

**Staff Development**

**Brochure**

**Summer**

**2021**

**ALL COURSES ARE DELIVERED BY WEBINAR ON TEAMS UNLESS OTHERWISE STATED**

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**Please note** where stated ‘**Staff Development Application required’** you will need to follow the below process:

**Staff Development Application Process**

From **January 1st 2021** staff development applications should be completed following the process below and using this new online form [Online CPD application form](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconsultations.essex.gov.uk%2Fworkforce-development-1%2F6bd9eab7&data=04%7C01%7C%7C5f7a8d8b28f74f63c6ab08d8a5aaa99e%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637441499695189851%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AwC%2ByT1cx4uQE9GdtgDZ1NaEtB%2B7dfml7hJz3kGaMlM%3D&reserved=0)

This form should be used for all staff development including conferences, formal training, teacher training, accredited learning etc.  It is not required for mandated training such as Safeguarding.

1. Applicant to complete Online Staff Development form [Online CPD application form](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconsultations.essex.gov.uk%2Fworkforce-development-1%2F6bd9eab7&data=04%7C01%7C%7C5f7a8d8b28f74f63c6ab08d8a5aaa99e%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637441499695189851%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AwC%2ByT1cx4uQE9GdtgDZ1NaEtB%2B7dfml7hJz3kGaMlM%3D&reserved=0).

Please ensure you have your line managers approval before completing your application.

1. Applications will be acknowledged within one working week and a decision on budget approval given.
2. Applicant informed that training can be booked.
3. Applicant is responsible for course booking using the guidance below.
4. At the end of your staff development event/training you will need to complete an evaluation form [Online CPD Evaluation form](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconsultations.essex.gov.uk%2Fworkforce-development-1%2F6fb37aff&data=04%7C01%7C%7C5f7a8d8b28f74f63c6ab08d8a5aaa99e%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637441499695199846%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=mTFVYXJwl98QO04MGeXns8PdbERlvAe2Qg9ibgVHpUQ%3D&reserved=0) .

# **Apprenticeships**



[This Photo](http://www.joewilsons.net/2016/05/the-training-levy-in-england.html) by Unknown Author is licensed under [CC BY](https://creativecommons.org/licenses/by/3.0/)

**Who are these courses for?** For ACL staff wishing to partake in continuing professional development and gain a recognised national qualification whilst working in their role. You will develop your current practice, or work towards employment progression.

Level 2 Customer Service – suitable for anyone customer facing, which could include canteen and site staff and new student services teams.

Level 3 Customer Service – for those with higher levels of responsibility who work with customers and wish to improve their practice, for example, student service teams.

Level 3 Business Administration – those who wish to develop their practice from basic administration tasks, perhaps those that have completed a level 2 and wish to progress.

Level 3 Team Leading – ideal for those taking their first steps into a management role and leading a team. Suitable for anyone new to management.

Level 4 Project Management – for those with roles based around developing, managing and delivering projects on time and on budget.

Level 5 Operational Management – ideal for those moving into a management role that requires them to achieve operational/departmental goals against an organisational strategy.

Level 5 Coaching Professional - Do you have to coach as part of your role with either your own team or your learners?  This is an excellent opportunity to develop your coaching skills and apply what you learn to your daily practice. This programme is paid for out of the Essex County Council apprenticeship levy.

# **Digital Training**

**Who is this training for?** Tutors and LSA's

**Description:** One-hour training sessions for the application tools for tutors and LSA's.  
To book on any of these sessions or for more information please contact Jo Loss. [Jo.Loss@essex.gov.uk](mailto:Jo.Loss@essex.gov.uk)

# BREAKOUT ROOMS ON TEAMS

**Tutor Date Time**

Jo Loss 30/04/2021 11:00

Jo Loss 08/07/2021 16:00

# CLASS NOTEBOOK

**Tutor Date Time**

Jo Loss 04/05/2021 14:00

Jo Loss 12/07/2021 11:00

# Collaborative Whiteboards

**Tutor Date Time**

Karen Gowlett 13/05/2021 11:00

# Engaging Activities for online learning

**Tutor Date Time**

Carol Samlal 06/05/21 10:00

Carol Samlal 02/07/21 13:00

# Forms and assignments in Teams

**Tutor Date Time**

Mathew Harrington 06/07/2021 10:00

Mathew Harrington 13/05/2021 15:00

# Making Images Interactive with Thinglink

**Tutor Date Time**

Jo Loss 08/06/2021 16:00

Jo Loss 11/05/2021 09:00

# Making the most of your digital well-being

**Tutor Date Time**

Jill Newton DATE **TBC** TIME **TBC**

# Making the most of Excel (the basics)

**Tutor Date Time**

Jamie Huckfield 07/06/2021 11:00

# Making the most of Excel (advanced)

**Tutor Date Time**

Jamie Huckfield 07/06/2021 13:00

# Making the most of PowerPoint (teaching staff)

**Tutor Date Time**

Lorraine Harding 19-May 16:00

Lorraine Harding 08-Jul 16:00

# Making the most of Teams to manage your workflow

**Tutor Date Time**

Jo Loss 07/06/2021 14:00

# Making the most of Word (non-teaching staff)

**Tutor Date Time**

Lorraine Harding 21-May 10:00

Lorraine Harding 09-Jul 10:00

# Making your content accessible

**Tutor Date Time**

Jo Loss 27/04/2021 17:00

Jo Loss 01/06/2021 17:30

# Microsoft Insights

**Tutor Date Time**

Jo Loss 23/04/2021 14:00

Jo Loss 22/06/2021 09:00

# Padlet

**Tutor Date Time**

Karen Gowlett 05/05/2021 15:00

Karen Gowlett 07/05/2021 10:00

# Quality questioning – top tips workshop

**Tutor Date Time**

Karen Gowlett 05/05/2021 12:00

Karen Gowlett 10/05/2021 14:00

Karen Gowlett 12/05/2021 16:00

Karen Gowlett 18/05/2021 09:00

# Support your learners with accessibility needs

**Tutor Date Time**

Jo Loss 14/06/2021 09:00

# Teams for teaching– the basics

**Tutor Date Time**

Jo Loss 19/04/2021 09:00

Jo Loss 13/07/2021 18:00

# Visual and Verbal Feedback

**Tutor Date Time**

Karen Gowlett 18/05/2021 11:00

# ETF Platform:

# Nearpod

Nearpod can provide an interactive learning experience for your learners, along with the capability of capturing individual, peer, self and group interactive assessment activities.

**Tutor Date Time**

Clare Kirby 09/04/2021 10:00

Clare Kirby 23/04/2021 13:00

Clare Kirby 07/05/2021 10:00

Clare Kirby 18/05/2021 17:00

Clare Kirby 11/06/2021 10:00

Clare Kirby 18/06/2021 18:00

# **Digital wellbeing**

**Suitable for all staff. Each session is 2hrs**

* **To have an increased understanding of your relationship with digital technology and the impact of it on both yours and others wellbeing.**
* **Understand some of the risks associated with wellbeing and digital technology and what you can do about them.**

**Tutor Date Time**

Jill Newton 02/06/2021 09:30

Jill Newton 24/06/2021 13:00

# **Health & Safety**

# Anaphylaxis

**Who is this course for?** This is course is for all staff at ACL and on behalf of ACL at external premises, (Facilities staff / Centre Leads and commissioned Providers), particularly those working with someone with serious allergies or working with learners.

**Description:**

* This is a 2 - hour course which will provide you with an introduction to what Anaphylaxis and helps you to understand the common causes of anaphylactic shock.

Learning outcomes:

* How to identify anaphylaxis signs and symptoms
* How to administer essential first aid
* How to administer an auto-injector
* Assist employers in meeting legal requirements and promote improved standards of health and safety within their organisation

**Tutor Date Time**

Joahnne Cousins 18/06/2021 10:00 - 12:00

# COSHH

**Who is this course for?** This is course is for staff at ACL who have a responsibility for, or work with, substances hazardous to health at ACL and on behalf of ACL at external premises, (Facilities staff / Centre Leads and Commissioned Providers).

**Description:** This is three - hour course which will provide you with the knowledge to conduct a COSHH risk assessment, identify common ill-health effects from working with hazardous substances, and follow safe working methods.

**Learning outcomes:**

* Know how to identify hazardous substances in the workplace.
* Understand the ill-health effects that hazardous substances can cause.
* Understand COSHH legal regulations, including the responsibilities of employers and employees.
* Know what to consider for a COSHH risk assessment.
* Understand the importance of health surveillance for employees who work with hazardous substances.

**Tutor Date Time**

Joahnne Cousins 11/06/2021 10:00 - 13:00

# First Aid

**Staff Development Application required (for all first aid courses)**

# Emergency First Aid at Work (EFAW)

**Who is this course for?** This is an accredited course for staff who are to become first aiders in their centres, where the need arises. This will provide centres with extra support staff to fulfil our legal responsibilities in keeping all staff and learners safe.

**Description:** The Emergency First Aid at Work (RQF) qualification is designed for individuals who are required to act as an emergency first aider in their workplace. Upon successful completion of this qualification, candidates will be equipped with the essential skills needed to give safe, prompt and effective first aid in emergency situations.

**EFAW Colchester** **Tutor Session Date Time**

ONLINE WEBINAR Joahnne Cousins A 10/05/2021 10:00 - 12:00

FACE TO FACE SESSION Joahnne Cousins B 11/05/2021 09:30 - 16:00

**EFAW Brentwood Tutor Session Date Time**

ONLINE WEBINAR Joahnne Cousins A 08/06/2021 10:00 - 12:00

FACE TO FACE SESSION Joahnne Cousins B 09/06/2021 10:00 - 16:00

**EFAW Colchester Tutor Session Date Time**

ONLINE WEBINAR Joahnne Cousins A 15/06/2021 10:00 - 12:00

FACE TO FACE SESSION Joahnne Cousins B 16/06/2021 10:00 - 16:00

**EFAW Brentwood Tutor Session Date Time**

ONLINE WEBINAR Joahnne Cousins A 22/06/2021 10:00 - 12:00

FACE TO FACE SESSION Joahnne Cousins B 25/06/2021 10:00 - 16:00

# First Aid at Work (FAW)

**Who is this course for?** The Level 3 Award in First Aid at Work (RQF) qualification is specifically designed for staff who are required to act as a first aider in their workplace. Successful candidates will learn how to manage a range of injuries and illnesses that could occur at work and will be equipped with the essential skills needed to give emergency first aid.

**Description:** This course is for staff who are required to become a first aider at ACL.

The Health and Safety (First Aid) Regulations 1981 require all employers to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. This includes carrying out a risk assessment, appointing a suitable amount of first aiders and providing appropriate first aid training. Having the correct first aid provision in the workplace is a legal requirement and it is incredibly important for the safety of all members of staff.

**FAW Brentwood Tutor Session Date Time**

ONLINE WEBINAR Joahnne Cousins A 17/05/2021 10.00 – 13.00

FACE TO FACE SESSION Joahnne Cousins B 24/05/2021 10.00 – 16.00

ONLINE WEBINAR Joahnne Cousins C 26/05/2021 10.00 – 13.00

FACE TO FACE SESSION Joahnne Cousins D 28/05/2021 10.00 – 16.00

# PAEDIATRIC FIRST AID (PFA)

**Who is this course for?** This two-day course is for staff who work in an Early Years setting**.**

Those who have gained a level 2 and/or level 3 childcare qualification and have entered into an early years setting and wish to be included in the staff to child ratios to comply with EYFS requirements.

Registered childminders and assistants who are required to hold a current and full paediatric first aid certificate to comply with the EYFS requirements.

Anyone who has a non-professional involvement with infants and children, such as parents, grandparents and want to learn key paediatric first aid skills.

**Description:** The Early Years Foundation Stage (EYFS) Statutory Framework requires all early years providers in England to have at least one person who has a current and full paediatric first aid certificate on the premises and available at all times when children are present. Providers should also take into account the number of children, staff and layout of the premises and increase their paediatric first aid provision accordingly to ensure that a paediatric first aider is available to respond to emergencies quickly.

Successful candidates will learn the roles and responsibilities of the paediatric first aider and will be equipped with the necessary skills to administer safe and effective treatment when dealing with a range of paediatric first aid situations.

**PFA Colchester Tutor Session Date Time**

ONLINE WEBINAR Joahnne Cousins A 14/05/2021 09:30 - 16:30

FACE TO FACE SESSION Joahnne Cousins B 21/05/2021 09:30 - 16:30

# Food Safety

**Staff Development Application required**

**Who is this course for?** This course is suitable for staff canteen and premises staff as well as staff that work with learners in the preparation or handling of food, such as, the Employability Café, (tutors, Learning Support Assistants).

**Description:** This is a one-day accredited Level 2 course. The Level 2 Award in Food Safety in Catering

is a regulated and nationally recognised qualification for people working, or planning to work, in the food catering industry. The qualification is also ideal for those who come into contact with food handling areas due to the nature of their work, such as pest control officers and delivery personnel.

# Risk Assessment

**Who is this course for?** This is course is for staff at ACL who have a responsibility to conduct risk assessments at ACL and on behalf of ACL at external premises, (Facilities staff / Centre Leads and commissioned Providers).

**Description:** This is a two - hour course which will provide you with an overview of how to conduct risk assessments.

**Learning outcomes**:

* Understand the 5 steps of the risk assessment process.
* Feel confident to carry out suitable and sufficient risk assessments within the workplace and work activities.
* Assist employers in meeting legal requirements and promote improved standards of health and safety within their organisation

**Tutor Date Time**

Joahnne Cousins 14/06/2021 10:00 - 12:00

# **IAG**

**Staff Development Application required**

**Who is this course for?** This course is for all staff that provide Information, Advice or Guidance to customers/learners/stakeholders. It will build knowledge and understanding of the key principles of information, advice or guidance and you will be able to apply these within the context of your job role.

**Description:** This is a blended course, designed with tutor support sessions where you will meet your tutor and other members of the cohort. The induction will provide an overview of the course outcomes as well as the introduction to the e–portfolio and resources.

Offering clear and accurate information, advice or guidance and knowing what can be shared legally and professionally can greatly improve outcomes for a business. There are some fundamental rules for successful information sharing and ensuring that staff are aware of these, is key.

**What you will learn:**

* Information, Advice or Guidance in Practice
* Developing Interaction Skills for Information, Advice or Guidance

**Benefits:**

* Achieve a nationally recognised Level 2 qualification (NCFE)
* Evidence your competency
* Further your personal and professional development
* Improve your knowledge, skills and behaviours in IAG
* Increase understanding of accurate record-keeping, effective signposting and referral
* Improve your understanding of effective communication techniques

**Session Tutor Date Time**

Induction Rebecca Hobson 29/04/2021 10:30 - 12:30

Unit 2 session Rebecca Hobson 13/05/2021 10:30 - 12:00

Unit 3 session Rebecca Hobson 27/05/2021 10:30 - 12:00

Unit 4 session Rebecca Hobson 10/06/2021 10:30 - 12:00

Unit 5 session Rebecca Hobson 24/06/2021 10:30 - 12:00

# **Induction**



[This Photo](http://afro-ip.blogspot.com/2013/05/a-warm-welcome-to-two-new-blog-team.html) by Unknown Author is licensed under [CC BY](https://creativecommons.org/licenses/by/3.0/)

**Who is this course for?** This course is for tutors and assessors who are new to ACL and will be delivering teaching, learning and assessment on their programmes.

**Description:** This six-hour workshop is delivered over two days and is designed as a supplement to the induction provided by Curriculum Learning Managers. The workshop provides an organisational overview of ACL and Essex County Council as well as setting out the expectations of ACL for practitioners in the context of teaching, learning and assessment. In addition, an overview of the VLE is provided and other IT resources than can be used to support you in your practice.

**Dates: If you require this training please contact Teresa Norris to arrange dates.**

# **Mandatory Tutor Training**



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# Accessibility

**Who is this training for?** All staff that create learner resources

**Description:** Complete the online training course to understand our legal obligations and how to make resources. Click here to go to: [Accessibility training](https://moodle.essexacl.ac.uk/course/view.php?id=1160)or access the VLE and go to Staff areas – Online CPD- Accessibility Training (enrolment key ‘Accessibility’)

This training is mandatory all staff who make resources and share these with learners through our online systems. Fractional/Sessional staff will be paid two hours to complete this training.

You do not need a Staff Development application form to complete this training.

Contact: For any further information please contact Jo Loss ([jo.loss@essex.gov.uk](mailto:jo.loss@essex.gov.uk)).

# ACT

**Who is this training for?** All Staff – Mandatory training

**Description:** Learn how to spot the signs of suspicious behaviour and understand what to do in the event of a major incident.

**ACT instructions:**

* When you click on the link, please click ‘Start a new Training Session’ (**we are already registered as an organisation, please don’t register us again**)
* On the next page click on ‘I am learning as part of a registered organisation’
* If you need to leave the training you need to make a note of your Attempt ID and when you go back in enter this on the first page under where it says:  to resume a previous session enter your Attempt ID below.
* Your attempt ID will appear when you click on the blue button saying ‘Save Progress’ on the top right of the module page. **This is vital to going back into the course and advised to write this down at the start of the course.**

This is [the link](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fct.highfieldelearning.com%2F&data=04%7C01%7C%7C41714c047cf84517955008d887b622c6%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637408563616650776%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=dLsOz%2B2PyBzo2l6Pw9jKzOEx8qRynFmKV9KjdQqVrmE%3D&reserved=0)  to the training, you will need to enter the following PIN code: **417362**

**Please send the certificate to** [**Klaudia.Ratajczak@essex.gov.uk**](mailto:Klaudia.Ratajczak@essex.gov.uk) **or contact her if there are any issues.**

# EIF

**Who is this course for?** This workshop is mandatory for all staff who are involved in the delivery of teaching, learning and assessment at ACL. If you have already attended a classroom-based session you do not need to attend this one as well. If attending outside of normal working hours you may claim attendance at basic rate.

**Description:** There are key changes to the way teaching and learning will be inspected with areas such as, behaviours and attitudes, personal development and character of learners contributing a significant part.

This training aims to familiarise practitioners with the implications of its three components (Curriculum Intent, Implementation and Impact) on teaching and learning for ACL. This session will also focus on the concept of deep learning (deep dives) and how this can be applied and evidenced in our teaching and learning practice.

**THERE ARE PRE-TASKS TO COMPLETE FOR EACH SESSION ATTENDED SO PLEASE ALLOW YOURSELF TIME TO DO THESE.**

**Tutor Session Date Time**

Terry Norris A 19/04/2021 13:30 -16:30

Terry Norris B 21/04/2021 13:30 - 16:00

Terry Norris A 04/05/2021 10:00 - 13:00

Terry Norris B 07/05/2021 10:00 - 12:30

Terry Norris A 25/05/2021 15:00 - 18:00

Terry Norris B 27/05/2021 15:00 - 17:30

Terry Norris A 02/06/2021 11:00 - 14:00

Terry Norris B 04/06/2021 11:00 - 13:30

Terry Norris A 16/06/2021 09:30 - 12:30

Terry Norris B 18/06/2021 09:30 - 12:00

Terry Norris A 28/06/2021 14:00 - 17:00

Terry Norris B 02/07/2021 14:00 - 16:30

# Hints & Tips

**Who is this training for?** Tutors

**Description:** This training will look at the emerging pedagogical trends of delivering online.

The three sessions will look at flipped learning, planning for blended delivery and some hints and tips for delivering online effectively.

You need to book the three sessions. Please book session A first, since there is a logical progression. Session B and C can then be booked on other dates. For example, session B in May and session C in June. The sessions run for 1.5hrs.

A = Best Practice for Online Delivery

B = Flippin the Learning

C = Planning Your Blend

**PLEASE NOTE THERE ARE PRE-TASKS TO COMPLETE FOR EACH SESSION ATTENDED SO PLEASE ALLOW YOURSELF TIME TO DO THESE.**

**Tutor Session Date Time**

Terry Norris A 26/04/2021 10:00 - 11:30

Terry Norris B 28/04/2021 10:00 - 11:30

Terry Norris C 30/04/2021 10:00 - 11:30

Terry Norris A 11/05/2021 15:00 - 16:30

Terry Norris B 12/05/2021 15:00 - 16:30

Terry Norris C 14/05/2021 15:00 - 16:30

Terry Norris A 07/06/2021 16:30 - 18:00

Terry Norris B 09/06/2021 16:30 - 18:00

Terry Norris C 11/06/2021 15:00 - 16:30

Terry Norris A 22/06/2021 13:00 - 14:30

Terry Norris B 23/06/2021 13:00 - 14:30

Terry Norris C 25/06/2021 13:00 - 14:30

# Safeguarding

**New additional mandatory training for all staff:**

Safeguarding in ACL 

* Know how ACL expects you to respond to a concern
* Understand the importance of and know how to access Learner Welfare and Safeguarding reporting forms for learners
* Understand the importance of keeping our learners informed about safeguarding and Prevent, who to report to and current risks

This course is available on the VLE, in the staff dev area - Online CPD courses – Safeguarding in ACL. It is mandatory for everyone to do, if you are in a sessional post you can claim ½ hour additional pay when you have completed it and have your certificate.

This is additional to the safeguarding refresher training and is needed to ensure all staff understand our internal processes and guidance and how to follow them.

# **Professional Discussions**

**Who is this course for?**

For all staff who carry out session visits.

**You must attend both session A & any following session B to complete the course.**

During the meeting you will share experiences of conducting remote sessions visits, review the key elements of the professional discussion and then try out ideas with a practical session.

**Tutor Session Date Time**

Terry Norris A 17/05/2021 10:30 - 13:00

Terry Norris B 24/05/2021 10:30 - 12:30

Terry Norris A 15/06/2021 12:00 - 14:30

Terry Norris B 21/06/2021 12:00 - 14:00

# **QTLS & ATS**

**Staff Development Application required (for both ATS & QTLS)**

# ATS (Advanced Teacher Status)

**Who is this training for?** Tutors who wish to advance their teaching mastery.

**Description:** ATS is seen as a highly - valued badge of professionalism that demonstrates mastery levels of teaching and learning.

The ETF have changed the eligibility criteria for teaching professionals to achieve this status.

Please see the link below for further information.

<https://set.et-foundation.co.uk/professionalism/ats/>

# QTLS (Qualified Teaching Learning & Skills qualification)

**Who is this course for?** Run by the Education Training Foundation (ETF).

This course is for practitioners who deliver teaching, learning and assessment.

Qualified Teacher Learning and Skills (QTLS) is the badge of professionalism for practitioners in the Further Education and Training sector. You need to be a member of The Society for Education & Training (SET) to complete this course.

**Description:** QTLS is a nationally recognised status that you can gain by successfully completing a “professional formation” process, enabling you to develop and demonstrate your skills and knowledge through your practice.

Achieving QTLS signals to employers and colleagues your commitment to excellence and brings additional impact to your teaching.

<https://www.et-foundation.co.uk/membership/qtls-2/>

The QTLS programme consists of:

1. **Self-assessment:** In order to benchmark your starting point for professional formation, you will carry out an online assessment of your knowledge, skills and understanding measured against the Professional Standards.
2. **Professional development plan:** You will identify areas of your practice that you will address during QTLS, informed by the results of your self-assessment and an observation of your teaching.
3. **CPD record:** This enables you to keep a record of your CPD activity in the areas you have identified in your professional development plan.
4. **Critical reflection:** You will critically reflect on the impact QTLS has had on your practice, learners and organisation, evidenced by a final observation.
5. **Final action plan:** Here you will identify further areas for professional development, once you have been awarded QTLS status.

# **Staff Wellbeing**

# Tutor and LSA Tea Room (ACL TEAMS calendar)

Meet Me Here – A Team in ACL Teams for staff to come and meet, share ideas and best practice, ask questions and join drop ins. You can also just catch up and chat about anything! Run by Jo Loss and Karen Gowlett

# Digital Wellbeing

Do digital technologies affect our wellbeing? Explore the concepts of health, relationships and society in the digital age.

Future Learn brings you a 3 - week course with 3 hours of study a week from the University of York.

<https://www.futurelearn.com/courses/digital-wellbeing>

# My Wellbeing

The ECC My Learning system has a good array of courses that can be accessed through the link below. Go to the ‘My Learning’ tab (top left) and select My Wellbeing from the menu.

<https://myessex.csod.com/samldefault.aspx>

# Free Mental Health training including resource pack

<https://www.virtual-college.co.uk/courses/professional/mental-health-resource-pack>

# Active Essex

Remember! 30 minutes for 30 days of free online exercises for everyone.

<https://www.activeessex.org/keep-essex-active/>

**Further internal training can be accessed via the ECC Learning & Development site on the intranet:**

# Learning and Development ECC (My Learning)

​The Learning and development team in ODP and Service Design function provides support to further develop and strengthen the critical capabilities ECC requires to achieve its strategic agenda and become a learning organisation. To do this we work with different services and teams across the organisation to share and build internal expertise, knowledge and skills.

We are constantly increasing the learning and development opportunities we offer to the organisation, so make sure you frequently check [My Learning](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmyessex.csod.com%2Fsamldefault.aspx&data=02%7C01%7C%7C63101ebcf0484f386aa408d79a79df50%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637147720538512306&sdata=kAs37oDNdowQuhplU0z2ayG7sXXPnJ8IF3DrdFooeuA%3D&reserved=0) to find the latest resources, sessions and development opportunities available for you, including:

<https://intranet.essex.gov.uk/Pages/Central_Learning_and_Development.aspx>

My Performance Development system for recording and tracking your personal development

ECC have launched the new My Performance Development system, a place to record your check-in notes, keep track of your objectives, build development plans and share feedback.

<https://onenews.essex.gov.uk/new-system-for-performance-development/>