

# April-July 2018

## Skills and Employment Newsletter

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### OFSTED INSPECTION

As you already know, we had an Ofsted inspection from 7th-8th March.

We would like to thank you all for your support throughout the process, and in particular, those of you that were interviewed or observed.

We hope that the full Ofsted report will be available for you to read on Cheshire Adult Learning portal from the third week of April.

## PREVENT AND BRITISH VALUES

Tutors are successfully embedding British Values and PREVENT into sessions through discussions, by referring to the learner handbook, handouts and by displaying posters in classroom settings.

In addition to the above, we have designed a British Values/PREVENT card (see below) to help learners remember the aim of the PREVENT strategy, and the four British Values.

A printable version of the card is available on Cheshire Adult learning portal – Tutor Resources.

Please print the card and provide each learner on your course with it. Should you require help with printing the card, please contact the quality team and we will provide you with printed copies.

## BRITISH VALUES

A simple way to remember them

DIRT	Stands For	Notes
<b>D</b>	<b>Democracy</b>	Your opinion counts
<b>I</b>	<b>Individual liberty</b>	Freedom within the law
<b>R</b>	<b>Rule of Law</b>	No-one is above the law. The law protects everyone, and you are innocent until proven guilty.
<b>T</b>	<b>Tolerance</b>	Respecting those who differ from ourselves, perhaps through faith or belief

## Prevent Strategy

**Aims to stop people becoming terrorists or supporting terrorism.**

Prevent includes **British Values** and issues relating to **extremism** and **radicalisation**.

**Extremism** is defined in law as ‘vocal or active opposition to fundamental British values’.

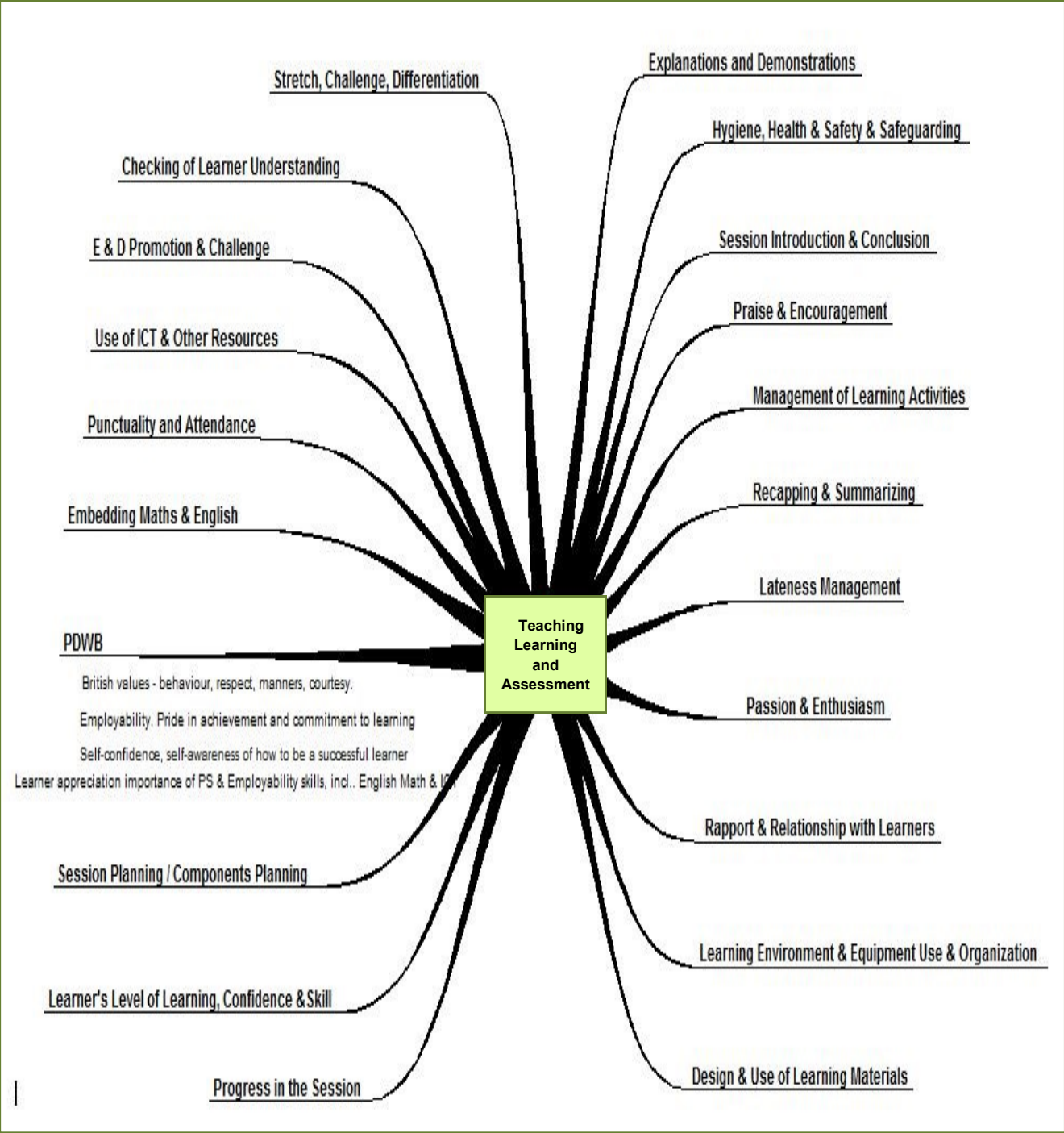
**Radicalisation** is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

To report any concerns, contact the police anti-terrorist hotline on 0800 789 321.

# SELF ASSESSMENT APPROACH TO TEACHING, LEARNING AND ASSESSMENT

The following diagram provides a good framework for a Tutor Self Assessment. It includes the main Teaching, Learning and Assessment components tutors need to consider when planning sessions.

Also, referring to each component helps all tutors to reflect on what worked well during a sessions and what needs to improve further. Please use the self assessment approach to plan your sessions accordingly.



## MESSAGE FROM CONTRACTING & PERFORMANCE

### Subcontracted Partner Update

Firstly I would like to thank you all for your contributions in the recent round of contract and mid-year reviews. This has helped us keep our 4 year Adult Learning Framework records up to date and to ensure your contracts are progressing as planned. From these activities we are developing new areas to be delivered during 2018/19. These will include your performance results which will inform the level of contract fees charged to you (top slice) for accredited delivery or an achievement payment for non-accredited delivery, therefore good performance will result in a financial benefit to yourselves. Any areas that need further monitoring will result in an in-year Performance Improvement Plan (PIP) which we would support you in achieving the desired outcome. All details will be fully shared at the contract issue meeting. Dates you need to be aware of are:

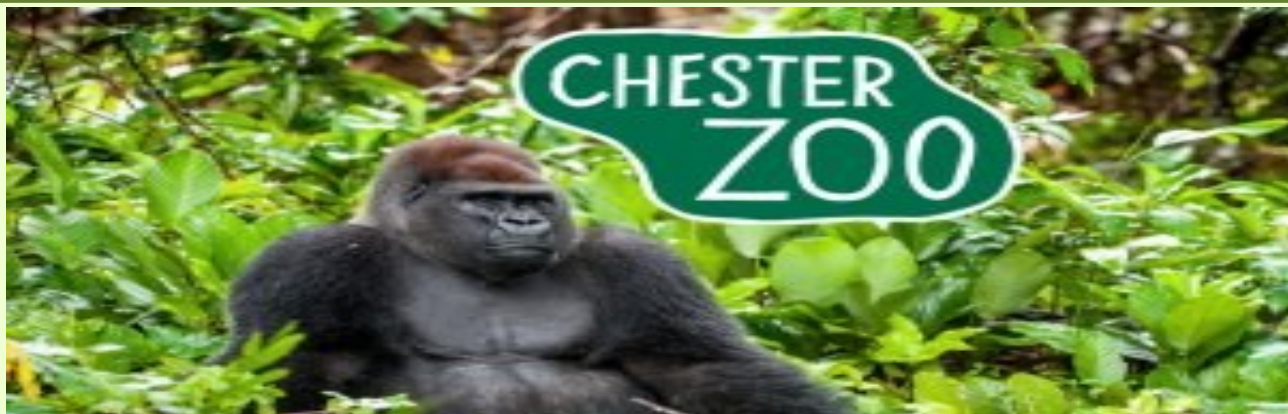
- ⇒ April 2018 opening of our Framework for new potential partner to apply (Current partners are already on this and do not need re-apply at this time).
- ⇒ May 2018 opening of our 'Mini Competition' which when our partners on the framework can apply for 2018/19 Academic Year funding. Partners on our framework will be notified automatically via The Chest system but we will also email out notification.
- ⇒ June 2018 Funding Panel – Evaluation of applications and contract offers made.
- ⇒ 16<sup>th</sup> July 2018 Funding accepted offers converted to contract and contracts will be issued.
- ⇒ August 2018 Academic year 2018/19 begins.

Thanks

Jill

Jill Gates - Senior Officer –Contracting & Performance

## LEARNER AWARD 2018



Following last year's successful Learner Award ceremony at Chester Zoo, we took into consideration your feedback and decided to go back again for this year's Learner Award.

The award will take place on **Wednesday, 11th July 2018**. Please put this date on your calendar and begin to consider which learners you would like to nominate for an award.

We are hoping to produce a video to show at the event and would like to interview tutors and partners involved. We would also like to interview learners who benefited from doing courses with us. If you have learners that have made a great progress and would like to talk about it on video, please let us know.

We will be in touch shortly regarding learner nominations, any special arrangements and a full timetable of the event.

## 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 you provide to check the quality of course goals for Community Learning and Non-regulated courses, to create courses on Cheshire Adult Learning Course Directory, and to plan observations and walkthroughs. Please ensure that each section is completed accurately before returning it to: Vicky, Sophie and Amta

The Course Notification Template can be found on Cheshire Adult Learning portal - Course document section.

## PAPERWORK UPDATE

We have made some changes to the following paperwork:

- ILPs
- Learner feedback forms
- Registers

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.

## NEW LEAF PROJECT



New Leaf is a National Lottery and European funded project that works with multiple partners across Warrington and Cheshire to support residents into work or training, manage their money and benefits, as well as gain much needed confidence.

It works with people who are unemployed:

- ◇ Aged under 25 years and out of work for 6 months continuously or more
  - ◇ Or aged over 25 years and out of work for at least 12 months continuously
- or**

People who may be economically inactive:

- ◇ People not in paid employment or self-employment
- ◇ Or are not available for or not seeking work

The New Leaf project is here to help by:

- ◇ Providing 1-2-1 support
- ◇ Helping with skills and training
- ◇ Finding opportunities to unlock potential
- ◇ Boosting confidence and future prospects

The project has already achieved numerous successes and is due to run until September 2019.

The website [www.newleafcheshire.co.uk/](http://www.newleafcheshire.co.uk/) has full details of the program.

CWAC are responsible for delivering the contract for residents of Ellesmere Port, Neston and the surrounding areas.

Please contact Steve Henshaw, New Leaf Project Co-ordinator 0151 356 6349 or Simon Dutton, New Leaf Project Administrator 0151 356 6771 or Email: [NewLeaf@cheshirewestandchester.gov.uk](mailto:NewLeaf@cheshirewestandchester.gov.uk) to make referrals for the Ellesmere Port area.

## EQUALITY AND DIVERSITY - GENERATING DISCUSSION POINTS

Our diversity diaries are an extremely useful resource that can help tutors to plan and embed Equality and Diversity into courses. Remember to make use of your Diversity Diary when planning your sessions. The Equality and Diversity themes below offer fantastic opportunities to generate discussions and raise awareness amongst our learners.

### May is 'Action on Stroke Month'



**What is a stroke?** A stroke is a brain attack. It happens when the blood supply to part of your brain is cut off.

Stroke strikes every five minutes in the UK. It can happen to anyone, of any age, at any time. It's vital to know how to spot the warning signs of a stroke in yourself or someone else. Using the FAST test is the best way to do this.

**Facial Weakness** - Can the person smile? Has their face fallen on one side?

**Arm Weakness** - Can the person raise both arms and keep them there?

**Speech Problems** - Can the person speak clearly and understand what you say? Is their speech slurred?

**Time** - If you see any of these three signs it's time to call **999**

More information at: <http://www.stroke.org.uk/strokemonth>

### 17<sup>th</sup> May - International Day Against Homophobia (IDAHO)



The well-being of Lesbian, Gay, Bisexual and Trans individuals can be seriously affected through homophobic discrimination.

**IDAHO** was created in 2004 to draw the attention of policymakers, opinion leaders, social movements, the public and the media to the violence and discrimination experienced by LGBTI people internationally.

The date of May 17th was specifically chosen to commemorate the World Health Organization's decision in 1990 to declassify homosexuality as a mental disorder.

For more information visit: [www.homophobiaday.org](http://www.homophobiaday.org)

### Monday 21<sup>st</sup> May - World Day for Cultural Diversity for Dialogue and Development



In 2001, UNESCO adopted the Universal Declaration on Cultural Diversity and in December 2002, the UN General Assembly, declared May 21st to be the World Day for Cultural Diversity for Dialogue and Development. The day provides us with an opportunity to deepen our understanding of the values of cultural diversity and to learn to live together better.

For more information visit:- [www.un.org/en/events/culturaldiversityday/](http://www.un.org/en/events/culturaldiversityday/)

## EQUALITY AND DIVERSITY - GENERATING DISCUSSION POINTS

### 14<sup>th</sup> - 20<sup>th</sup> May - Mental Health Awareness Week



Research has shown that 16 million people experience a mental health problem each year, and stress is a key factor in this.

We all suffer from anxiety and depression at times - perhaps not to a clinical degree, but that doesn't mean that we shouldn't lend our voices and help the cause to bring awareness to these issues in our communities.

By tackling stress, we can go a long way to tackle mental health problems such as anxiety and depression, and, in some instances, self-harm and suicide.

Please raise awareness and address mental health difficulties amongst our learners.

For more information visit: <https://bemindful.co.uk/> and <https://www.mentalhealth.org.uk>

### 31<sup>st</sup> May - World No Tobacco Day



Every Year, on the 31<sup>st</sup> May, the World Health Organisation (WHO) and partners everywhere mark World No Tobacco Day, highlighting the health risks associated with tobacco use and advocating for effective policies to reduce tobacco consumption.

Tobacco use is the single most preventable cause of death globally and currently is responsible for killing 1 in 10 adults worldwide.

More information at: <http://www.who.int/campaigns/no-tobacco-day/2017/en/>

### 20<sup>th</sup> June - World refugee day



In a world where violence forces thousands of families to flee for their lives each day, now is the time to show that the global public stands with refugees.

The World Refugee Day, held every year on June 20<sup>th</sup>, commemorates the strength, courage and perseverance of millions of refugees. This year, World Refugee Day also marks a key moment for the public to show support for families forced to flee.

More Information at: [www.un.org/en/events/refugeeday](http://www.un.org/en/events/refugeeday)

Quote:

**“Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young”**

Henry Ford, founder of the Ford Motor Company

## MULTI FAITH DATES

April	Name of Event	Religion/Event	Explanation
1st	Easter Day	Christian	Commemorates the resurrection of Jesus Christ, the most important festival in the Christian calendar.
13th	Lailat al Miraj	Muslim	Commemorating the Prophet Muhammad's night journey from Mecca to Jerusalem.
14th	Vaisakhi	Sikh	Sikhs celebrate the founding of the Khalsa.
20th	Festival of Ridvan	Bahá'í	(Until the 2nd of May) Bahá'í remember the 12 days that their founder, Bahá'u'lláh's spent in the Garden of Ridvan.
May	Name of Event	Religion/Event	Explanation
1st	Beltane	Pagan	Beltane is a fire festival which celebrates the arrival of summer and the fertility of the coming year.
1st	Lailat al Barra'a	Muslim	The 'night of forgiveness' takes place two weeks before the beginning of Ramadan.
10th	Ascension Day	Christian	Celebrates the day when Jesus Christ is said to have ascended bodily into heaven, in the presence of the apostles.
15th	Ramadan	Muslim	(Until 14th June) The ninth month in the Islamic calendar and is a time of fasting and spiritual renewal.
19th	Shavuot	Jewish	(Until 21st June) A harvest festival when Jews give thanks for the first fruits of the year.
20th	Pentecost	Christian	The day when the Holy Spirit is said to have descended on Jesus's apostles.
22nd	Vesak/Buddha Day	Buddhists	The major festival of the year for Buddhists from the Theravada tradition.
27th	Trinity Sunday	Christian	Christians celebrate the belief in three aspects of the one God—Father Sun and Holy Spirit.
31st	Corpus Christi	Christian	Celebrated by Christians on the Thursday after Trinity Sunday
June	Name of Event	Religion/Event	Explanation
14th	Eid- al- Fitr	Muslim	Marks the end of the month— long fast during the Islamic month or Ramadan
16th	Martyrdom of Guru Arjan Dev	Sikh	The fifth of the ten Sikh Gurus, the first Sikh martyr.
21st	Summer Solstice or Midsummer	Pagan	Pagans celebrate Midsummer or Litha which means 'standing still of the sun'.
July	Name of Event	Religion/Event	Explanation
8th	Martyrdom of the Bab	Baha'i	Baha'is mark the anniversary of the execution in 1850 of the Bab, the herald of the Baha'i faith
14th	Ratha Yatra	Hindu	Means 'chariot festival' and is a Hindu festival traditionally celebrated in Orissa State
28th	Dharma Day	Buddhist	Buddhist from the Theravada tradition celebrate the teachings of the Buddha



## CONTACT DETAILS FOR SUPPORT WITH CONTRACTING, QUALITY & MIS

### Contracting, Performance & Finance Team

Name	Role	Contact for:	Tel and Email
<b>Jill Gates</b>	Senior Officer – Contracting & Performance	Contracting, procurement, contract issue, amendment and update. Contracting payment approvals	0151 356 6765 <a href="mailto:Jill.gates@cheshirewestandchester.gov.uk">Jill.gates@cheshirewestandchester.gov.uk</a>
<b>Peter Grime</b>	Senior C&P Assistant	Contract payment calculation, payment notifications and supporting activities	0151 356 6764 <a href="mailto:Peter.grime@cheshirewestandchester.gov.uk">Peter.grime@cheshirewestandchester.gov.uk</a>
<b>Amy Gorst</b>	C&P Assistant	Supporting above plus: Ordering, Invoice payment processing	0151 356 6780 <a href="mailto:Amy.gorst@cheshirewestandchester.gov.uk">Amy.gorst@cheshirewestandchester.gov.uk</a>
<b>Simon Dutton</b>	C & P Assistant	Supporting above plus: Ordering, Invoice payment processing and New Leaf Support	0151 356 6771 <a href="mailto:Simon.dutton@cheshirewestandchester.gov.uk">Simon.dutton@cheshirewestandchester.gov.uk</a>
<b>Andrew Marsden</b>	C & P Assistant	Supporting above plus: Ordering, Invoice payment processing and Work Choice Support	0151 356 6665 <a href="mailto:Andrew.marsden@cheshirewestandchester.gov.uk">Andrew.marsden@cheshirewestandchester.gov.uk</a>

### Curriculum, Quality and Progression Team

<b>Monica McDermott</b>	Senior Officer — Curriculum, Quality and Progression	Any issues relating to quality of adult learning provision	0151 356 6736 <a href="mailto:Monica.McDermott@cheshirewestandchester.gov.uk">Monica.McDermott@cheshirewestandchester.gov.uk</a>
<b>Vicky Davis</b>	Partnership, Quality and Curriculum Officer	Quality visits, OTLAs, walkthroughs, course notification template, SARs, questions about course paperwork (SMART course goals, ILP, SOW & session plans).	<b>0151 356 6781</b> <a href="mailto:Vicky.Davis@cheshirewestandchester.gov.uk">Vicky.Davis@cheshirewestandchester.gov.uk</a>
<b>Amta Xhetani</b>	Partnership, Quality and Curriculum Officer	Quality visits, OTLAs, walkthroughs, course notification template, SARs, questions about course paperwork (SMART course goals, ILP, SOW & session plans).	<b>0151 356 6743</b> <a href="mailto:Amta.Xhetani@cheshirewestandchester.gov.uk">Amta.Xhetani@cheshirewestandchester.gov.uk</a>
<b>Sophie Westerman</b>	Partnership, Quality and Curriculum Support Assistant	Updating provider information including tutor training updates e.g PREVENT, DBS numbers, safeguarding, teaching qualifications, tutor & learner feedback and organising meetings.	0151 3566773 <a href="mailto:Sophie.Westerman@cheshirewestandchester.gov.uk">Sophie.Westerman@cheshirewestandchester.gov.uk</a>

### Learner Data and Research

<b>Matthew Smith</b>	Senior Officer - Learner Data and Research	Any issue relating to eligibility and learner data paperwork	0151 3566718 <a href="mailto:matthew.smith@cheshirewestandchester.gov.uk">matthew.smith@cheshirewestandchester.gov.uk</a>
<b>Michael Raven</b>	Lifelong Learning Performance Monitoring Officer	Learner eligibility, paperwork submission deadline, course paperwork returns	01513566905 <a href="mailto:michael.raven2@cheshirewestandchester.gov.uk">michael.raven2@cheshirewestandchester.gov.uk</a>
<b>Beth Arnold</b>	Learner Data & Research Assistant	Paperwork submission deadline, course paperwork returns	0151 356 6777 <a href="mailto:beth.arnold@cheshirewestandchester.gov.uk">beth.arnold@cheshirewestandchester.gov.uk</a>

### Safeguarding

<b>Clare Latham</b>	Skills and Employment Manager and Safeguarding Officer	Any issues relating to Adult Safeguarding	0151 356 6767 <a href="mailto:Clare.Latham@cheshirewestandchester.gov.uk">Clare.Latham@cheshirewestandchester.gov.uk</a>
<b>Mary Cook</b>	Family Learning Tutor and Safeguarding Officer	Any issues relating to Children Safeguarding	0151 356 6908 <a href="mailto:Mary.Cook@cheshirewestandchester.gov.uk">Mary.Cook@cheshirewestandchester.gov.uk</a>