



Hampshire Learns Update

Issue Summer 23

Dear All,

This is a special edition of our regular updates and contains essential reading for all staff delivering on our Hampshire Learns and Multiply contracts.

As we draw the academic year to a close, we would like to take this opportunity to thank you for the hard work you all put in to deliver meaningful learning opportunities, and the difference this had made to learners.

Wendy Scott

Safeguarding and Wellbeing

Many of you will be updating your Safeguarding, Prevent and British Values training. To help you reflect on your training needs please complete the SP01 Safeguarding Prevent Promoting British Values self-assessment. For all tutors who start delivery in September the deadline for completion of this is 30th September 2023. (Copy attached)

Should you need additional resource or links to refer learners to then you will find information on the VLE.

Safeguarding information: [Hampshire PALL: All courses \(participationandlifelonglearning.co.uk\)](https://participationandlifelonglearning.co.uk)

Wellbeing resources: [Hampshire PALL: All courses \(participationandlifelonglearning.co.uk\)](https://participationandlifelonglearning.co.uk)

Update of Quality Documentation:

Thank you to those who have provided feedback and suggestions in relation to the quality documentation. The new documentation for 23/24 will be available from 1st August.

[Course: Hampshire Learns \(ACL\) Course Templates \(participationandlifelonglearning.co.uk\)](https://participationandlifelonglearning.co.uk)

We have where possible taken on the feedback we have received, and you will find a list of the document changes attached.

We have listened to your feedback and have tried to reduce the amount of duplication.

You said	We did
HL22a – tutor evaluation. We received several comments regarding duplication, and have looked carefully at how the information requested could be provided in other documentation	For 23-24 HL22a will not be used. Additional detail has been added to the Curriculum Plan to provide a more detailed course reflection.
There is repetition of individual learning goals across documentation.	The only place where individual learning goals (ILG) need to be written out is now on HL16c. For HL16b we have added a column alongside the course objectives for you to indicate that the individual learning objectives have been met.



	The curriculum plan does not need ILG, however you will need to make a note of any adjustments you need to implement.
HL05 Curriculum plan a mixed response to this change, several tutors noted the formatting was difficult to manipulate your information.	We have changed split cells for the individual sessions to whole cells, making it easier for you to add additional rows. We will as per the previous year provide templates for 5-week and 10-week courses, as A4 and A3.

HL19 – learner evaluation

The rating statements have now changed from 1-5 to 1-4. We would like tutors to make a concerted effort to get all learners to complete the end of course evaluation. This can be as a paper copy or an online word document or an electronic form (template on the VLE). If you use the electronic form, you can generate a QR code which enables those with a smart phone to get direct access to the form, whilst in the class session.

Attendance and punctuality

It has come to light that not all tutors are recording lateness on registers, please ensure that you record ALL learners who are late to the session regardless of the reason. The register is a legal document and must be an accurate record of attendance.

Absent learners

Please make sure you are aware of your providers process for contacting learners who were not in the expected session. All learners who are missing should be contacted to find out the reason for absence (unless they have already notified you). HA see this as a safeguarding concern if the whereabouts of learners are unknown.

Progression and enrichment opportunities

As you plan your courses for the autumn term please think carefully as to how you can promote further opportunities for learners to use their new skills/learning. Things that you could promote include local community groups, volunteering opportunities, local support groups, taking part in charity appeals (such as knitting/crochet) other courses either at the same level or at a higher level.

CPD opportunities

Teaching and Learning Conference Thursday 19th October

We are pleased to announce that Geoff Petty will be our Keynote speaker, delivering a session on 'Catch them before they Fall'. The conference will take place in Winchester.

The theme for this year's conference will be Personalisation and Inclusion. There will be a variety of external and internal presenters, and more details and how to book will be circulated in September.

Our Autumn term CPD calendar will be released towards the end of August so do look out for it.



Tutor Survey

Thank you to those who completed our tutor survey. Individual providers have been given a copy of the responses for their own provision. The Key headlines from this survey are as below;

- Response rate of 66% (65 responses up from 42)
- 86% (56) felt **well supported** working for their provider (up from 82%),
- 93% (61) of tutors were offered **CPD opportunities**, this is an increase from 76% last year.
- 83% (54) said that the provider is **well led and managed**, this is an improvement from 72% in 2022.
- 85% (55) agree that their provider is **considerate of their well-being**, this is an improvement from 2022 when the response was 76%.

SAR and QIP

It is soon coming around to that time again when we start to think about finalising the provision type SARs that you have been contributing to over this last academic year, which I hope will not be too onerous a task as most have started to populate SAR narrative and stats within the Evaluate module of the Mesma GenII software. Prior to writing your final SAR, please do not forget to update all current QIP activity as this may inform your writing.

The cut-off date for your final SAR is 4th August. This date is non-negotiable to give colleagues time to review all SARs and translate this into the overall Adult Learning SAR for our Adult Learning provision.

Please do add any areas for improvement identified for 23/24 into Improve within GenII as this will be monitored through summaries on provider returns and at Performance and Quality meetings.

Any questions re SAR timeline or clarification in using GenII, please ask either Kevin Rhodes, Mesma colleagues via the online chat, or Sue Muldowney (please note that Sue is on annual leave from 3rd to 18th August).

Next Edition

In our next edition you will have a summary of our summer terms learner experiences from our learner survey.

Further details of our upcoming conference.

Information on types of intelligence identified by Howard Gardner

Policy Updates

You will find the most recent policies on our VLE page.

[Course: Hampshire Achieves Policies and Procedures \(participationandlifelonglearning.co.uk\)](https://participationandlifelonglearning.co.uk)

Attachments

- Quality documentation update list
- SP01 Safeguarding Prevent Promoting British Values self-assessment.