

Curriculum Team Meeting AoL1
Wednesday 21 March 2007 2.00 – 4.00pm
The Summit Centre
Kirkby in Ashfield

Name	Attended	Apologies	Copied to
Andy Ashley (ACLS)	*		
Vicky Penrice (Sutton Centre)	*		
Manon de Moor (WEA)	*		
Su Watkinson (Sutton Centre)	*		
Andrea French (Mansfield Mediation)	*		
Lucille Porter (Sutton Centre)	*		
Nicky Pegg (Castle College)	*		
Leonie Atherton (Castle College)	*		
Jeanette Bean (Sutton Centre)	*		
Guy Molyneux (Life Education)		*	
Jenny Hoyland (Dukeries)		*	
Pamela Fletcher (Sutton Centre)		*	
Brenda Parker (Castle College)		*	
Louise Radford (Castle College)		*	
Sharon Machin (North Notts College)		*	
Margaret Malkin (Sure Start – Gedling)		*	
Liz Barrett (Sutton Centre)		*	
Dianne Hubball (Sutton Centre)		*	

Item	Commentary	Action / Timescale
Apologies	Apologies were received from Guy Molyneux (Life Education), Jenny Hoyland (Dukeries) Pamela Fletcher (Sutton Centre) Brenda Parker (Castle College) Louise Radford (Castle College) Sharon Machin (North Notts College) Margaret Malkin (Sure Start – Gedling) Liz Barrett (Sutton Centre) Dianne Hubball (Sutton Centre)	

<p>Introductions</p>	<p>Those present introduced themselves</p> <p>VPe explained that Liz Barrett would be joining her as curriculum leader for AOL 1 with responsibility to complementary therapies as Su Watkinson was no longer able to continue. Liz was unable to attend the meeting due to a prior commitment.</p>	
<p>Minutes of Previous Meeting</p>	<p>The minutes of the previous meeting were accepted as a true record</p>	
<p>Matters Arising</p>	<p>ACLS Paperwork</p> <p>AA stated that learners at focus groups did see value in the paperwork. A smaller 'postcard' type learner entitlement card form for shorter courses is being considered. Feedback from the Quality Improvement Group Meeting with Providers is being digested. VPe reiterated that comments and suggestions from tutors are valuable and will be being passed on.</p> <p>VPe has sent AA a copy of the LSC ILP document used at Sutton Centre for his information</p>	
<p>Post Inspection</p>	<p>AA explained that work is ongoing on the Quality Improvement Development Plan. VPe asked if the document was available online yet – AA to check. Nicky Pegg had received the document and had invited her Tutors in to look at it. AA briefly spoke about the changes to inspection from April 2007 when ALI will no longer exist and OFSTED will take over the inspection process. The Inspections will have more emphasis on self-assessment and the validity of ACLS judgements. It will be two years in April since the ACLS was inspected.</p>	<p>AA</p>
<p>Sharing Good Practice – Reviewing Learner Progress</p>	<p>VPe spoke about sharing good practise when reviewing learner progress and invited Lucille Porter to talk to the group about a strategy she uses in her class. All agreed that when asking students to evaluate their progress it is useful to include peer evaluation. On the whole most felt that students are very supportive of one another. Different approaches were discussed with input from other group members.</p>	

<p>Staff Development</p>	<p>VPe opened a general discussion about staff development. The Tutor self-assessment forms were discussed although NPg expressed concern that although it asked for a Tutors knowledge it did not reflect actual practise. The general consensus was that tutors should be encouraged to attend training events. It was suggested by SWn that a 'points' incentive may help to encourage tutors if ACLS or Providers made it a requirement that they accumulated a certain number of points in a year. The possibility of a skills workshop, built into a training event, where tutors would have an opportunity to share ideas was also suggested. AA confirmed that ACLS are already looking into this and are hoping to offer a range of topics to be offered throughout training days so tutors can choose which are most appropriate to them. VPe asked all present to complete a Tutor self-assessment form. The location of meetings was also discussed and it was suggested that meetings for combined AOL's might be better attended if geographical location were taken into account.</p> <p>SWn raised the issue of a tutor forum again, and the benefits of being able to access from home and at a time which suited individuals. AA reported that development work was in progress but there were lots of hoops to jump through at County Hall. He mentioned Tutor email group as an alternative at present. VPe suggested that networking time at Tutor Conference would be valuable. NPg reported that most of her tutors are happy to have other tutors observing their lessons and this was a good way of sharing practise. All agreed to a similar willingness in their workplaces.</p>	
<p>ACLS Funding Priorities</p>	<p>VPe produced copies of the LSC and ACLS funding priorities for 2007/8 for all attending. (Copy attached) AA briefly explained – they are fairly self-explanatory but points to note are that the PCDL groups will include teenage mothers.</p>	
<p>ACLS – Adult Learner Week</p>	<p>Takes place week commencing 21 May 2007, with a celebration event on Thursday 24 May 2007 at County Hall. Nominations are invited from Tutors and details should be submitted through Providers.</p>	

<p>Tutor Conference</p>	<p>Issues raised for discussion for the events were considered in the staff development discussion (please see above)</p> <p>Dates: Saturday 8 September 2007 Or Wednesday 12 September 2007</p> <p>Venue – Boughton, more detailed information will be circulated when it is confirmed nearer the time.</p>	
<p>Any other business</p>		
<p>Time and date of next meeting</p>	<p>To be notified</p>	<p>VPe</p>