

January- March 2018

Skills and Employment Newsletter

Inside this issue:	Page
MESSAGE FROM THE SENIOR OFFICER – CURRICULUM, QUALITY& PROGRESSION Monica McDermott	1
PREVENT AND BRITISH VALUES	2
PARTNERSHIP MEETING and FOCUS ON MODERN SLAVERY	3
ADULT EDUCATION - OUR APPROACH TO LEARNER DISCLOSURE, PAPERWORK UPDATE and SMART PERSONAL TARGETS	4
MESSAGE FROM THE SKILLS & EMPLOYMENT CONTRACTS AND FINANCE TEAM and SHARING BEST PRACTICE	5
THE NEW DATA PROTECTION ACT (GDPR) and LOCAL SUPPORTED EMPLOYMENT SERVICE	6
EQUALITY AND DIVERSITY - GENERATING DISCUSSION POINTS	7
MULTI FAITH DATES	8
CONTACT DETAILS FOR SUPPORT WITH CONTRACTING, QUALITY & MIS	9

Message from the Senior Officer – Curriculum, Quality & Progression Monica McDermott

Happy New Year!

We hope you have had an enjoyable and energising festive break and are now gearing up for the challenges and opportunities of 2018

As you know 2017 was a terrific year - feedback from your learners was overwhelmingly positive and great progress was made with all our key priorities especially with SMART goal setting - so really well done again!

Please remember - we will continue to do our best to provide you all with outstanding personalised support so that you can continuously improve the quality of your provision for learners. So now is the perfect time to start planning ahead for what you want to achieve. So, if you have a particular work-related challenge, contact us, we're here to help you to ensure that learners receive the best possible learning experience from us.

It's 2018 and we're looking forward to another amazing year!

From the Quality team

Amta, Vicky, Sophie and Monica

PREVENT AND BRITISH VALUES

Responsibilities of tutors and trainers as part of Prevent

- As well as safeguarding training, all staff and volunteers must undertake Prevent duty training. Prevent training modules can be found on the following link: [Click 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 Sophie Westerman, Vicky Davis and/or Amta Xhetani
- Share information about vulnerable individuals as required in accordance with provider information sharing agreements and data protection legislation
- Challenge extremist ideas as they arise and report any safeguarding and Prevent concerns to the named staff responsible, the Police or the Cheshire Prevent Team

An important part of The Prevent Duty is to promote fundamental British values. This includes:



- democracy
- rule of law
- individual liberty
- mutual respect and tolerance for those with different faiths and beliefs.

How can we introduce these themes into sessions?

Democracy

- We can encourage learners to have a discussion about: national/local elections, the impact of persuasive media coverage on the democratic process and the importance of community links and activities
- promote learner voice and give learners the opportunity to 'set their own rules'
- Arrange activities that provide learners with the opportunity to argue and defend points of view, through structured and unstructured debates

The rule of law

We should be committed to preventing and addressing discrimination and reinforcing the fact we are all accountable to the laws of society. This can be done by discussing laws and policies with learners. Learners should be provided with the learner handbook that includes the main policies and procedures they need to be aware of and adhere to while studying with us

Individual liberty

Individual liberty means to live with freedom of choice, free from oppressive restrictions or control by others. This is a human right that we need to work hard at all levels to protect. We can promote individual liberty by creating a positive culture within our setting.

Mutual respect and tolerance

People having different faiths or beliefs, or having none should be accepted and their views tolerated and should not be the cause of discriminatory behaviour. We need to recognise that people are different and while we do not always agree, we should encourage our learners to respect each other's views ideas and beliefs.

More information, free resources and curriculum guidance and materials can be found at: <http://preventforfeandtraining.org.uk> & www.educateagainsthate.com

PARTNERSHIP MEETING

We are running a follow up meeting for any partners who were unable to attend the partnership meeting on Tuesday 12th December.

The details of the meeting are as follows:

Date: Wednesday 10th January 2018
Time: 13:00-15:00
Venue: The Work Zone, 1st Floor Library, Ellesmere Port, CH65 0BE

The purpose of the meeting is to discuss our progress and performance, provide Safeguarding and Data Protection training and to answer any questions partners might have.

If you have already attended the December meeting, you don't need to attend again; however if you have any tutors that would like to come along to the meeting in January, please send an email to Sophie.Westerman@cheshirewestandchester.gov.uk

FOCUS ON MODERN SLAVERY

Modern slavery is a serious crime. It encompasses slavery, forced or compulsory labour and human trafficking.

Common signs that a person affected by Modern Slavery may display:

- No ID documents or bank account
- Lack of personal transport
- Not seeking medical care
- Living in poor accommodation, overcrowding
- Looking malnourished, unkempt or withdrawn
- Appearing frightened, unable to answer questions directed at them
- Fear of the authorities eg scared of what might happen to their families
- In debt to someone or in a situation of dependence

Child Victims:

- Absent parent or legal guardian
- Groomed children may have a 'bond' with those exploiting them and have been groomed to not disclose their abuse – however, they are likely to be very scared and traumatised

We have designed a new posters called '**Focus on Modern Slavery**'

It is good practice for the poster to be displayed with the other posters in teaching and learning venues as appropriate, and highlighted to learners (e.g. during induction).

The poster can be found on Cheshire Adult Learning Portal - Posters section.



ADULT EDUCATION - OUR APPROACH TO LEARNER DISCLOSURE

Not all learner disclosures are safeguarding issues, but they are all signs of distress and all require an appropriate response. To report a learner disclosure please follow our Learner Disclosure procedure.

A Learner Disclosure Report is to be completed within 48 hours (available on the Portal at www.cheshireadultlearning.org) and forwarded to the organisation's Lead Safeguarding Officer. The organisation's Reporting Officer will report the disclosure immediately to the Cheshire West & Cheshire Skills and Employment Team.

For disclosures concerning adults:
Clare Latham, 0151 3566767
clare.latham@cheshirewestandchester.gov.uk

For disclosures concerning children:
Mary Cook, 0151 3566908
mary.cook@cheshirewestandchester.gov.uk

Disclosures of a safeguarding nature will be reported by the above Reporting Officers to the Cheshire West Access Team as appropriate. Disclosures involving extremism will be reported to the Local Adult Safeguarding Board or the Specialist Cheshire PREVENT Team.

For other disclosures, a response will be agreed and monitored for completion by the Skills and Employment Reporting Officers.

Policy Statements relating to Safeguarding are available to read on www.cheshireadultlearning.org

PAPERWORK UPDATE

We have made some changes to the following paperwork:

- Session Plans and Group Tracking Sheet - 'Learner Group Background' has been moved from the session plans onto the Group Tracking Sheet. Please ensure that the Group Tracking Sheet is used on all courses that run over more than one day in length
- Joint Session Plan and Scheme of Work - we have removed the section on Session Aims as this was duplicated earlier in the document

Please ensure that you always print off the most updated versions of the paperwork directly from the Portal to use for any new courses going forward.

SMART PERSONAL TARGETS

Our ongoing monitoring shows that we need to offer more support to help with the setting of learners' personal targets that come from initial assessment and discussion with learners. Learners are able to set as many or as few personal targets as they like, and are to record them on their ILPs. Learners may require tutor support in order to write their personal targets in a SMART way. Remember, the targets should be realistic, and achievable during the course.

A handout is already available on the Portal for tutors to guide learners in writing SMART personal targets, but the Quality Team will work with you and your tutors again during the Spring term to offer further support in this area should it be required.

MESSAGE FROM THE SKILLS & EMPLOYMENT CONTRACTS AND FINANCE TEAM



Left to right: (top) Simon Dutton, Amy Gorst, Andrew Marsden (bottom) Peter Grime, Jill Gates

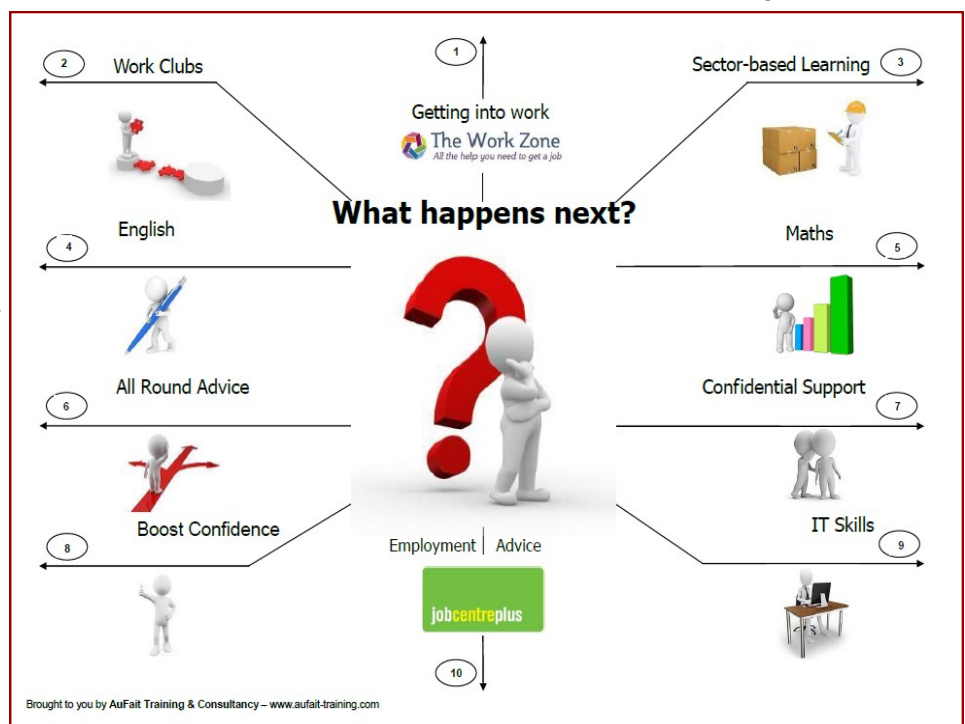
“The Contracting and Performance team provide support for all procurement, funding, contracting, payments and audit. We have 41 years of experience between us in this field so have come across most circumstances in our area. As you know, we are conducting partner visits and are also obtaining feedback for developing the processes within our new 4 year procurement framework and contract management so thank you - we also welcome feedback at any time. We always welcome contact with our partners so please feel free to contact us anytime in addition to our planned communications. There are some new developments coming during 2018 and look forward to consulting on those in due course.”

SHARING BEST PRACTICE

Our colleagues at Au Fait Training have successfully been using a resource that they created to help ensure their learners receive appropriate Information, Advice and Guidance (IAG) whilst on their courses, and have kindly agreed to share it with us should we want to create something similar. IAG is an integral part of our delivery and should be embedded throughout your courses and evidenced in your planning documentation.

If you would like further support with embedding of IAG, or any other of the key components, into your courses, please contact the Quality Team who will be happy to help.

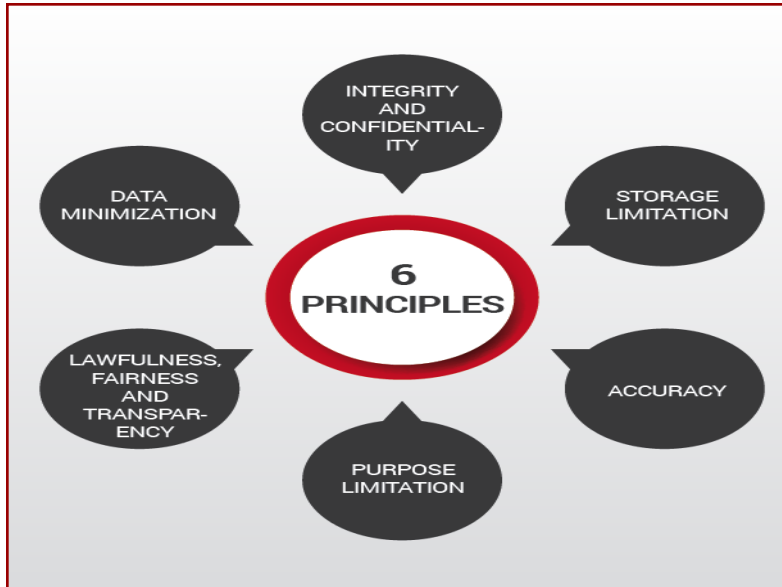
If you have any resources that you would like to share with our partner colleagues, please send them to Amta or Vicky.



THE NEW DATA PROTECTION ACT (GDPR)

GDPR

General Data Protection Regulation replaces all data protection legislation in EU member states (including the UK's Data Protection Act 1998). It has been designed to harmonize data privacy laws across Europe, to protect and empower all EU citizens data privacy and to reshape the way organizations across the region approach data privacy. GDPR will enter in force on **25 May 2018**.



More information can be found at: <https://ico.org.uk/>

LOCAL SUPPORTED EMPLOYMENT SERVICE

Cheshire West and Chester Council have launched a new Local Supported Employment Service aimed at helping Adults aged over 18 years, with learning disabilities, autism and/or in secondary mental health care find and sustain employment.

We believe that anyone who wants to work should have the opportunity to do so and with the right support can make a positive contribution to the workforce. Through our dedicated Local Supported Employment Service, which follows the British Association of Supported Employment's best practice approach, we will provide all the support needed to secure and sustain employment, including providing support to employers regarding any adjustments required and any ongoing support needed.

When we start working with someone, we will carry out 'better off in work' calculations, travel to work planning, look at any adjustments that may be required and anything else to make sure it is the right path for the individual. We will then support them to put together a CV and help them prepare for and attend interviews. We work closely with a wide range of local employers to ensure the right fit and environment for someone to be successful in their new role. We will also help arrange work trials so they can try a job and gain valuable experience.

To be eligible for the service prospective clients must be over the age of 18 and in receipt of Employment Support Allowance (Support group or WRAG) and be known to the Adult Learning Disabilities Team or Secondary Mental Health Teams, and want to gain employment.

If you wish to find out more about the service, please contact:

Joanna Davies (Project Coordinator) 07768773174

Jo Wilczek (Employment Support Officer) 07768271269

Nikki Thompson (Employment Support Officer) 07795256826

EQUALITY AND DIVERSITY - GENERATING DISCUSSION POINTS

We are sure you agree that our diversity diaries are an extremely useful resource that help plan and embed Equality and Diversity into our courses. Remember to make use of your Diversity Diary when planning your sessions. We still have a few copies here in the Office so please let us know if you would like one. The Equality and Diversity themes below offer fantastic opportunities to generate discussions and raise awareness amongst our learners.

February is LGBT History Month



Lesbian, Gay, Bisexual, Trans History Month celebrates the lives and achievement of the LGBT community. Anyone can get involved, regardless of sexuality or gender identity.

The LGBT charity Stonewall estimate that 5-7% of the population are lesbian, gay or bisexual. This means 1 in 20 learners could be LGB.

Make it your mission to include LGBT and equality themes in your delivery on a regular basis.

February diary material focuses on this and covers:

- LGBT language, definitions and statistics
- Homophobic bullying
- Same — sex weddings
- Gender Reassignment
- Promoting LGBT role models, campaigns and events
- Coverage of Trans themes in the curriculum
- Useful web links and programmes
- ‘Coming out’, the benefits and risks

“All young people, regardless of sexual orientation or identity, deserve a safe and supportive environment in which to achieve their full potential”

Harvey Milk, Politician and Gay Activist
(1930-1978)

Did you know that Cheshire West and Chester Council achieved a place in Stonewall’s top 100 lesbian, gay, bisexual and transgender (LGBT) friendly organisations? This accreditation reflects the progress the council has made around LGBT equality, which means the organisation is better placed to respond to the issues faced by its employees and the LGBT community.

Useful websites: <http://lgbthistorymonth.org.uk/>, <https://sgforum.org.uk/>, www.stonewall.org.uk/

March

Thursday 8th March 2018 is International Women’s day.

Annually, thousands of events are held throughout the world to inspire women and celebrate achievements. International women’s day has been observed since the early 1900’s, a time of great expansion and turbulence in the industrial world that saw a booming population and the rise of radical ideologies.

More information at: <https://www.internationalwomensday.com/>

Wednesday 21st March is International Day for the Elimination of Racial Discrimination.

On this day, in 1960 police opened fire and killed 69 people at a peaceful demonstration in South Africa against the apartheid “pass laws”. The General Assembly called on the international community to redouble efforts to eliminate all forms of racial discrimination.

Every person is entitled to human rights without discrimination. The rights to equality and non-discrimination are cornerstones of human rights law. Yet in many parts of the world, discriminatory practices are still widespread, including racial, ethnic, religious and nationality based profiling, and incitement to hatred. More information at: <http://www.un.org/en/events/racialdiscriminationday/>

University of Chester Diversity Festival



The 2018 Diversity Festival takes place from 5th March 2018 – 15th March 2018 across various University of Chester campuses and locations with a theme of “No limits”.

Events are open to all members of the public and will give you a unique opportunity to learn and experience different cultures and perspectives. All events are free but booking is essential. The full programme of events is [here](#).

MULTI FAITH DATES

January	Name of Event	Religion/Event	Explanation
5th	Birth of Guru Gobind Singh	Sikh	Guru Gobind Singh was the last of the 10 human Gurus of the Sikh faith. He was born in 1666
6th	Epiphany	Christian	Falls on the 12th day after Christmas and signals the end of the Christmas season for Western Christians
7th	Orthodox Christmas Day	Orthodox Christian	The majority of Orthodox Christian churches celebrate Christmas on this day.
22nd	Vasant Panchami	Hindu	Hindu festival that welcomes spring
February	Name of Event	Religion/Event	Explanation
1st	Imbolc	Pagan	Celebrated by Pagans midway between the winter solstice and the spring equinox
13th	Shrove Tuesday	Christian	The day before Ash Wednesday, the beginning of Lent. Also known as Pancake Day or Pancake Tuesday.
	Shivaratri	Hindu	Hindus honour Lord Shiva. It falls on the 14th Night of the new moon in the Hindu month of Phalgun
14th	Ash Wednesday	Christian	The beginning of Lent for Western Christians
15th	Nirvana Day	Buddhist	The day when Buddhists from the Mahayana tradition remember the death and enlightenment of the Buddha.
March	Name of Event	Religion/Event	Explanation
1st	Purim	Jewish	Celebrates events told in the book of Esther .
	The Nineteen Day Fast	Bahai - (-20th)	A time when Bahais fast from sunrise to sunset.
2nd	Holi	Hindu	A Festival Celebrated on the day after a full moon .
	Hola Mohalla	Sikh	A festival celebrated by Sikhs in the city of Anandpur Sahib
11th	Mothering Sunday	Christian	Falls on the fourth Sunday of Lent.
14th	Nanakshai New Year	Sikh	Marks the beginning of the year 589 in the Sikh calendar
20th	Spring Equinox	Pagan	The days and nights are equal length
25th	Palm Sunday	Christian	Marks the beginning of the week before Easter
	Annuciation	Christian	The day when angel Gabriel is said to have appeared to Mary to tell her she'd been chosen to be the mother of Jesus
29th	Maundy Thursday	Christian	Christians remember it as the day of the Last Supper
30th	Good Friday	Christian	Christians remember it as the day Jesus was crucified
	Passover	Jewish	Jews remember the Israelites freedom from slavery.
31st	Hanuman Jayanti	Hindu	Hindus celebrate the birth of the god Hanuman

CONTACT DETAILS FOR SUPPORT WITH CONTRACTING, QUALITY & MIS

Contracting, Performance & Finance Team

Name	Role	Contact for:	Tel and Email
Jill Gates	Senior Officer – Contracting & Performance	Contracting, procurement, contract issue, amendment and update. Contracting payment approvals	0151 356 6765 Jill.gates@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 Support	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, course notification template, SARs, questions about course paperwork (SMART course goals, iILP, SOW & session plans).	0151 356 6781 Vicky.Davis@cheshirewestandchester.gov.uk
Amta Xhetani	Partnership, Quality and Curriculum Officer	Quality visits, OTLAs, walkthroughs, course notification template, SARs, questions about course paperwork (SMART course goals, iILP, SOW & session plans).	0151 356 6743 Amta.Xhetani@cheshirewestandchester.gov.uk
Sophie Westerman	Partnership, Quality and Curriculum Support Assistant,	Updating provider information including tutor training updates e.g PRE-VENT, DBS numbers, safeguarding, teaching qualifications, tutor & learner feedback and organising meetings.	0151 3566773 Sophie.Westerman@cheshirewestandchester.gov.uk

Learner Data and Research

Matthew Smith	Senior Officer - Learner Data and Research	Any issue relating to eligibility and learner data paperwork	0151 3566718 matthew.smith@cheshirewestandchester.gov.uk
Michael Raven	Lifelong Learning Performance Monitoring Officer	Learner eligibility, paperwork submission deadline, course paperwork returns	01513566905 Michael.Raven@cheshireeast.gov.uk
Beth Arnold	Learner Data & Research Assistant	Paperwork submission deadline, course paperwork returns	0151 356 6777 beth.arnold@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	0151 356 6908 Mary.Cook@cheshirewestandchester.gov.uk