

MINUTES OF THE MEETING FOR CURRICULUM AREA 1 HELD AT THE
SUMMIT CENTRE THURSDAY 15 FEBRUARY 2006

Present

Vicky Penrice	Sutton Centre Community College
Su Watkinson	Sutton Centre Community College
Andy Ashley	ACLS
Diane Payne	Key Skills Training
Linda McGuire	Sutton Centre Community College

Apologies

Pam Fletcher	Sutton Centre Community College
Liz Barrett	Sutton Centre Community College
Michelle Cresswell	West Notts College

Minutes of the meeting

1. Those present introduced themselves. Su and Vicky explained that they are jointly involved in developing the curriculum strategy for the 'Health, public services and care' area of learning with Su providing specialist input on 'Complementary Health Services'.
2. Andy briefly outlined the purposes of the Curriculum Area meetings
3. Informal discussion took place and the following points were made:-
 - All those present should try and contact any other tutors involved with Area of Learning 1 and encourage them to attend the next meeting.
 - It was noted that the email, as a method of contacting tutors, was only partly successful as some tutors do not have regular access to a computer.
 - The 'Induction' process for learners was an area to be developed in this AoL to include issues of confidentiality, sensitivity to contributions made in class, respecting the right of all to speak and contribute when they felt able, awareness of delicate issues that may cause difficulties (mixed sex groups, traumas from disclosure of feelings etc). It was thought that guidelines could be formulated to detail 'What to cover at induction' for this AoL. This will be a focus point for the next meeting.
 - Initial Assessment process was discussed and the notion of 'fit for purpose' allows course of different levels and varying lengths to have a variety of initial assessment. This will be a focus point for the next meeting.
 - Health and Safety issues were discussed and risk assessment of the venue and activity was mentioned. Different course had the need for different risk assessments and H&S issues varied from course to course. It may be that a generic document could be produced incorporating all the issues for tutors to consider within this AoL as a checklist for providers and tutors. (Could be discussed at the next meeting). Providers and tutors need to be aware of the limitations that particular subjects will place upon accommodation (eg warm, private room for massage, need to arrange the tables in certain ways for more intimate discussions etc)

- It was agreed that as part of the strategy for this AoL that courses needed to be available to offer starting points into the subject areas, through ACLS provision, and progression routes, through LSC direct funding. The full picture of what was available in Notts at different levels needs to be scoped and available to learners, tutors and providers to allow effective IAG.
- A 'confidence building' course could be developed to act as a starter for learners who could have a range of 'taster sessions' to allow experience of new ideas and concepts and broaden peoples understanding of what's involved in a whole range of courses. The introductory course – 'get back into learning' style could be a great first step for learners including those that are disaffected.
- Some sharing of ideas took place and it was agreed that a larger meeting would be beneficial in terms of sharing good practise.
- The notion of embedding basic skills was discussed and it was agreed that some standard sheets could be developed, with advice from the Basic Skills curriculum team, that could be used across this AoL and mapped to the Adult National Curriculum for literacy and numeracy.
- The new, revised ILP was discussed and was generally thought to be both useful and useable. It was noted that no revision of the ILP is anticipated this academic year.

Date of next meeting

The next meeting will take place on Wednesday 3 May 2006 2.00-4.00pm at the Summit Centre, Kirkby.