-ranging benefits of learning on individuals, families, communities and employers. The different categories include Individual awards and Tutors awards

The award winners showcase the breadth and depth of the impact learning can have, and we want these stories to encourage more adults to participate in learning. We are calling on you to share similar stories by nominating inspiring adult learners and tutors, and exemplary learning provision and workplace learning for one of our awards.

Before you start your nomination, remember to read the helpful guides - [Festival of Learning 2023 Award nominations - Festival of Learning](#)

Wellbeing

We appreciate that this is a very challenging time for you and all your staff. There are lots of resources out there to help you to support your team with their mental health. We often discuss this in our own staff training. [Our Health and Wellbeing (sharepoint.com)](#)
If you missed any of the January sessions for wellbeing then you can access the materials on SharePoint.
[Previous wellbeing sessions - resources (sharepoint.com)](#)

You will also find attached a handy slide that can be shared with teams and learners for HCC support.

We hope you find these free resources useful:
[Cost of living support - GOV.UK (www.gov.uk)](www.gov.uk)

[Top_Tips_For_Tackling_Employee_Burnout.pdf (mindtoolsbusiness.com)](mindtoolsbusiness.com)

Safeguarding

As tutors you provide an opportunity to support learners in speaking up about their personal situation, which may lead to a disclosure of abuse, including domestic violence.
It is very important that you make information available to learners about support they can access and that you as a tutor know what to do if a learner is at risk of harm or abuse so that you can promote safety and report accordingly.

Hampshire county Council has a dedicated advice line and information on domestic abuse, [Domestic abuse support and information | Health and social care | Hampshire County Council (hants.gov.uk)](hants.gov.uk), as well as training opportunities [Training and events | Health and social care | Hampshire County Council (hants.gov.uk)](hants.gov.uk)

Following feedback, we have updated the online safety posters and provided these in portrait and landscape versions, as well as a slide for ease of inserting into presentations. These updated posters can be downloaded from the [VLE](VLE).

Please remember that safeguarding posters should be visible in all learning environments, with online classes these should be shared electronically. If you wish to have a larger version, then you can use print features to make A3.

Please remember that if there are any safeguarding concerns these should be reported to our designated safeguarding officers
> Dee John
> dee.john@hants.gov.uk
> 07784 264713
> Deborah Copeland
> Deborah.Copeland@hants.gov.uk
> 07926 077442

Remember that all learners should receive information on safeguarding, and we have a designated safeguarding email HAsafeguarding@hants.gov.uk for learners.

Information about safeguarding, prevent and British values can be found on our VLE page [Hampshire S&P: Safeguarding, Prevent and Equality & Diversity (skillsandparticipation.co.uk)](skillsandparticipation.co.uk)

Attachments:
- wordwall Fact file
- QD27 informal observation
- Peer Observation – guidance notes

- HCC Wellbeing slide