

ACLS Curriculum Team Meeting (General)
Summit Centre, Pavilion Road, Kirkby-in-Ashfield
Monday 19th March 2007, 1.00p.m.-3.00p.m.

Name	Attended	Apologies	Copied To
Jill Bewick (Sutton Centre) Curriculum Leader	x		
Sarah Hampton (Sutton Centre) Curriculum Leader	x		
Janice Cawkill Curriculum Leader	x		
Nicky Pegg (Castle College)	x		
Rebecca Newell ACLS/WEA			
Anne Stevenson (Sutton Centre)	X		
Mike Pols (Castle College)	X		
Helen Tarry (Sutton Centre)	X		
Clare Hollick (Sutton Centre)	X		
Sylvain Drouhot (Dukeries)	X		
Ted Lewis (Dukeries College)	X		
Mavis Allin		X	
David Harris (Sutton Centre)		x	
Bev Buckle		x	
Ann Hinitt		x	
Andy Ashley		x	

Item on Agenda	Commentary	Actions/ Timescales
1. Apologies	See above.	
2. Introductions	Jill welcomed everyone and we all introduced ourselves.	
3. Minutes of the last meeting	Jill felt the last meeting was constructive and gave Tutors the chance to express their points of view. The meeting also helped Tutors to see themselves as part of a team rather than isolated individuals. There were no matters arising from the Minutes.	
4. Priority Groups for 2007/2008	<p>Jill informed the meeting that priority groups had been raised at a recent ACLS meeting and thought it would be useful information for Tutors to have. Jill distributed the priority group information to all present. Everyone agreed it was useful to be aware of priority groups so teaching and provision could be more flexible and focused. Courses designed to accommodate the priority groups e.g. Exercise for the Older Adult, were discussed by the group.</p> <p>All present agreed it was good to see the 55+ sector now being regarded as a Priority Group.</p> <p>Jill explained to the meeting that the ex-offenders, listed as a Priority Group, were accessed by bodies requesting courses for these groups and not approached directly by providers.</p> <p>Nicky suggested tutors check with providers before requesting the provision of certain courses, as each provider has different % targets for various areas e.g. Castle College has a low % target for older learners.</p>	
5. Post Inspection	Janice explained that In the next round of inspections ACLS and	

<p>– Next Inspection</p>	<p>County Council have been combined for inspection purposes. County Council are due for an inspection this November (2007) and as everyone is aware, ACLS have only recently been inspected. Therefore, with due regard to inspection time scales, it is probable that the combined inspection is likely to happen November 2008. Janice explained that, due to such a short period of time until the assumed next inspection date, it would be prudent to continue with practices developed for our last inspection.</p>	
<p>6. Developing Skills</p>	<p>Jill suggested that this topic had already been covered under Agenda Item No. 4.</p> <p>The meeting was informed that Steve Murdoch (Sutton Centre) had been appointed as IT Curriculum Leader for ACLS and any problems with this area of learning should be directed to Steve.</p> <p>Mike Pols referred to a querie he had raised at a previous Curriculum Team Meeting asking if it was possible for teaching information from the Virtual Training Suite to be downloaded from the internet onto a CD for tutor use. He is still awaiting a reply.</p> <p>Janice said that she would raise this question at the next Quality Improvement Group meeting as there was a MIS representative who would perhaps be able to give an answer.</p> <p>Jill explained that funding is available for specific subject training and tutors should feel free to approach their providers if they feel there is a beneficial course for them to attend. She gave the example of attending flower shows to get the latest ideas of flower arranging techniques to take back to the classroom.</p>	<p>JC</p>
<p>7. Tutor Self-Assessment</p>	<p>Sarah passed out an example of a new Tutor Self-Assessment format. The meeting split into small groups to discuss and identify tutor strengths and weaknesses and complete the form.</p> <p>The forms were collected at the end of the session for Sarah to analyse.</p> <p>Retention of students was raised as an issue and it was agreed by the group that where a student drops out of a course due to factors such as illness, employment etc. this should be recorded on the register as evidence and passed on to the provider.</p> <p>It was suggested that a brainstorming session would be a good idea for the sharing of good practice to cover areas on the self-assessment form. Visiting other tutor's classes was felt to be a good idea and Janice suggested it would be useful to visit classes as a student rather than an observer.</p> <p>Jill suggested we would address these ideas at a future Curriculum Team Meeting.</p>	<p>SH</p> <p>JB</p>
<p>8. Any Other Business</p>	<p>Tutors were asked to note in their diaries 8th and 12th September for the ACLS Conference. Tutors felt that the venue for the Conference is not as important as the content.</p> <p>Sylvain had found the interactive games used at the last Conference very useful and he felt everyone learned something from the day and were given new teaching ideas.</p> <p>Janice addressed her concern to the group of how to get tutors to attend the Team Meetings. After discussion, the concensus was that it was tutor commitments rather than any form of apathy which prevented tutors attending the meetings.</p>	<p>ALL</p>

	<p>Helen Tarry had received feedback from learners that Sutton Centre was getting a bad reputation for cancelling courses. The learners felt Sutton Centre is losing its credibility as a provider. Helen gave an example of where an accredited course was finished 3 weeks prior to the learners gaining a qualification and they were obviously extremely disappointed.</p> <p>Learner Award Nominations: group felt it is very difficult to nominate learners in view of; learners being embarrassed, learners feeling patronised, learners being considered as favourite by rest of class, learner alienation.</p> <p>Sylvain suggested Team Meetings should start in November in the next academic year, after half term. Everyone agreed, especially with the Tutor Conferences being held in September.</p> <p>Jill briefly addressed the New Procedures for Registration, Induction and Enrolment for Sutton Centre.</p>	
9.Tutor/Curriculum Leader Time	There was only a few minutes left for any specific AOL issues to be discussed in AOL groups with Curriculum Leaders.	
Date of next meeting	No date was set for the next meeting.	