

Welcome Tutors and Support Workers to the New Academic Year

Hi all,

This is our very first 'proper' newsletter. We're hoping to bring this to you every term to keep you updated on all our Skills for Life WEA news in the South West.

We're in for a busy academic year, so it's just as well that I've returned to my full-time hours and Naomi is back from her maternity leave. We haven't got Kathleen Kruiniger this year and she will be missed both as a tutor and a support in the office.

Also, we welcome new Skills for Life tutors Melanie Evans (Numeracy and ESOL), Scott McDougall (ESOL), Collette Parnell (ESOL) and Monica

Poston down in Yeovil (ESOL) and new support worker Mark Latus (Numeracy). We hope you're settling in OK and enjoying your classes.

The LSC has imposed some challenging Numeracy E3 and Literacy/ESOL L1 targets on us this year, which we will have to focus strongly on.

York Court has recruited well so far, enabling us to run all levels of classes again, as well as continuing with the Numeracy classes.

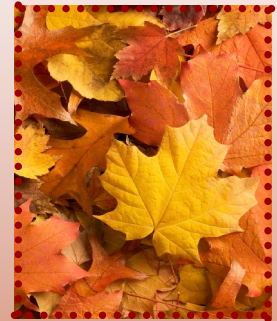
In addition to the LSC targets, a key focus this year will be trying to raise our Skills for Life profile from the current grade 3 to a 2.

In 07/08, 50% of our tutors were graded 2 in their observed classes. This year we would like to see 70% of our tutors with a grade 2. To that end I am devising a training plan to help with this, the details of which are overleaf.

As we are now in Week 4 of the first courses, I'm sure your Schemes of Work are in place and you're engaging fully with the ILPs. Please do come and see either Naomi or me if this is not the case, and we will give you advice accordingly.

I hope you find this newsletter useful. Please feel free to let me know what you think!

Helen Garvey
SfL Co-ordinator



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A few useful dates:

- Term 1A:
Monday 15th September-
Friday 24th October
- Week 5—Remind ESOL learners who pay to bring in payment for Term 1B
- Week 6—Tony/Tutors collect payment from ESOL learners for Term 1B
- Autumn Break:
Mon 27th—Fri 31st Oct
- Moderation meeting:
Tuesday 28th October
10am—1pm

New Links with the Local Community

We're very pleased to say that this year we have forged a partnership with the charity organization 'Amana Education Trust' which is based on Grosvenor Rd, St. Pauls. Amongst other things, Amana runs a supplementary school for the Somali community.

From mid-October we are running ESOL and Numeracy classes there, primarily for clients of the Amana Centre, but also for the wider community.

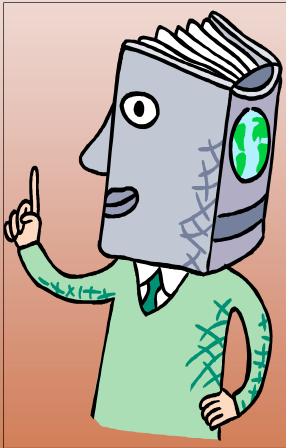
We are looking forward to seeing how this develops and we hope it will be-

come as strong as the York Court provision.

Mo Ismail, a WEA Numeracy tutor, is on the Amana committee, so if you'd like to know more about the organisation he can fill you in. (mismail@wea.org.uk)

CPD Plan for SfL Tutors 08/09

Good news—Payment for attending training!



We're still finalizing plans for tutor training this year and although a residential was mentioned at the tutor meeting in September, realistically we're not going to be able to organize it for this term.

Therefore, we're going to do a series of one day events at the Bristol office and, as stated before, we are able to pay all tutors attending £11.51 per hour.

It is problematic organizing the training as:

- Everyone has demands on time
- The training needs to take place before the OTLs are carried out in the Spring term
- People do not want to be overloaded with too many training days.

Therefore, the proposal is as follows:

Tues 28th Oct 10am-3.30pm

10am-12noon: Non-Accredited SfL Moderation meeting* (SfL Tutors) OR Dyslexia training (Support Workers)

12-12.45pm: LUNCH

12.45-3.30pm: Support Worker & SfL tutor meeting

"The Tutor and Support Worker Roles"

"How can we work together to optimize the learning experience whilst successfully meeting the criteria for the Skills for Life class?"

Sat 22nd November 10.30am-3.30pm
Using ILT to aid differentiation in the classroom

"Using the Smart Board effectively etc "

Sat 17th January 09 10.30am-3.30pm
OTL training

"What are we looking for when we observe classes? How can you ensure you'll get the grade you deserve? How would I grade a group?"

Sat 7th February 09 10.30am-3.30pm
'Managing Differentiation in the Classroom'

Mon 16th February 09 10am-1pm
Moderation meeting for non-accredited SfL provision.

Wednesday 3rd June 09 10am-1pm
Moderation meeting for non-accredited SfL provision.

Can you please let Naomi know as soon as possible whether you are able to attend these days.

Please note: If there are other topics that you feel we need to focus on, let me know, we can still add/adapt this programme to suit your needs.

* see back page

Attendance and Punctuality of Learners



"Classes can only continue to run when they are viable. We do not get funded for half-empty classrooms!"

It is not our intention to use this newsletter as a tool to lecture tutors, but I will take this opportunity to remind you of the importance of continuing to discuss attendance and punctuality with your learners.

Our classes are only viable when 10-12 learners are regularly attending. If this is not the case, we will have to cancel them.

Therefore, if the attendance in your class is dropping it really is worth investing the time to find out why this is happening. We don't have an 'ever ready' stream of learners to take their place, so it needs to come from you.

Likewise, lateness needs to be tackled on a regular basis as part of your classroom management. It is disruptive to your lessons

and unfair on the punctual learners.

Being on time is an important skill to maintain when studying, and needs reviewing with learners as much as their written work.

If any of you are having particular problems with this, please come and talk to either Naomi or me.

Tutor practice quiz — what do you do?

Reflect on the following statements and see what your reactions are.

Answer using only yes (2 points), no (0 points) or sometimes (1 point).

Each session...

1. Do you start by eliciting from learners what was covered in the previous session?
2. Do you share with your learners what the outcomes of the session will be?

3. Does the session follow-on logically from the previous session?
4. Do you include both group work and individual work each time?
5. Before you take a break, do you reiterate the main session outcomes, to remind your learners that they're on the road to achieving them?
6. Do you do a quick re-cap after break

before continuing the session?

7. Do you spend enough time with your learners at the end of the session, evaluating whether or not they've achieved their outcomes?

How did you score?

0-2 points = Uh oh!

3-5 points = You're nearly there!

6-7 points = Bravo!
Hats off!

Being a good tutor is not about the quantity of information you impart, but ensuring that what you teach your learners is retained. Try our quick quiz...

Skills for Life Social

Why not come for a drink with us and get to know your colleagues a bit better?

See you at The Hare on the Hill, 41 Thomas Street North, BS2 8LX (the other side of Stokes Croft, up Nine Tree Hill and on the left),

Thursday 23rd October, 8:30pm onwards

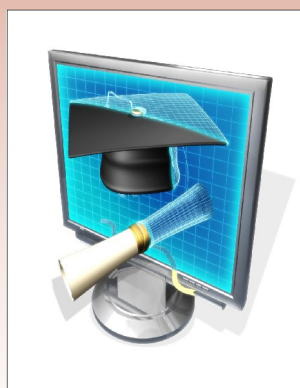


Remember your IfL Registration!

Only 40% of WEA tutors have registered with the Institute for Learning. All WEA tutors must do this ASAP (LSC requirement).

Just logon at www.ifl.ac.uk and register your details (including employment and qualification details).

Hurry while registration is still



free—until 15th October! After registering you are given a number which Helen can then add to your records. Attendance of WEA training events will help you to build up a portfolio of your CPD - a requirement for IfL membership - so take advantage!

New Resources!

Numeracy:

<http://teachingandlearning.qia.org.uk/teachingandlearning/downloads/default.aspx#math>

ESOL:

http://www.dcsf.gov.uk/curriculum_esol/

The ESOL Core Curriculum online. It's really useful for curriculum mapping and provides ideas for activities. Much easier to use than the paper-based version.

www.nln.ac.uk

These materials have recently been re-launched and are much more useful and user-friendly. See Naomi for WEA login details.

www.smartscreen.co.uk

ESOL materials, lesson plans and schemes of work all mapped to curriculum. See Naomi to register. It's all there!

ESOL Accreditation Update

We are still trying to obtain centre status with Edexcel. Neither Naomi or myself have found them easy to deal with, which is a little disconcerting. Nonetheless, we will press ahead and let you know when this is up and running.

In the meantime, have a look at some past papers from City and Guilds (<http://www.cityandguilds.com/sites/basicskills/esol.htm>) and Edexcel (<http://www.edexcel.org.uk/quals/esol/ri/esol-pts/>) to get an idea of which of your learners will soon be ready for accreditation.

Naomi will be organizing a review meeting with SfL tutors in week 5 of this term to talk about this and about what will be best for your learners throughout the course of the year.

An Introduction to Non-Accredited Moderationfor new (and old!) tutors

If we have run courses where learners have not been led to external qualifications eg. City and Guilds, we have to demonstrate to the LSC that they have still made progress from attending the WEA course.

We do this by finding out the starting points of the learners (initial and diagnostic assessments) and then setting realistic targets for them to achieve on the course. We evidence this with your course file information, your learners ILPs, and examples of learners' work.

You, as tutors, bring this evidence to the meeting, along with a claim form stating the name of the learners you feel have achieved their targets. We then look through the evidence together to agree that the targets have been met.

These are the basic principles of non-accredited moderation and if you are following the advice given to you in your Skills for Life Quality Manual, it should require no extra work at all. Naomi will be sending out paperwork for moderation to

you soon to refresh your memories.

Some tutors, at times, have a negative view of moderation, yet when they come to the meetings have enjoyed the experience of looking at course folders with other tutors and generally sharing ideas etc. And this year you will be paid £11.51 per hour to attend too!

If you want any help with preparing for our first moderation meeting of the year on Tuesday 28th October, don't hesitate to ask either Naomi or Helen.



If you want to contribute to this newsletter, please contact either Helen Garvey hgarvey@wea.org.uk 0117 916 6512 or Naomi Bath nbath@wea.org.uk 0117 916 6514