

ACLS Curriculum Meeting
South Forest Leisure Centre, Edwinstowe.
Wednesday 9th April 2008. 1 – 3.30.

ATTENDEES.	PROVIDER.
Carol Smith	WNC
Kate Stubbings	PLC
Maria Semak	NCN
Wendy Haines	NCN
Vicky Jones	WEA
Christine Lee	Children's centres.
Lisa Carnell	Children's centres.
Vicky Penrice	Sutton Centre
Alison Barros	ACLS
Christalla Patsides	ACLS

ITEM ON AGENDA.	COMMENTARY	ACTION.
What is Family Learning?	<p>As a group, we discussed definitions of Family Learning, we wrote, -</p> <ol style="list-style-type: none"> 1) "Adults and children learning together for the benefit of both parties. 2) "Adults and children learning together for the benefit of both parties, and the family as a whole". <p>We proceeded to discuss what a "Family" is. What is "Wider Family Learning"? A softer way into learning.</p> <p>Wider Family Learning can</p>	

	incorporate OCN certification.	
	<p>Wendy: - Parents need to experience being with their children and helping them with learning at home. We need to break the cycle of adults not being able to help their children.</p> <p>Alison:-“Parents/carers” is not always adequate terminology, as Foster carers do not identify themselves with these titles.</p> <p>FLLN is driven by the National Test Curriculum. WFL is geared towards experience and learning.</p>	
Marketing of courses.	<p>Alison has had information postcards printed; these were distributed at the meeting.</p> <p>ESOL is not identified on the postcards; however courses can be included in FLLN.</p> <p>MOODLE: - is designed at present for family Learning tutors.</p> <p>Kate will email information on MOODLE to tutors.</p> <p>Carol does not have the facilities at WNC, but suggested accessing it through the libraries. Carol has laptops but no wifi.</p> <p>Carol asked if MOODLE could be used to distribute information for students, for example useful websites to use at home.</p> <p>Christine mentioned the cost of phone lines and Broadband in order to access wifi.</p> <p>Kate suggested that comprehensive students could send in assignments to be checked by their tutors.</p> <p>Vicky asked if Extended Services could link with FL and WFL through MOODLE, as they have asked for suggestions on how to engage with families.</p>	

Institute for Learning.	All those present have registered with the Institute for Learning.	
Big Lottery Fund.	<p>At present ACLS are discussing activities with partner services in order to gain funding from the Big Lottery Fund. The aim is to increase the number of high quality family learning opportunities and make them more accessible to those in need.</p> <p>We are in the process of applying for £40,000 over 5 years.</p> <p>The programmes have to be delivered to adults and children together.</p> <p>We would like to, in part, concentrate on generational poetry, stories and nursery rhymes, which seem to be all but forgotten.</p> <p>We are in the early stages, but if funding is allocated we may be looking at delivering this time next year (2008)</p>	We will keep you posted.
SAR	The SAR report will be out on our website for providers by next month.	
THOMAS	<p>As you may be aware, Simon Moore is responsible for formulating the data for THOMAS.</p> <p>I brought along a revised THOMAS format, which we hoped would make it easier for providers to collect and submit data. After discussion it seems we have succeeded.</p> <p>Thanks Si we had a thumbs up. Simon has also revised the FLLN schedule for collecting data from the providers. This will be sent out to you shortly. It asks for the information in the same month that it is to be returned, rather than asking for it mid way through a month.</p>	Send out schedule for FLLN budget 2007 – 2008.
Service level Agreement.	<p>We discussed the purpose of the Service Level Agreement.</p> <p>This topic was on the agenda as an instance arose.</p> <p>A programme delivering in a school were told at one session that they would have to use another room for</p>	

	<p>their session. The room was not appropriate to the learners or their children's needs. The Service level Agreement (SLA) should be signed before a programme begins. It allows all concerned to know how they stand in their commitments.</p> <p>Once signed, it is to be sent to County Hall, we will take a copy for our records, and send a copy back to you. A copy is also given to the venue.</p> <p>The SLA is now on our website in Word format, Thank you Andrew.</p>	
<p>AOB.</p>	<p>We now have an up-dated coach risk assessment form.</p> <p>Please could you periodically ask for feedback from programmes that you have provided. We have to collate evidence for our Inspections. Also, it is really good to hear of all the successes that you are achieving. We are however, interested in any negative feedback, where we may have to implement changes.</p> <p>Carol from West Notts collage reported great success in the Family Finance programme. She commented that they may change the title for marketing purposes as some parents thought that the course would advise on claiming benefits.</p> <p>It was suggested that the method of knowing how much funding was available is "wishy washy" I will look in to this.</p> <p>We have had some great feedback about Lucille Porter's "Managing behaviour" Many providers have shown an interest in the content. Lucille has said that she will send lesson plans out to providers. Thank you Lucille.</p> <p>Sylvia asked what to do if learner numbers fall to 6 or below. Each case is individual, there is no hard and fast rule, please contact us, should you be</p>	<p>Lesson 6 missing from the scheme of work. I shall email it out to those present at the meeting, and anyone else who is interested.</p>

	<p>in this position for advice.</p> <p>At present we are experiencing more Level 1's for lesson observations. Keep up the good work.</p> <p>We are in the process of organising a phonics training session as some of you requested. Information will be sent to you next week. I hope most of you can make it.</p> <p>The next Tutor Curriculum meeting may be delayed as we are in the process of recruiting for Susie's post, until she returns. The new recruit will be chairing the meeting.</p> <p>To end, it was a forgone conclusion that the venue for this meeting, although pleasant, is too far to travel to. We will use an alternative venue in future.</p>	
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