

Skills and Employment Newsletter

Autumn Term - 18/19

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Message from Skills and Employment Manager - Clare Latham

We would like to offer a very warm welcome to all our returning partners and those who have joined us for the first time this academic year.

Cheshire West and Chester Council's Skills and Employment team is committed to providing all our learners with a safe, effective and enjoyable learning experience within a strong quality assurance framework. Our team is here to provide you, as our commissioned partner, with all the support and guidance you need to achieve this and deliver a successful Adult Education programme across 2018-19.

We hope that as a result of our collaborative partnership with you, our learners will gain the skills and knowledge they need to improve their lives and progress with confidence into employment and within employment or to progress to further learning.

On behalf of the Skills and Employment team at Cheshire West and Chester Council, we look forward to working with you over the coming year and making as much positive difference as we can to the learners we teach over the coming year.



Clare Latham
Skills and Employment Manager

Message from

Matthew Smith - Senior Officer Intelligence, Commissioning and Performance

Many of you will know me as the manager of the Management Information Systems team however, following the retirement of Jill Gates at the end of July, I have now become the manager of the new Intelligence, Commissioning and Performance team which combines the work of the MIS team and Jill's Contracting and Performance team.

I hope that in bringing together these teams, partners should see more of a seamless approach to how we communicate with you. We are working hard to bring all of our back office systems together with the aim that we always know what courses should be running at any given time. This will enable our team to input your paperwork and get payment to you as soon as possible.

We will be using QSYS to send documents to you securely and to make notes when we are in contact with you so that updated records are kept and everyone is clear as to what decisions have been made.

The golden rule is transparent regular communication so - let's keep talking!

LEARNER AWARDS CEREMONY - CHESTER ZOO

A huge thank you to everyone that joined us at the Learner Awards Ceremony held on 11th July in Chester Zoo.

It was lovely seeing our learners and the partners get together to celebrate their hard work, progress and achievement.

We were very pleased that the Lord Mayor of Chester Cllr Alex Black was able to join our celebration and congratulate everyone on their success.

The event including the Zoo visit went really well, and we are pleased to tell you that we received very positive feedback from the learners and the partners involved. Everyone had an amazing day and enjoyed sharing their success with so many other people too.

We had some very good suggestions which we will take on board when we organise the next Learner Awards Ceremony.

PREVENT DUTY & BRITISH VALUES

Responsibilities of tutors and trainers as part of Prevent

- ◆ All staff and volunteers must undertake safeguarding and Prevent duty training. Training modules can be found [here](#), or by visiting the website at www.foundationonline.org.uk. On completion of this training, you will be issued with a certificate which should be forwarded to Vicky Davis and Amta Xhetani
- ◆ Implement the teaching of Prevent and British values when opportunities arise within the Curriculum
- ◆ Exemplify British values through personal behaviour and in interaction with learners and colleagues
- ◆ Share information about vulnerable individuals as required in accordance with provider information sharing agreements and data protection legislation
- ◆ Challenge extremist ideas as they arise
- ◆ Report any safeguarding and Prevent concerns to the named staff responsible, the Police or the Cheshire Prevent Team

Should you have a safeguarding issue/concern about an individual, vulnerable to exploitation by extremists in your setting, please contact your organisation's Safeguarding Officer immediately. They in turn will contact our Safeguarding Officer Clare Latham on

0151 356 6767 or at clare.latham@cheshirewestandchester.gov.uk.

LOW WAGE LEARNERS (*trial*)

Do you have learners that want a Qualification but the tuition fees are putting them off?

A new national trial starting August this year, will now enable us to **fully fund*** learners up to and including level 2 qualifications.

To be eligible, learners need to earn less than £15,736.50 annual gross salary and on the assumption of a 37.5hr contract with paid statutory holiday entitlement.

You must see and keep supporting evidence in the learner file. This could be a wage slip within 3 months of the learner's learning start date, or a current employment contract which states gross monthly / annual wages.

****some industry specific qualifications are exempt from this trial.***

PAPERWORK UPDATE AND RETURNS

Paperwork updates

We have made some changes to the MIS and Course paperwork. Both MIS and Course paperwork can be found on Cheshire Adult Learning Portal - ICP and Course Paperwork section.

Course notification

It is a contractual requirement that at the beginning of each term, all partners inform the quality team of their intended courses.

We will use the information provided to check the quality of course goals for Community Learning and Non-Reg courses and to plan walkthroughs and observations.

You can download the course notification from the portal - Course Paperwork section. Please ensure that each section of the form is completed accurately before returning it to Vicky Davis and Amta Xhetani.

Contracting and Paperwork submission

Existing framework partners intending to deliver provision in the 2018-19 academic year are required to submit copies of their insurance certificates to:

peter.grime@cheshirewestandchester.gov.uk

Final course paperwork **must** be submitted within one week of the course end date.

The paperwork can be uploaded on the Portal via CRYPTEX2 or submitted as a physical copy (emailing documents is not a secure data transfer). For CRYPTEX / QSYS login details please contact Michael Raven at:

Michael.Raven2@cheshirewestandchester.gov.uk

The portal can be accessed [here](#), or here ⇒



Alternatively, you can visiting the website at: **<https://cheshireadultlearning.org/>**

EQUALITY AND DIVERSITY

What does Equality and Diversity mean?

Equality and Diversity is a term used in the UK to define and champion equality, diversity and Human Rights as defining values of society. It promotes equal opportunities for all, giving every individual the chance to achieve their potential, free from prejudice and discrimination.



Equality means fairness and ensuring individuals or groups of individuals are not treated differently or less favourably on the basis of their specific protected characteristic including: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Diversity means valuing the differences between people, recognising that individuals are unique and using these differences to the benefit of the organisation, its customers and the individual.

How can we promote equality and diversity?

We can promote equality and diversity by:

- treating all staff and learners fairly
- creating an inclusive culture for all staff and learners
- ensuring equal access to opportunities to enable learners to fully participate in the learning process
- enabling all staff and learners to develop to their full potential
- equipping staff and learners with the skills they need to challenge inequality and discrimination in their work/study environment
- Ensuring that any learning materials do not discriminate against any individuals or groups

CHESTER PRIDE 2018

Thousands of people returned to Chester on 11th August to celebrate the 6th annual Pride event.

The event that returns to Chester every year, aims to celebrate diversity and the LGBT+ community.

The event included the parade, live music and health and wellbeing activities. There were 110 Council staff, friends, family and elected members who took part in the parade, and this was a great representation from the Council.

More information regarding the event can be found at: <https://www.chesterpride.co.uk/>

EQUALITY AND DIVERSITY

WORLD SUICIDE PREVENTION DAY - 10th SEPTEMBER



**WORLD
SUICIDE
PREVENTION
DAY** ●●●

10th September

World Suicide Prevention Day is held each year on 10 September. It's an annual awareness raising event organised by [International Association for Suicide Prevention \(IASP\)](#) and the [World Health Organisation \(WHO\)](#).

Why is it important?

More than 800,000 people take their lives each year across the world. People who are feeling low or suicidal often feel worthless and think that no-one cares. Small things like hearing from friends or family, feeling listened to or just being told that 'it's ok to talk' can make a huge difference.

What you can do

When appropriate, design diverse activities to promote understanding about suicide and highlight effective prevention activities. A list of suggested activities can be accessed [HERE](#)

INTERNATIONAL DAY OF PEACE - 21st SEPTEMBER

This day is dedicated to peace and specifically the absence of war. The day provides an opportunity for individuals, organisations and nations to create practical acts of peace on a shared date.



How can we include Peace Day in our Classroom?

- Access the [Peace One Day](#) - where you can download lesson plans, watch videos, and learn more about Celebrating Peace Day.
- Have your learners research Peace Day activities around the world, and discuss how different cultures celebrate peace.
- Join [Teachers without Borders](#) to gain ideas and build your own community.
- Plan a project that promotes peace

More information at: <https://internationaldayofpeace.org/>

BLACK HISTORY MONTH - OCTOBER 2018

Black History Month has been celebrated across the UK every October for over 30 years, each year going from strength-to strength. Black History Month is a time when we highlight and celebrate the achievement for the Black community and uncover hidden history about our communities.

More details online at: <http://blackhistorymonth.org.uk/>

EQUALITY AND DIVERSITY

DYSLEXIA AWARENESS WEEK - 1st-7th OCTOBER

Dyslexia is a hidden disability thought to affect around 10% of the population, 4% severely. Dyslexia affects the way information is processed, stored and retrieved. A learner with dyslexia may mix up letters within words and words within sentences while reading.

British dyslexia association provides tutors with helpful information on access arrangements, screening and assessment.

More details online at: <http://www.bdadyslexia.org.uk/educator>

WORLD MENTAL HEALTH DAY - WEDNESDAY 10th OCTOBER

What Is Mental Health?



Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. One in four of us will be affected by a Mental Health condition in our lifetime.

World Mental Health Day 2018 will focus on young people and mental health in a changing world. This theme will bring attention to the issues our youth and young adults are facing in our world today and begin the conversation around what they need in order to grow up healthy, happy and resilient.

For more information about mental health and how to help adult learners visit:

<http://mhfe.org.uk/>, <https://www.wfmh.global/>, <https://www.mentalhealth.org.uk/>

ANTI - BULLYING WEEK - 12th and 16th NOVEMBER

Anti-Bullying Week is coordinated by the Anti-Bullying Alliance and encourages all children, teachers and parents to take action against bullying throughout the year.

The theme for Anti-Bullying Week 2018 this year is 'Choose Respect'.



The aims of this week are to support schools and other settings to help children and young people, school staff, parents and other professionals who work with children to understand:

- The definition of respect
- That bullying is a behaviour choice
- That we can respectfully disagree with each other i.e. we don't have to be best friends or always agree with each other but we do have to respect each other
- That we all need to choose to respect each other both face to face and online

More information at: <http://www.antibullyingweek.co.uk/>

TUTOR GUIDE ON HOW TO SUPPORT THE LEARNER JOURNEY

STAGE	TUTOR ACTIONS
Pre course	Complete Prevent and safeguarding training. Familiarise yourself with relevant policies and procedures. Ensure DBS is current, if appropriate. Set SMART course goals. Complete scheme of work and session plans. Complete course risk assessment. Provide flyers to support recruitment.
Induction IAG	Provide course outline, distribute learner journey chart (Portal), explain demands of course and assessment/RARPAP strategies/requirements. Address safeguarding, Prevent, E Safety, H&S, E&D, complaints procedure (see induction checklist) Check eligibility of learners and suitability of course and support learners with completion of registration forms.
Initial assessment IAG	Complete initial assessment to determine learners' starting points. Start to support learners' personal goal setting and ensure they're Specific, Measurable, Appropriate, Realistic and Time bound (SMART). Identify and arrange any additional learning support. Introduce ILPs
Individual Learning Plans (ILPs)	A working document mapped against RARPAP and IAG. Plan individual learning and support SMART personal goal setting to stretch and challenge. Monitor progress and record and feedback regularly (date) in writing. Plan next steps jointly with learner
Teaching and learning/IAG	Use a broad range of strategies to challenge, inspire and meet individual needs of learners. Use IT innovatively. Embed Personal development, behaviour and welfare (PDBW) and support development of wider transferable/employability skills. Build aspiration, resilience, confidence and independence for all learners. Use volunteers and plan sessions with them. Listen to learner feedback and respond appropriately.
Progress Reviews/IAG	Provide regular written and verbal feedback so learners are constantly challenged and know what they need to build on to improve. Keep ILPs up to date and hold frequent reviews of targets and update as appropriate.
Assessment IAG	Use a wide range of strategies and use assessments to inform planning. Record group formative assessment using group progress tracking form. Promote goal setting, help learners know how to improve, encourage learner self and peer assessment. Focus on how individual learners learn and recognise and reward all achievement regularly throughout course. Use summative assessment in line with awarding body/RARPAP requirements.
Achievement/IAG	Evaluate course and use info to feedback on course report. Celebrate learners' achievements. Create and award certificates of achievement.
Progression IAG	Continue to provide IAG and promote progression opportunities. Arrange for NCS(National Career Service) to visit group and inform learners of NCS website . Support learners to complete intended/actual progression info.

DIVERSITY CALENDAR - Multifaith Dates

September	Name of Event	Religion/ Event	Explanation
1st	Guru Granth Sahib	Sikh	Sikhs celebrate the installation of the Guru Granth Sahib (Sikh Scripture) in 1604.
2nd	Janmashtami	Hindu	Hindus celebrate the birth of Lord Krishna.
6th	(-13th) Paryushan	Jain	The most important Jain festival of the year and is celebrated in the Indian month of Bhadra
10th	(-11th) Rosh Hashanah	Jewish	The Jewish New Year festival
12th	Al-Hijra - Islamic New Year	Islam	First day of Muharram. First month in the Islamic calendar
13th	Ganesh Charurthi	Hindu	Celebrates the birth of Ganesh, good of wisdom and prosperity
19th	Yom Kippur	Jewish	Translates as the Day of Atonement and is the holiest date in the Jewish calendar
21st	Ashura	Muslim	Muslims remember the martyrdom of Hussain ibn Ali
23rd	Autumn Equinox	Pagan	Celebrated when day and night are of equal length the final festival of the harvest season
24th	(-1st) Sukkot	Jewish	Jews remember the Israelites' 40 years of desert exile. Begins in the evening
October	Name of Event	Religion/ Event	Explanation
2nd	Shemini Atzeret / Simchat Torah	Jewish	Jewish holiday marking the day after the end of Sukkot
9th	(-17th) Navaratri	Hindu	Hindus worship the female expression of the divine
20th	Guru Granth Sahib declared Guru for all times	Sikh	The tenth and last living Guru of the Sikh faith
31st	All Hallows' Eve	Christian	Marks the start of the time in the liturgical year when Christians remember the dead
31st	Samhain	Pagan	Marks the Celtic New Year and the beginning of what Pagans call the Wheel of the Year
November	Name of Event	Religion/ Event	Explanation
1st	All Saints' day	Christian	Christians remember all the saints and martyrs, known and unknown, throughout Christian history
2nd	All Souls' Day	Christian	Christians remember and pray for the dead, especially family members
7th	(-11th) Diwali	(HinduSikh and Jain)	Known as the Festival of Lights
	Bandi Chhorh Divas (Prisoners Release Day)	Sikh	Sikhs celebrate the safe return of the sixth Guru, 1619
9th	Birth of the Bab	Baha'i	Baha'is celebrate the birth in 1819 of the Bab, the herald or forerunner of their faith
10th	Birth of Baha'u'llah	Baha'l	Baha'is celebrate the anniversary of the birth in 1817 of Baha'u'llah, the founder of their faith
23rd	Birthday at Guru Nanak	Sikh	Guru Nanak was the founder of the Sikh faith and the first of its 10 ten Gurus
24th	Martyrdom of Guru Tegh Bahadur	Sikh	Guru Tegh Bahadur was the ninth of the Ten Sikh Gurus. He was martyred in 1675
December	Name of Event	Religion/ Event	Explanation
2nd	Advent Sunday	Christian	The four week period before Christmas when Christians prepare for the coming of Christ
3rd-10th	Hanukkah	Jewish	Jewish festival also known as the festival of lights
8th	Bodhi Day	Buddhist	Buddhist from the Mahayana tradition celebrate the Buddha's attainment of enlightenment
22nd	Yule	Pagan	Marks the Winter Solstice—the shortest day of the year—when Pagans celebrate re-birth of the sun
24th	Christmas Eve	Christians	Celebrations traditionally start on Christmas Eve with Midnight Mass
25th	Christmas Day	Christian	Christians celebrate the birth of Jesus, whom they believe to be the son of God
26th	Zarathosht Disco/Death of Zoroaster	Zoroastrian	Zoroastrians remember the death of their prophet, Zoroaster. It's a solemn occasion devoted to prayer and remembering his life

Intelligence, Commissioning and Performance

Name	Role	Contact for:	Tel and Email
Matthew Smith	Senior Officer - Learner Data and Research	Any issue relating to contracts, eligibility and learner data paperwork	0151 3566718 matthew.smith@cheshirewestandchester.gov.uk
Michael Raven	Performance Monitoring Officer	Learner eligibility, paperwork submission deadline, course paperwork returns	01513566905 michael.raven2@cheshirewestandchester.gov.uk
Beth Arnold	Learner Data & Research Assistant	Paperwork submission deadline, course paperwork returns	0151 356 6777 beth.arnold@cheshirewestandchester.gov.uk
Peter Grime	Senior C&P Assistant	Contract payment calculation, payment notifications and supporting activities	0151 356 6764 Peter.grime@cheshirewestandchester.gov.uk
Amy Gorst	C&P Assistant	Supporting above plus: Ordering, Invoice payment processing	0151 356 6780 Amy.gorst@cheshirewestandchester.gov.uk
Simon Dutton	C & P Assistant	Supporting above plus: Ordering, Invoice payment processing and New Leaf Support	0151 356 6771 Simon.dutton@cheshirewestandchester.gov.uk
Andrew Marsden	C & P Assistant	Supporting above plus: Ordering, Invoice payment processing and Work Choice	0151 356 6665 Andrew.marsden@cheshirewestandchester.gov.uk

Curriculum, Quality and Progression Team

Monica McDermott	Senior Officer — Curriculum, Quality and Progression	Any issues relating to quality of adult learning provision	0151 356 6736 Monica.McDermott@cheshirewestandchester.gov.uk
Vicky Davis	Partnership, Quality and Curriculum Officer	Quality visits, OTLAs, walkthroughs, SARs, questions about course paperwork	0151 356 6781 Vicky.Davis@cheshirewestandchester.gov.uk
Amta Xhetani	Partnership, Quality and Curriculum Officer	Quality visits, OTLAs, walkthroughs, SARs, questions about course paperwork	0151 356 6743 Amta.Xhetani@cheshirewestandchester.gov.uk
Sophie Westerman	Partnership, Quality and Curriculum Support Assistant	Tutor training updates e.g PREVENT, DBS numbers, safeguarding, teaching qualifications, and course notification	0151 3566773 Sophie.Westerman@cheshirewestandchester.gov.uk
Nina Hallmark	Family Learning Tutor	Assessment and verification and family learning courses	0151 3566722 Nina.Hallmark@cheshirewestandchester.gov.uk
Emma Cawley	Family Learning Tutor	Family learning courses	0151 3566906 Emma.Cawley@cheshirewestandchester.gov.uk

Work Zones

Alison Reid	Senior Officer Employment Skills & Learning	Any issues relating to Work Zone delivery, staffing, DWP for the borough,	01606 288908 Alison.Reid@cheshirewestandchester.gov.uk
Gary Willott	Chester WZ Coordinator	Any issues relating to Chester Work Zone termly programmes, local provision and employer contacts for the area	01244 976028 Gary.willott@cheshirewestandchester.gov.uk
Louise Faint	Ellesmere Port WZ Coordinator	Any issues relating to EP Work Zone termly programmes, local provision and employer contacts for the area	01513566667 Louise.faint@cheshirewestandchester.gov.uk
Debbie Cragg	Northwich WZ Coordinator	Any issues relating to Northwich Work Zone termly programmes, local provision and employer contacts for the area	01606 288540 Debbie.cragg@cheshirewestandchester.gov.uk
Stephen Smith	Winsford WZ Coordinator	Any issues relating to Winsford Work Zone termly programmes, local provision and employer contacts for the area	01606 288901 Stephen.smith@cheshirewestandchester.gov.uk

Safeguarding

Clare Latham	Skills and Employment Manager and Safeguarding Officer	Any issues relating to Adult Safeguarding	0151 356 6767 Clare.Latham@cheshirewestandchester.gov.uk
Mary Cook	Family Learning Tutor and Safeguarding Officer	Any issues relating to Children Safeguarding, family learning courses and assessment and verification	0151 356 6908 Mary.Cook@cheshirewestandchester.gov.uk