

Hampshire Achieves Update

January 2024

Diary Dates

2023-24	
INSET	Wed 20th March
Service Day	Tues 9th July
20024-25	
INSET	Tuesday 3 rd Sept
Teaching and learning conference	Wednesday 23rd October
Service Day	Thursday 5 th Dec
INSET	Wednesday 19 th March
Service Day	Monday 7th July

Dates for 2024-25 have now been confirmed, please ensure that you plan your classes and any leave around these dates to avoid missing these.

Please note that there is some variation on INSET dates with secure and specialist colleagues. 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 January/February with lots of opportunity to promote British Values, as well as EDI.

Key highlights of suitable events are:

January

21st World Religion Day
 24th International Day of Education
 27th International Holocaust Remembrance Day

February

1st - 29th LGBTQ+ History Month
 6th Safer Internet Day
Race Equality Week 5-11th February
 The theme for this year's Race Equality Week is [#ListenActChange](#).
 20th World Day of Social Justice

February has lots of opportunities to promote culture awareness, as well as themes relating to mental health, so please do look at what you could use to enhance your learner's knowledge and understanding.

Further events can be found at [Awareness Days Events Calendar 2024](#)

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](#)

Neurodiversity Week 18-24 March 2024

[Neurodiversity Celebration Week Website](#)

[Neurodiversity Celebration Week 2023 Highlights](#)

December 2023



EDI resources

Kevin Rhodes has been working with a number of tutors to produce resources using Articulate, those resources that relate to EDI or wellbeing can now be found on the VLE

[Course: EDI Resources \(participationandlifelonglearning.co.uk\)](https://participationandlifelonglearning.co.uk)

Professional Knowledge and Understanding:

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

CPD opportunities in January/February

Clarity of Purpose	23 rd January 1:30-3:00 PM	This session will help you ensure that your sessions are objective focused and that learning objectives are SMART, which will help you capture the impact of your course and aid assessment of learning.
RARPA + Quality Documentation	2 nd February 10 AM-12 PM	An opportunity to go through curriculum plans and learner tracking documents and ask questions relating to the expected level of completion.
Promoting British Values	13 th February 6-7:30 PM	A workshop discussing how British values can be promoted within adult community learning
Rosenshines Principles	20 th February 1:30-3 PM	A look at a key pedagogical approach to teaching, which underpins our approach to teaching learning and assessment.
Assessment of learning	29 th February 1-3 PM	A review of effective ways to assess learning, incorporating Rosenshine's principles.

Booking links can be found in the attached calendar.

Best Practice examples from recent observations:



Face-to-face courses: course learning objectives displayed on the wall for every session, with annotation of when covered.

Ask learners to recall the learning objectives rather than the tutor reminding them of these, keeps the course objective focused



ESOL class: provide opportunities for learners to practice their writing by inviting learners to write their answers on flipchart paper at the front of the class or in smaller groups.

Maths: Provide learners with examples of common mistakes, getting learners to identify these helps to reinforce learning, and develop exam techniques for checking work.

Professional Knowledge and Understanding:

Critically review and apply your knowledge of educational research, pedagogy, and assessment to develop evidence-informed practice.

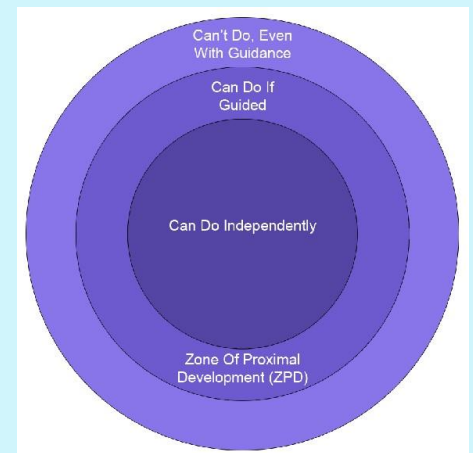


Teaching Pedagogy: Zone of Proximal Development

The zone of Proximal Development is a key aspect of Lev Vygotsky's theory of learning and development. The Zone of Proximal Development is defined as the space between what a learner can do without assistance and what a learner can do with adult guidance or in collaboration with more capable peers. It defines three states that learners may be in- comfort, stretch and panic. The comfort zone is what a learner can do with no support, stretch zone is what they can do with support (scaffolding), and panic zone what they do not yet have the tools/knowledge to achieve.

As tutors we need to ensure that learning is neither too easy (comfort zone) or too challenging (panic zone). The most effective learning takes place when learners are within the stretch zone.

To be able to fully support learners we need to ensure that we know their starting points, any barriers to learning. This way we can provide appropriate support through our delivery and the use of peer support, enabling learners to experience success and achievement. As learning takes place the Zone of Proximal Development will change, so it is important for us to build in regular assessment of learning opportunities, so that they learner continues their learning journey and continues to be challenged.



[The Zone of Proximal Development: A teacher's guide \(structural-learning.com\)](https://structural-learning.com/the-zone-of-proximal-development-a-teacher-s-guide/)
[Vygotsky's Theory \(structural-learning.com\)](https://structural-learning.com/vygotsky-s-theory/)

Teaching Glossary: Works



Within the courses that Hampshire Achieves funds for adult learners there are several distinct funding routes, Works, Thrives and Multiply.

The Works category is for courses that deliver targeted learning programmes to support people into employment. It will include support for English, maths, and digital skills.

Works will also look to support Over 50s who are looking to return to employment. If your course code has a 'W' in it, then you are probably delivering a course that is funded under this category. The intent of these courses are that we are supporting adults to achieve economic wellbeing and quality of life.

Linking into Hampshire County Council priorities of serving Hampshire residents to that:

- Hampshire maintains strong and resilient economic growth and prosperity.
- People in Hampshire live safe, healthy, and independent lives.
- People in Hampshire enjoy a rich and diverse environment.
- People in Hampshire enjoy being part of strong, inclusive, resilient communities.

Professional skills:

Select and use digital technologies safely and effectively to promote learning.

Digital tools: Blush

A tool to add colour and creative elements to your presentations and resources. See attached factsheet for more information. [Blush: Illustrations for everyone](#)



Moving towards Outstanding

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.

If you would like to research more on how to meet outstanding expectations, then do look on the VLE.

[Course: OFSTED Guidance & Reports \(participationandlifelonglearning.co.uk\)](https://participationandlifelonglearning.co.uk)

2023/24 Self-Assessment Report

SAR templates have now been created in Mesma, ready for the Autumn term submission, for which the deadline is 23rd February.

Wellbeing

[HantsHeadlines - Health & Resilience Guide HCC.pdf - All Documents \(sharepoint.com\)](#)

Be Active move your body to feel good, both physically and mentally.

Any activity that gets you moving or enjoying the great outdoors is good for wellbeing including walking, gardening, having a kickabout in the park or simply taking the stairs.

There are mood-boosting benefits to being active as well as health gains.

To make an activity work for you, make sure it's one you enjoy and break it down into manageable steps, building up over a few weeks or months. Finding an exercise buddy can also be motivating so consider sharing an activity with a friend.

Be Active in 30 minutes:

- Visit [Get Fit for Free](#) for tips to get you started
- Take a look at [Energise Me](#) for tips on how to get active
- Check out [We Are Undefeatable](#) which supports people with long-term health conditions to be active in ways which work for you



[Five ways to Wellbeing | Health and social care | Hampshire County Council \(hants.gov.uk\)](#)

Need help and support with your wellbeing? There are links to organisations on our VLE page [Hampshire PALL: All courses \(participationandlifelonglearning.co.uk\)](#)

Mental Health First Aiders

A number of staff are now Mental Health First Aiders, should you find that you or a colleague are in need of support then please contact one of the team below, who will be able to guide you to support.

- Alison Long alison.long@hants.gov.uk
- Mikaela Collins mikaela.collins@hants.gov.uk
- Rachel McCarthy rachel.mccarthy@hants.gov.uk
- Wendy Scott wendy.scott2@hants.gov.uk
- Stacey Allan stacey.allan@hants.gov.uk
- Debi Copeland deborah.copeland@hants.gov.uk



Safeguarding:

Please remember that learners should have access to safeguarding information at every lesson, make sure you include our safeguarding slide in your presentations, including online safety reminders.

If you are aware of a safeguarding concern, please report this 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 PALL: All courses \(participationandlifelonglearning.co.uk\)](https://participationandlifelonglearning.co.uk)

EBS Update

Reminder on Residency Qualification

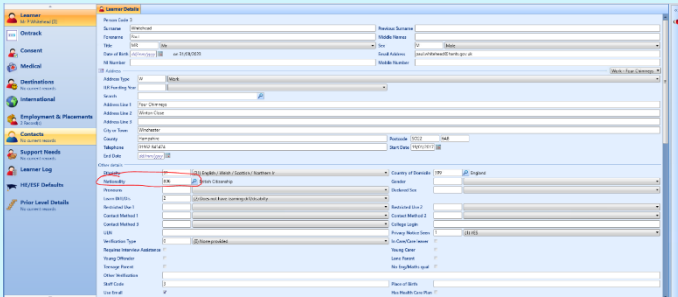
The full rules governing learner eligibility are too complex to be summarised on the enrolment form or indeed in these guidance notes. UK nationals and other persons with right of abode, resident in areas of England outside of devolved authority areas, undertaking ESFA funded AEB, that have been ordinarily resident in the UK for at least three years on the first day of learning are eligible for funding. If a learner ticks NO, then you will need further information to confirm eligibility. It is the responsibility of the provider to confirm the learner's eligibility and to ensure that the ESFA's Adult Education Budget [Funding Rules 2023/24](#) are met in this and every other respect.

The 2023/24 ACL enrolment includes extra criteria in the Eligibility section as follows

Eligibility	
Courses are provided free of charge to eligible learners. Please tick which of the following eligibility criteria apply:	
Do not have a Full Level 2 qualification <input type="checkbox"/>	Have a learning difficulty or disability <input type="checkbox"/>
Receive Income Support / Universal Credit <input type="checkbox"/>	Earn less than £20,319 annual gross salary <input type="checkbox"/>
Have school-aged children who qualify for Free School Meals <input type="checkbox"/>	Currently unemployed and seeking work <input type="checkbox"/>
At risk of / have mental health needs <input type="checkbox"/>	At risk of redundancy <input type="checkbox"/>
Do you have refugee status? Yes <input type="checkbox"/>	
Have you been granted leave to remain in the UK under any of the following schemes:	
Afghanistan <input type="checkbox"/>	Hong Kong <input type="checkbox"/>
	Ukraine <input type="checkbox"/>

The normal 3-year residency rule does NOT apply to learners granted leave to remain in the UK under the schemes put in place for Afghanistan, Hong Kong, or Ukraine.

To record the fact that a learner is in the UK under one of these schemes, please use the Nationality field on the Learner Details



Use one of the following codes:

Afghanistan = 602 Hong Kong = 669 Ukraine = 845

Just to be clear, it is only when the learner has indicated they are in the UK under one of these schemes that you need to complete the Nationality field. You can ignore the field for all other learners.

Good to know:

Exam weeks for 2024			
Month	Dates	Days available	
Feb	21 st - 23 rd	Wednesday, Thursday, Friday	
March	No planned Exams available		
April	22 nd – 26 th	Monday, Tuesday, Wednesday, Thursday, Friday	All including YPL Exams and Controlled Assessments
May	No Planned Exams available		
June	24 th – 28 th	Monday, Tuesday, Wednesday, Thursday, Friday	All including YPL Exams and Controlled Assessments
July	24 th – 26 th	Wednesday, Thursday, Friday	
August	28 th – 29 th	Wednesday & Thursday	

Salary, expenses, and benefits

Check out the benefit pages detailing schemes that you can join (some with a cost) as a Hampshire County Council Employee.

[Benefits](#) | [Staff and managers \(hants.gov.uk\)](#)

Policy Updates

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

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



Attachments:

Adult Learning CPD Calendar Spring

Digital Factsheet:

Wellbeing slide

Useful VLE links

Ofsted Inspection Report (Nov 23)

HA CPD reflective record 2024