

Skills for Independent Living Tutor Group Meeting
Monday 25th June 2007: 5.30pm-7.00pm
Boughton Pumping Station

1. Apologies:

Melvyn Simpson

2. Persons present:

Elaine Parry-Crick (Curriculum Leader)

Teresa Randon

Charlotte Hillery

Liz Barrett

Janice Cawkhill (Guest Contributor)

Andrea Weatherton

Karen Meeks

Jill Bewick

Paulette Billson-West

Sandra Bonser

Ken Mead

Susie Chambers (taking notes)

3. Minutes of meeting from 2 April 2007

EPC thanked tutors for attending, particularly in light of the inclement weather conditions. EPC confirmed she had let Andy Ashley know that the apostrophes on the OTL report were in the wrong place. EPC and SC had checked the timescales for feeding into the curriculum strategy and reviews are due to be submitted at the Curriculum Leaders' meeting tomorrow. EPC had also discussed with Andy Ashley details around updating tutor details on the tutor database. EPC provided an update on learner focus groups taking place and LB shared her experience of seeing a learner focus group in action. TR explained the importance of establishing an appropriate dynamic in order that learners feel comfortable expressing their opinions and shared her view that the Brownsea Centre is an excellent venue. EPC gave an overview of learner focus groups, explaining the purpose of them and talked through connections with the Learning Journey.

ACTION - EPC will contact Alan Clark at ACLS about making another DVD.

4. Photo consent forms

These were not discussed specifically but were circulated and tutors in attendance were invited to sign up to give approval for their photographs to be used in publicity materials to support the sharing of good practice following the recent Sharing Good Practice event.

5. Sharing Good Practice Event 8th June

EPC circulated blank event evaluation forms provided by SC for the Sharing Good Practice event and asked those tutors present to complete these as all tutors present had attended on 8th June. Contributions followed about how tutors felt about the Sharing Good Practice event. Comments included tutors feeling less isolated and JB

felt it was a good time of year to host such events in order to motivate tutors as the academic year came to an end. AB felt the session was hands-on. Tutors said they'd like more Sharing Good Practice events – ideally on a termly basis. LB said it would be even better if a broader cross-section of providers was to be represented.

6. ILPs

EPC and LB are looking at ILPs together, considering the effectiveness of the ILPs through working with learners on them. EPC invited comments about ILPs. LB explained about the possibility of a tutor focus group to seek views on ILPs, further to a discussion with Andy Ashley. EPC congratulated tutors on their engagement with ILPs. KM reported ILPs are an asset as there is a week-by-week record of what learners have achieved. AW explained how learners she teaches enjoy drawing in to the ILPs and SB corroborated this. TR shared her experiences of using photos in tracking achievement. Tutors confirmed that in the main they print off photos on their own computers and at their own expense. LB did remind tutors that the option is available at Sutton Centre to submit a disc of photos to the admin office for printing. However, the short lead-in time available before photos are required was identified as a barrier to this system. JB and TR identified challenges in supporting learners with completing ILPs, both in terms of learners understanding what they're being asked to complete and the 'flow' of the questions within the ILP. LB complimented a2e on how learners proudly referred to their folders. LB also said she was delighted to see Sutton Centre's 'Celebration of Learning' event photographs on display in ACLS's office at County Hall.

ALL – Email EPC/LB with suggestions for ILPs.

7. Measuring soft outcomes of learners

EPC gave examples relevant to Skills for Independent Living of soft learning outcomes and TR gave an example from a recent course. JB cited an example when a learner had identified improving his concentration as a soft outcome. CH explained how a learner with mental health issues has linked into activity sheets at his location centre, demonstrating strong partnership links and efficient use of resources. KM explained how she engages learners in peer assessment on cookery courses. SB spoke about a learner on an Indian Head Massage course who had previously avoided any physical contact who eventually participated in the activities through the experience of the course. This transformation is evidenced by photographs. KM and CH agreed that soft outcomes could be included as a strength on evaluation session plans.

ALL – Tutors to send case studies to Alan Clark at ACLS, ensuring signed photo consent forms accompany these if images are included.

8. Assessments and End-Of-Term Reports

EPC encouraged tutors to ensure these reports are completed as fully and accurately as possible. EPC reminded those present that the end-of-term report template is available for download via the ACLS web site.

9. Tutor Meetings in the Future

EPC invited suggestions for future events (e.g. guest speakers).

ALL – Let EPC know by email of any suggestions for future events.

10. Curriculum Strategy

This had been discussed earlier in the meeting.

11. Quality Improvement Group – Update

EPC confirmed that the next meeting of the Quality Improvement Group would be on 20th July 2007.

ALL – Make contributions for discussions at the next meeting of the next Quality Improvement Group meeting.

12. Tutor Conference in September

Some tutors present confirmed they'd booked places at the tutor's conferences. EPC encouraged tutors to book a place as they are being allocated on a first-come first-served basis. A tutor commented that on the booking form there were some difficulties with completing the form online (e.g. inserting ticks). EPC suggested calling ACLS office to talk to them about this.

13. Health and Safety

JC split learners into pairs and addressed issues around the importance of good posture when sitting as this addresses a need identified on ACLS's Quality Improvement Plan to support tutors with awareness of health and safety issues. KM agreed, further to another tutor present suggesting it, to lead a similar input on Tai Chi at the next curriculum team meeting for Skills for Independent Living tutors.

14. Any Other Business

There was no other business to discuss.

Notes taken and typed up by Susie Chambers, ACLS.