

Skills for Life Tutor Group Meeting
Monday 2 April 2007: 3.30pm-5.30pm
Boughton Pumping Station

1. Persons present:

Carol Smith
Anita Johnson
Paulette Billson-West
Elaine Parry-Crick
Susie Chambers

Apologies:

Lynda Brotherhood

2. Minutes

The group were informed by Susie of the rationale behind holding the Skills for Life meeting between the Family Learning curriculum team meeting and the Preparation for Life and Work Meeting. Susie explained the system used for circulating the minutes of meetings and confirmed that she is now the appointed Curriculum Lead for Skills for Life in the event that tutors need curriculum support. As this was the first meeting exclusively for Skills for Life tutors there have not been any notes from meetings to date. Susie explained why Elaine and she were running meeting together today.

3. Matters arising – nil

4. Curriculum strategy

Susie asked the group for ideas as to what should be included in the curriculum strategy for Skills for Life that may lead to further improvement. She explained that an idea behind this approach is to ensure that there are clear rationale behind putting provision in place that is responsive to need rather than putting on provision according to what tutors are available.

Some tutors – but not all the tutors – who attended confirmed that they had seen and read the strategy. Susie guided them towards the ACLS web site as the document is available to download.

4. Curriculum focus – sharing good practice

Susie asked those present to volunteer examples of good practice. Paulette shared her experiences of being creative in supporting learners who were looking to improve their skills by integrating trips off site which linked to the curriculum. An example of this was where Paulette had taken a group of learners to a local shopping centre and learners had opportunities to practice handling money and following the visit were able to practice their literacy skills by writing a letter to the shopping centre to raise concerns about access to the shops for those with access needs.

Elaine shared an inspirational example of a way of incorporating games into the curriculum to liven up delivery, promote discussion and improve literacy and numeracy. Elaine had prepared a game-board, some cards, counters (actually chocolates which each person selected) and a die. The game-board was very creatively made, using photographs from real-life events and Elaine suggested that tutors could incorporate (with a relatively short lead in time) photographs taken on digital cameras in classes to make the activity even more relevant to learners. Those present acknowledged that learners enjoy recognising themselves on photos. Each person present rolled the die, moved their chocolate around the board the relevant number of places and depending on which square they land on each person shared a different type of experience (e.g. happy memory, talk about my family). The group thanked Elaine for sharing this idea for enhancing the curriculum with them and some said they would immediately incorporate this idea into their Skills for Life provision.

The group thought that it would be good to meet together to share good practise ideas and resources with the other Skills for Life tutors and it was agreed that it would be useful in the context of experiences of other Area of Learning 14 tutors. It was suggested that a summer term workshop for this would be good to prepare and Susie and Elaine confirmed this supported the request from tutors which had been made during the Family Learning Curriculum Team meeting earlier that afternoon. As with the family learning tutors, it was felt that initial assessment would also be a topic best addressed in a practical way at this event.

5. Events

Susie informed the group of the Learner Awards at the forthcoming Adult Learners' Week celebration event in May. Susie and Elaine also confirmed that the ACLS tutor conferences have been booked to take place at Boughton Pumping Station on the 8th and 12th September. Susie asked all to put the date/s in their diaries and ensure they booked a place if they could attend.

6. Quality Improvement Plan

Susie explained to those present about how there is now a system put in place through the Quality Improvement Group of monthly reports from lead people identified in the Quality Improvement Development Plan (QIDP) of progress. The idea is that the curriculum team meetings and the monitoring of this plan are mutually supportive.

7. Information, advice and guidance

a. Susie suggested for all to check provider contracts if they were unsure if IAG is part of the contracts issued. If not sure, Susie suggested contacting Alan Clark at County Hall.

b. A reminder to the group that ground rules for courses need to be displayed in the room for learners and for the tutor too.

c. Venues need to be DDA compliant.

7. Equality and Diversity – no issues

Any Other Business

- None

8. Date of next meeting: Monday 25th June at Boughton Pumping Station
3.30pm-5.30pm