

ACLS CURRICULUM TEAM MEETING FOR AOL 8, HELD AT PLEASLEY LANDMARK, 20 JANUARY 2006 2.30 P.M.

Name	Attended	Apologies	Copied To
Andy Ashley	x		
Janice Cawkill	x		
Sue Watkinson	x		
David Harris		x	

Item on Agenda	Commentary	Actions/ Timescales
1. Apologies	JC apologised for the lack of support and reported that a total of 4 replies had been received from AOL8	
2. Introductions and Welcome	Everyone present introduced themselves. There were no previous minutes of meetings to discuss.	
3. Aims for Curriculum Team Meetings	Andy explained the history behind establishing the Curriculum Team Meetings, and that the aims were to review issues concerning delivery of the curriculum, to discuss common issues, share good practice and address any staff development requests on key issues.	
4. Curriculum Strategy	The last Inspection identified a weakness in ACLS Curriculum Management and Curriculum Leaders had subsequently been appointed to develop a Curriculum Strategy Document in each AOL. JC confirmed she would be working on this document on behalf of AOL8	JC
5. Sharing Good Practice	SW informed the meeting of a learner suggestion that certificates be awarded to learners upon the completion of non-accredited courses. JC confirmed these were available and being used by Tutors. The downside of these certificates was that they had to be hand written by the Tutors. AA agreed the certificates would be better presented word-processed and would look into this possibility. The production of a progression pack giving appropriate courses at local colleges would be useful to Tutors and Learners. AA confirmed ACLS was looking at implementing such a co-ordinated and consistent approach to information and guidance and are currently developing the concept with Next Step with the introduction of class visits to provide progression advice. An Initial Assessment example was distributed by JCV. It was agreed positive wording was essential for the final document and a review of the learners past experience should be used to complete this form.	AA

	<p>Reinforcing levels of courses during the induction process was discussed and thought to be good practice.</p> <p>The possibility of applying accredited learning to sport and leisure was briefly discussed but not concluded</p>	
6. ILP's	<p>JC suggested Tutors reinforced the end of the class to come after the completion of the new ILP's.</p> <p>SW had experienced ILP Completion Guidance Notes being given to learners. AA confirmed these Notes were for tutor use only.</p> <p>SW suggested a group rather than individual ILP's could be appropriate with a lesson evaluation being included on the ILP.</p>	
7. Protocol Observation Feedback	<p>AA distributed the Protocol feedback. Discussion around these observations took place and it was felt that the recent RARPA meetings had been useful to Tutors in developing their understanding of their roles and responsibilities in relation to the Inspection requirements.</p>	
8. Re-Inspection Update	<p>AA gave a re-Inspection update confirming the lead inspector will be William Badoe-Ansah. He explained that the lead inspector had already made two visits (planning meetings) with a third to follow in March. He confirmed that the re-inspection will take place week commencing 9 October 2006. Art and ICT are to be the main focus as they were graded unsatisfactory at the first inspection but other areas of learning will also be inspected.</p> <p>Some of the issues raised by the lead inspector were:</p> <ul style="list-style-type: none"> • The need to develop a curriculum strategy (see item 4) • Carry out OTLs of induction sessions • Check learner understanding of learner handbook and content • Tutor handbook needs to be linked to the learner 	AA

	<p>handbook</p> <ul style="list-style-type: none"> • Use of ILPs • IAG to be offered to all learners <p>WB-A had also suggested target grades for OTL's. JC distributed a copy of the grades relating to AOL8 to share with Tutors.</p> <p>AA informed the meeting that ACLS were currently in the process of developing a Website which would be continually up-dated with the latest information and changes. This would be a useful resource for Tutors.</p>	
9. AOB	<p>A discussion took place regarding the re-direction of learners to other providers at enrolment. It was felt a website, accessible by every provider, giving the details of all ACLS courses available, would be a useful resource.</p> <p>It was agreed that a standardised induction form used by all providers and signed by the learners would provide evidence of induction for the Inspection.</p>	AA
Date of next Meeting	<p>Due to the lack of support for AOL8, the next Curriculum Team Meeting will be combined with another AOL. The date and venue will be advised at a later date.</p>	AA