



TRAINING & DEVELOPMENT PROGRAMME 2009/10

A certificate of professional development will be issued to all delegates attending the workshops, outlining the aims & objectives of the programme, which participants can use to update their CPD records log.

Prices: Half day – delivery partners £20 (limited to 2 places at discounted rate) others £40.

Full day - delivery partners £30 (limited to 2 places at discounted rate) others £95

| TOPIC | Date & Time | VENUE | Further info |
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| <p>Writing and delivering an effective Quality Improvement Plan – a workshop to develop best practice in quality improvement techniques and how to ensure improvement happens.</p> <p>Course code : HG/01-SW/01</p> <p>Price:£20 – HLC providers (2 places only at reduced rate)</p> <p>£40 all others</p> | <p>Monday 22 Feb 2010</p> <p>9.30 – 12.30</p> <p>Thursday 7th October 2010</p> <p>9.30 to 12.30</p> | <p>Barton The Ropewalk Humber Room</p> <p>Hull Goodwin Centre Conference room</p> | <p><u>Who is this particular session aimed at?</u> Quality managers, curriculum leaders, team leaders and course leaders who contribute to an area or organisations self assessment process and report</p> <p><u>By the end of the session participants will be able to</u></p> <ul style="list-style-type: none"> ➤ write an effective QIP ➤ devise a rigorous monitoring process ➤ understand the basic principles of performance management ➤ recognise when quality improvement is not happening and how to intervene proactively ➤ integrate new and emerging issues into the QIP |
| <p>Preparing To Be Observed – a workshop for tutors who are likely to be observed, providing guidance on how to prepare for a successful observation outcome</p> <p>Course code : HG/02</p> <p>Price:£20 – HLC delivery partners (2 places only at reduced rate)</p> <p>£40 all others</p> | <p>Friday 5 March 2010</p> <p>9.30 – 12.30</p> | <p>Hull The Octagon Room 6.6</p> | <p><u>Who is this particular session aimed at?</u> This programme is designed to inform teachers about the process and outcomes of being observed either by inspectors or internal observers and how to prepare for a successful outcome</p> <p><u>By the end of the session participants will be able to:</u></p> <ul style="list-style-type: none"> ➤ prepare adequately for observation ➤ understand how teaching and learning is assessed & how grades are arrived at ➤ understand how feedback should be given and what should happen next ➤ know when an inadequate grade is not the fault of the teacher ➤ develop awareness of how OTLs are conducted during inspection & how dual observations work ➤ know how OTLs demonstrate a provider's capacity to improve |

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| <p>Accredited Observer Training – a new and exciting programme delivered in partnership with Hull University is one of the first accredited observer programmes in the country. This 10 credit module at level 4 is part of the university's HE Foundation Award programme and involves 20 guided learning hours of study. This a mixture of 2 taught workshops combined with work based learning activities and assessment.</p> <p>Prices on application</p> <p>Session 1 Course code : OTLENH-3</p> <p>Session 2 Course Code: OTLENH-4</p> <p>Price: On Request</p> | <p>Session 1 Wednesday 14 April 2010</p> <p>Session 2 Wednesday 12 May 2010</p> <p>Or</p> <p>Session 1 To be Arranged</p> <p>Session 2 To be Arranged</p> <p>*all sessions 9.30 -3.30pm</p> | <p>Hull The Octagon</p> <p>Hull Goodwin Centre</p> | <p>Who is this particular session aimed at? Experienced observers seeking formal accreditation for this area of quality improvement work. Delegates may be working in a quality management role or practicing tutors</p> <p>By the end of the session participants will be able to:</p> <ul style="list-style-type: none"> ➤ identify the different purpose and outcomes of various types of observation ➤ develop competence in undertaking observations ➤ use diverse evidence to assess and grade teaching & learning ➤ give effective feedback ➤ write an evaluative observation report ➤ use observation data to demonstrate a capacity to improve ➤ understand how T&L is reflected in the new common inspection framework <p> UNIVERSITY OF Hull</p> <p> HLC Humber Learning Consortium <i>Passionate about learning</i></p> |
| <p>Writing Smart Targets For ILPs – how to ensure that ILPs are individual & meaningful</p> <p>Course code : SW/02</p> <p>Price:£20 – HLC delivery partners (2 places only at reduced rate)</p> <p>£40 all others</p> | <p>Friday 26 March 2010</p> <p>9.30-12.30</p> | <p>Hull Goodwin Centre Conference room</p> | <p>Who is this particular session aimed at? Tutors and course leaders who are involved in setting learning outcomes or targets for ILPs</p> <p>By the end of the session participants will be able to:</p> <ul style="list-style-type: none"> ➤ understand the principles of setting SMART targets ➤ develop competence in writing SMART targets ➤ construct individualised and meaningful ILPs ➤ monitor effectively learner progress and its impact on target adjustment |

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| <p>Best Practice In Recognising & Recording Progress & Achievement (RARPA) – an increasingly important aspect of performance monitoring & inspection for community learning providers</p> <p>Course code :SW/02</p> <p>Price:£20 - HLC delivery partners (2 places only at reduced rate)</p> <p>£40 all others</p> | <p>Thursday 15 April 2010</p> <p>9.30 – 12.30</p> | <p>Hull Goodwin Centre Conference room</p> | <p><u>Who is this particular session aimed at?</u> Tutors and course leaders who are involved in the management and delivery of non accredited learning</p> <p><u>By the end of the session participants will be able to:</u></p> <ul style="list-style-type: none"> ➤ understand the principles and stages of RARPA ➤ write appropriate learning outcomes ➤ evidence achievement of learning outcomes for performance monitoring ➤ demonstrate high levels of success rates on non accredited programmes ➤ understand how non accredited programmes are reviewed during inspection |
| <p>Evaluative Writing Skills - for self assessment, observation records and report writing.</p> <p>Course code :HG/03</p> <p>Price:£20- HLC delivery partners (2 places only at reduced rate)</p> <p>£40 all others</p> | <p>Thursday 22 April 2010</p> <p>9.30 – 12.30</p> | <p>Hull The Octagon Room 6.6</p> | <p><u>Who is this particular session aimed at?</u> Quality managers, curriculum leaders, team leaders and course leaders who contribute to an area or organisations self assessment process and report, these skills are also useful for observers making judgments about teaching and learning</p> <p><u>By the end of the session participants will be able to:</u></p> <ul style="list-style-type: none"> ➤ recognise descriptive statements & know the difference between descriptive and evaluative statements ➤ write evaluative statements ➤ develop a vocabulary of evaluative words ➤ make self assessment reports & OTLs evaluative and judgments rich ➤ enhance the accuracy of judgments made for self assessment and OTLs |
| <p>The New Common Inspection Framework 1- What’s in and what’s out? - an overview of the changes of emphasis in the new CIF and impact on inspection.</p> <p>Course code : HG/04</p> <p>Price:£20 - HLC delivery partners (2 places only at reduced rate)</p> <p>£40 all others</p> | <p>Thursday 22 April 2010</p> <p>1.30 – 4.00</p> | <p>Hull The Octagon Room 6.6</p> | <p>This workshop is the first in a series of 4 development opportunities surrounding changes to the new CIF and provides a good overview of those changes and the likely impact on the provider. The sessions will be a mixture of tutor updates and practical activity reflecting on the providers own situation.</p> <p><u>Who is this particular session aimed at?</u> This intensive half day workshop will be of interest to Managers and Quality Specialists from all organisations liable for “Ofsted” Wider Remit Inspection. This includes WBL, ACL, DWP and PCDL/VCS providers, and those with responsibility for these areas within FE colleges and LEAs.</p> <p><u>By the end of the session participants will be able to:</u></p> <ul style="list-style-type: none"> ➤ understand the key changes contained in the new CIF September 2009 |

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| | | | <ul style="list-style-type: none"> ➤ understand the detail of new grades and judgments within the new CIF ➤ be aware of the critical factors in strengthening capacity to improve ➤ recognise the importance of E&D and Safeguarding as limiting grades ➤ Recognise the changes necessary within a providers self assessment process and QA systems. ➤ understand the implications for providers who will be inspected in the next round <p>As these changes affect all providers of government funded learning and training, this workshop is a timely opportunity for provider staff to become familiar with the inevitable adjustments that will be required within their own organisation to ensure a good inspection outcome</p> |
| <p>Introduction To Observing Teaching & Learning – for managers & tutors who are new to observing T&L sessions or those who have not undergone formal training for the role.</p> <p>Course code : HG/05</p> <p>Prices:£30 - HLC delivery partners (2 places only at reduced rate)</p> <p>£95 all others</p> | <p>Thursday 29 April 2010</p> <p>9.30 -3.30</p> | <p>Hull The Octagon Room 6.6</p> | <p><u>Who is this particular session aimed at?</u> Quality Managers, Advanced Practitioners, Team Leaders, Quality Officers and Teachers who carry out observation of teaching & Learning. This programme is designed to assist observers in adding focus and rigor to the process of observation especially if they are new to the process or have not been formally trained</p> <p><u>By the end of the session participants will know :</u></p> <ul style="list-style-type: none"> ➤ How to prepare for Observation ➤ How to evidence judgments ➤ How to assess and grade T&L ➤ How to give effective feedback ➤ How to write an observation report ➤ How to use observation data to evidence T&L in your SAR ➤ How to demonstrate capacity to improve in T&L |
| <p>The New Common Inspection Framework 3 – Safeguarding – a limiting grade</p> <p>This programme combines an update on how to meet new legislative requirements in safeguarding and the requirements of Ofsted's new inspection framework</p> <p>The outcome of inspection is now limited by</p> | <p>Wednesday 19 May 2010</p> <p>9.30 -3.30</p> | <p>Barton The Ropewalk Humber Room</p> | <p>This workshop is the third in a series of 4 development opportunities surrounding changes to the new CIF and the impact of safeguarding as a limiting grade on the provider especially during inspection. The sessions will be a mixture of tutor updates and practical activity reflecting on the providers own situation</p> <p><u>Who is this particular session aimed at?</u> An essential days training event for quality and senior managers responsible for inspection, performance and standards, self-</p> |

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| <p>performance in this area as an aspect of leadership & management and overall effectiveness.</p> <p>Course code : HG/06</p> <p>Price: £30 – HLC delivery partners(2 places only at reduced rate)</p> <p>£95 all others</p> | | | <p>assessment and continuous improvement</p> <p><u>By the end of the session participants will:</u></p> <ul style="list-style-type: none"> ➤ be aware of legislative compliance and implications for recruitment and volunteers ➤ be aware of the requirements surrounding children & vulnerable adults ➤ have a clearer understanding of the new CIF and its grading structure ➤ recognise the changes necessary in the self assessment process and QA systems. ➤ Understand how Every Child Matters themes apply to all learners ➤ recognise the importance of Safeguarding as a limiting grade |
| <p>The New Common Inspection Framework 2 – Impact of new CIF on your self assessment process – a workshop to look at how the changes to the CIF will impact on your self assessment processes, data collection and writing of the SAR.</p> <p>Course code : HG/07</p> <p>Price: £30 – HLC delivery partners (2 places only at reduced rate)</p> <p>£95 all others</p> | <p>Wednesday 2 June 2010</p> <p>9.30 – 3.30</p> | <p>Hull Goodwin Centre Conference room</p> | <p>This workshop is the second in a series of 4 development opportunities surrounding changes to the new CIF and provides a good overview of the impact of changes on the providers self assessment processes. The sessions will be a mixture of tutor updates and practical activity reflecting on the providers own situation</p> <p><u>Who is this particular session aimed at?</u> An essential days training event for quality and senior managers responsible for inspection, performance and standards, self-assessment and continuous improvement.</p> <p><u>By the end of the session participants will</u></p> <ul style="list-style-type: none"> ➤ have a clearer understanding of the new CIF and its grading structure ➤ Recognise the changes necessary in the self assessment process and QA systems. ➤ understand how judgments and grades in the SAR need to be adjusted ➤ understand how the need to capture evidence to support judgments and grades in your self assessment report (SAR) ➤ recognise the importance of E&D & Safeguarding as limiting grades ➤ understand the implications for providers undergoing inspection within the next four to six years |

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| <p>4 - Equality & Diversity – a limiting grade</p> <p>This programme combines an update on best practice in E&D and the requirements of Ofsted's new inspection framework.</p> <p>The outcome of inspection is now limited by performance in this area as an aspect of leadership & management and overall effectiveness.</p> <p>Course code : HG08</p> <p>Price: £30 – HLC delivery partners (2 places only at reduced rate)</p> <p>£95 all others</p> | <p>Thursday 10 June 2010</p> <p>9.30 – 3.30</p> | <p>Hull Goodwin Centre Conference room</p> | <p>This workshop is the 4th in a series of 4 development opportunities surrounding changes to the new CIF and the impact of E&D as a limiting grade on the provider especially during inspection. The sessions will be a mixture of tutor updates and practical activity reflecting on the providers own situation</p> <p><u>Who is this particular session aimed at?</u></p> <p>An essential days training event for quality and senior managers responsible for inspection, performance and standards, self-assessment and continuous improvement</p> <p><u>By the end of the session participants will:</u></p> <ul style="list-style-type: none"> ➤ understand the 7 themes of E&D ➤ increase awareness of best practice in E&D ➤ have a clearer understanding of the new CIF and its grading structure ➤ understand how judgments and grades in the SAR need to be evidenced ➤ recognise the importance of E&D as a limiting grade ➤ be aware of which data to collect to support E&D judgments and grades ➤ recognise the changes necessary to the self assessment process and QA systems to reflect importance of E&D. ➤ understand the implications for providers undergoing inspection within the next four to six years |
| <p>Using Data & Writing An Accurate Self Assessment Report</p> <p>– a workshop on how to use data to evidence the learner journey and its use in writing an evaluative and accurate SAR..</p> <p>Course code : HG/09</p> <p>Price: £30 – HLC delivery partners (2 places only at reduced rate)</p> <p>£95 all others</p> | <p>Thursday 23 Sept 2010</p> <p>9.30 - 3 .30</p> | <p>Hull The Octagon Room 6.6</p> | <p><u>Who is this particular session aimed at?</u></p> <p>Quality managers, curriculum leaders, team leaders and course leaders who contribute to an area or organisations self assessment process and report</p> <p><u>By the end of the session participants will be able to:</u></p> <ul style="list-style-type: none"> ➤ recognise the importance of a clear SAR structure ➤ use data effectively to underpin judgments ➤ relate the SAR to the CIF ➤ write evidence based judgments ➤ grade areas of provision accurately ➤ demonstrate capacity to improve ➤ structure an effective quality improvement plan |