Diary Dates

2023-24	
INSET	Wed 20th March
Service Day	Tues 9th July
20024-25	
INSET	Tuesday 3rd Sept
Teaching and learning conference	**Wednesday 23rd October**
Service Day	Thursday 5th Dec
INSET	Wednesday 19th 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 February/March with lots of opportunity to promote British Values, as well as EDI.

Key highlights of suitable events are:

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

1st **Employee Appreciation Day**
7th **World Book Day**
8th **International Women's Day**
17th **St Patrick's Day**
21st **World Down Syndrome Day**
22nd **World Water Day**
24th **Palm Sunday**
29th **Good Friday**

March
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

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)

Professional Knowledge and Understanding:

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

CPD opportunities in February/March

Promoting British Values	13th February 6-7:30 PM	A workshop discussing how British values can be promoted within adult community learning
Rosenshines Principles	20th 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	29th February 1-3 PM	A review of effective ways to assess learning, incorporating Rosenshine's principles.
Effective Questioning	7th March 6-8 PM	An overview of how questioning can be used in the classroom to enhance learning and assessment.
Assessment of learning	12th March 6-8 PM	A review of effective ways to assess learning.
ESOL community of Practice	27th March 4-5:30 PM	An opportunity to network and receive support with other ESOL tutors

Booking links can be found in the attached calendar.

Best Practice examples from recent observations:

Initial Assessment: Use of pre-course questionnaire to support initial assessment, which is then revisited at the end of the course to measure distant travelled.

Embedding Maths: using statistics and calculations to problem solve within an Awareness Day theme

Professional Knowledge and Understanding:

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

Teaching Pedagogy: What pedagogy do the best tutors use?

Pedagogy, from the Greek term 'paidagogia,' meaning, "office of a child's tutor" is defined by Dictionary.com as meaning, "The art or science of teaching; education; instructional methods."
A definition of pedagogy as simple as the one stated above does not convey the complexities of the subject which has led educators and theorists to debate the subject of how people learn for hundreds of years.

In their 2012 paper, Chris Husbands and Jo Pearce explore 'Nine claims from research' into what makes the best pedagogy. The fact that there are nine strong effective pedagogies just emphasise the fact that this is a complex area for teachers.

There is no 'one size fits all' solution to what makes an effective tutor. They conclude that, "classrooms are complex, multi-faceted and demanding places" and that the best tutors make, "active connections between the ideas from research." (Husbands & Pearce, 2012). It is up to tutors then to look at their learners and to decide what effective pedagogy means to them.

[What makes great pedagogy? Nine claims from research (publishing.service.gov.uk)](publishing.service.gov.uk)

One of the pedagogical approaches we use within Hampshire Achieves is Rosenshine's Principles of instruction. If you are a new tutor and don't know these principles, then sign up to one of our workshops on them. Over the next number of issues, we will be looking at some of the key elements to effective teaching.
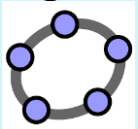
Teaching Glossary: Enrichment

Enrichment means doing something beyond the classroom or in addition to the main session that will enrich the learning. This could be encouraging learners to join a group to extend their use of new skills. A good example of this is the Ukelele club on Hayling Island held at the library which learners can join following their introductory course. Within our longer courses it might be something such as fundraising or volunteering which practices organisation skills.

Professional skills:

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

Digital tools: GeoGebra

For tutors supporting maths check out GeoGebra.
GeoGebra is a dynamic mathematics software for all levels of education that brings together geometry, algebra, spreadsheets, graphing, statistics, and calculus in one engine.

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)](participationandlifelonglearning.co.uk)

Curriculum Plans

This term we are sampling tutor's curriculum plans, starting with those delivering under Works funding. There were some excellent examples seen, and those tutors have kindly consented to sharing these on the VLE for other to see. These can be found in the tutor handbook under 'Completing Quality Documentation': [Course: Tutor Handbook, Tile: Completing Quality Documentation (participationandlifelonglearning.co.uk)](participationandlifelonglearning.co.uk). There were also recommendations for

improvements and common elements that were no so well completed. Please see the findings to date which are attached.

SARs & Quality Improvement Plans

Thank you for completing the Autumn term SAR by the given deadline, we will be moderating and feeding back to Partners on these by the end of February. **NB** If you have identified further improvement actions in your SARs please do not wait for feedback before adding these to your 'live' quality improvement plans on Mesma. For any guidance on using the Mesma software please do utilise the Helpdesk icon (top righthand corner) where you can access useful written guides and videos for example [Bitesize - How to access-edit-maintain the QAP23-24 | Help (crisp.help)](crisp.help)

For any QIP objectives, please review and ensure you have set SMART objectives, and for any of these objectives that are now in progress have you added any commentary to show improvement to date. For most QIP objectives you would expect to see tasks that you may do yourself or delegate to one of your team, and again the software provides space for you to do this, and to provide commentary on how you are progressing. For any objectives that have been Met please do not forget to include impact actions that demonstrate how you have achieved the expected impact.

Wellbeing

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

Keep learning to gain self-confidence and a sense of purpose.
Learning adds to your skills and keeps your brain active, increasing your self-confidence and inspiring others.
People who continue to learn after leaving formal education report a greater sense of wellbeing, purpose, and self-esteem, and, of course, it brings people who share the same interests together. Learning can take many forms from simple tasks to ambitious projects, but they can all be rewarding.

Got 30 mins?
- Catch up on a documentary on a subject that interests you
- Reserve some books from the library to help get a hobby off the ground or make the most of e-books and audio books
- Brush up your digital and numeracy skills for free with The Skills Toolkit

Five Ways to Wellbeing

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

Resources for Mental Health and Wellbeing

MindEd is a free e-learning resource, funded by Health Education England, the Department of Health and Social Care and the Department for Education, aimed at equipping professionals and members of the public with evidence-based information about children, young people, adults, and older people's mental health.

minded_brochure_a4_r6.pdf (mindedhub.org.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	Deborah Copeland
dee.john@hants.gov.uk	Deborah.Copeland@hants.gov.uk
07784 264713	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)

Hampshire Safeguarding Children Partnership provide a variety of training opportunities
February Training Opportunities - Hampshire SCP

The Hampshire Safeguarding Adult board also offers training topics which you might find interesting
E-Learning and Podcasts | Hampshire Safeguarding Adults Board (hampshiresab.org.uk)

Good to know:
Updated exam windows

Feb	19th -20th	Monday, Tuesday	**YPL** extended exam dates
Feb	21st - 23rd	Wednesday, Thursday, Friday	**All** Exams and Controlled Assessments Includes Multiply
Feb	21st	Wednesday (Andover Multiply E3 Exam only)	Multiply E3 exam only
March	**No planned Exams available**		
April	22nd – 26th	Monday, Tuesday, Wednesday, Thursday, Friday	**All** including YPL Exams and Controlled Assessments Includes Multiply
TBC	TBC	TBC	Havant Plaza Exam only
May	**No Planned Exams available**		
June			
June	7th	Friday	Multiply only
June	24th – 28th	Monday, Tuesday, Wednesday, Thursday, Friday	**All** including YPL Exams and Controlled Assessments
July			
July	24th – 26th	Wednesday, Thursday, Friday	

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: GeoGebra
Useful VLE links
EDI Calenda
ACL Centre Managers Handbook
Curriculum Plan audit – Works Jan 24