

**Staff Development**

**Brochure**

**Autumn**

**21/22**

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

****

**In order to view and book on training you need to go to the staff portal:**

The link is [https://aclessex.com/acl-staff-portal/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Faclessex.com%2Facl-staff-portal%2F&data=04%7C01%7C%7C2fe5aea3b5c243fa4ce508d977655790%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637672099409646246%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=FL3DI34wF1xPaMllywlx7nlDXqqjgyT3e5Bk9CIroWo%3D&reserved=0) and the password is: lifelonglearning

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

**Staff Development Application Process**

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. 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) .

**Enrolling on the Staff Portal:** Once you have identified the course you would like to enrol on, click 

Login using the login details provided by your Line Manager or, if you are a tutor, it’s the same login as your registers. If you have an issue with your login details please contact [ACLMISTeamMailBox@essex.gov.uk](mailto:ACLMISTeamMailBox@essex.gov.uk)

Click  and you will receive email confirmation of your enrolment.

If the course has a button this means the course requires completion of an application form.  Click on this button and you will see a link in the description.  Copy the link and paste it into your browser to complete the form.

# **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.

Other Level 2 opportunities - There are lots of opportunities to develop your skills and knowledge outside of work. Did you know that if your gross annual salary is less than £17,374.50 you could be eligible to undertake a Level 2 Course free of charge? Subjects include Mental Health Awareness, Understanding Autism, Understanding Domestic Abuse, AAT, Team Leading, Cyber Security, Customer Service, ECDL and Supporting Teaching and Learning. Funding is subject to eligibility and you can enrol directly. All courses can be found on the website.

# **Digital Training**

**Who is this training for?** Tutors and LSAs

**Description:** One-hour training sessions for the application tools for tutors and LSAs.  
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)

# The Level 3 Award in Digital Skills: Teaching and Learning

**Who is this course for?** For tutors who want to enhance their digital skills for teaching and learning.

**Tutor Date Time**

Staff Development Team Start: 23/02/2022 - End: 08/06/2022 18:00 - 21:00

# My Oracle – Learning HUB

For all staff: The My Oracle Learning HUB from ECC will launch at the end of September. Just click on this link to the [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) webpage.

# My Oracle Pay Claims Support

This is not a training session but support with entering claims.

All sessions run via the Tutor and LSA Tearoom or click the links below.

**Tutor Date Time Link to training**

Jo Loss 04/10/2021 14:00 - 16:00 [Click here to join the meeting](https://eur02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253a3bef4cc3e2e2496cb017a7ccdb049450%2540thread.tacv2%2F1629276408291%3Fcontext%3D%257b%2522Tid%2522%253a%252231a6d075-6b7c-42da-8245-21a841e9293f%2522%252c%2522Oid%2522%253a%252245ccdf5b-433f-43d4-9819-028f28a773b3%2522%257d&data=04%7C01%7C%7C44246f4bcb2e464ef88208d963e6f1ee%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637650665816009967%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=qsaIFXp50SjKLejZdITVIlOWzkX%2FfK5xRIdw4SCAUuE%3D&reserved=0)

Jo Loss 05/10/2021 16:00 - 18:00 [Click here to join the meeting](https://eur02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253a3bef4cc3e2e2496cb017a7ccdb049450%2540thread.tacv2%2F1629276482509%3Fcontext%3D%257b%2522Tid%2522%253a%252231a6d075-6b7c-42da-8245-21a841e9293f%2522%252c%2522Oid%2522%253a%252245ccdf5b-433f-43d4-9819-028f28a773b3%2522%257d&data=04%7C01%7C%7C44246f4bcb2e464ef88208d963e6f1ee%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637650665816019934%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=A0xd9SLuI6iaQu6K5mE49fV8zcsYBeMTNVHxtolRiwI%3D&reserved=0)

Jo Loss 06/10/2021 10:00 - 12:00 [Click here to join the meeting](https://eur02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253a3bef4cc3e2e2496cb017a7ccdb049450%2540thread.tacv2%2F1629276516043%3Fcontext%3D%257b%2522Tid%2522%253a%252231a6d075-6b7c-42da-8245-21a841e9293f%2522%252c%2522Oid%2522%253a%252245ccdf5b-433f-43d4-9819-028f28a773b3%2522%257d&data=04%7C01%7C%7C44246f4bcb2e464ef88208d963e6f1ee%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637650665816019934%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=vJBI8S0mb5pUI0Lf8CsVnvmXbiFmaS6iOuYmFtwTSXg%3D&reserved=0)

Jo Loss 07/10/2021 09:00 - 10:00 [Click here to join the meeting](https://eur02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253a3bef4cc3e2e2496cb017a7ccdb049450%2540thread.tacv2%2F1629276551826%3Fcontext%3D%257b%2522Tid%2522%253a%252231a6d075-6b7c-42da-8245-21a841e9293f%2522%252c%2522Oid%2522%253a%252245ccdf5b-433f-43d4-9819-028f28a773b3%2522%257d&data=04%7C01%7C%7C44246f4bcb2e464ef88208d963e6f1ee%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637650665816029881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Z8KwluM1HcVWePLdjemRx8RkcLGKDe%2Fyxp8smYqVUfw%3D&reserved=0)

Jo Loss 07/10/2021 16:00 - 17:00 [Click here to join the meeting](https://eur02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253a3bef4cc3e2e2496cb017a7ccdb049450%2540thread.tacv2%2F1629276576273%3Fcontext%3D%257b%2522Tid%2522%253a%252231a6d075-6b7c-42da-8245-21a841e9293f%2522%252c%2522Oid%2522%253a%252245ccdf5b-433f-43d4-9819-028f28a773b3%2522%257d&data=04%7C01%7C%7C44246f4bcb2e464ef88208d963e6f1ee%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637650665816029881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=YnfNCvEQKMAw0n4TpXHCmgA6O0%2B9nsgtnTgs57HNulI%3D&reserved=0)

Jo Loss 18/10/2021 13:00 - 15:00 [Click here to join the meeting](https://eur02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253a3bef4cc3e2e2496cb017a7ccdb049450%2540thread.tacv2%2F1629276612562%3Fcontext%3D%257b%2522Tid%2522%253a%252231a6d075-6b7c-42da-8245-21a841e9293f%2522%252c%2522Oid%2522%253a%252245ccdf5b-433f-43d4-9819-028f28a773b3%2522%257d&data=04%7C01%7C%7C44246f4bcb2e464ef88208d963e6f1ee%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637650665816029881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=jo6hcPpjKh6gAT7iqzJqSCIF1AsWNVxFRTOr9VjK2s8%3D&reserved=0)

Jo Loss 20/10/2021 16:30 - 18:30 [Click here to join the meeting](https://eur02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253a3bef4cc3e2e2496cb017a7ccdb049450%2540thread.tacv2%2F1629276637523%3Fcontext%3D%257b%2522Tid%2522%253a%252231a6d075-6b7c-42da-8245-21a841e9293f%2522%252c%2522Oid%2522%253a%252245ccdf5b-433f-43d4-9819-028f28a773b3%2522%257d&data=04%7C01%7C%7C44246f4bcb2e464ef88208d963e6f1ee%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637650665816039846%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=FfzBWPDL6lfoykdjEv0m1WjK8sgHRUNwu7pzHHu8IBk%3D&reserved=0)

Jo Loss 21/10/2021 11:00 - 13:00 [Click here to join the meeting](https://eur02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253a3bef4cc3e2e2496cb017a7ccdb049450%2540thread.tacv2%2F1629276665235%3Fcontext%3D%257b%2522Tid%2522%253a%252231a6d075-6b7c-42da-8245-21a841e9293f%2522%252c%2522Oid%2522%253a%252245ccdf5b-433f-43d4-9819-028f28a773b3%2522%257d&data=04%7C01%7C%7C44246f4bcb2e464ef88208d963e6f1ee%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637650665816039846%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=lm69c18ME5Vxc2AfUDOJF5xTo%2BqScKPVQwROGx7dCgo%3D&reserved=0)

Jo Loss 22/10/2021 13:00 - 15:00 [Click here to join the meeting](https://eur02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253a3bef4cc3e2e2496cb017a7ccdb049450%2540thread.tacv2%2F1629276703388%3Fcontext%3D%257b%2522Tid%2522%253a%252231a6d075-6b7c-42da-8245-21a841e9293f%2522%252c%2522Oid%2522%253a%252245ccdf5b-433f-43d4-9819-028f28a773b3%2522%257d&data=04%7C01%7C%7C44246f4bcb2e464ef88208d963e6f1ee%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637650665816049789%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Cz4JusisxCWKaqRsMLUMaRObVaYpAZng3re%2BhVnhcbs%3D&reserved=0)

Microsoft Teams and Teams Meetings

**For ACL Non-Teaching Staff.** Learn how to get the most out of Microsoft Teams. This session will cover the usage and creation of Teams and Channels, how to add further functionality into your Teams with other Office 365 applications, run more effective meetings and manage files, chats and more.

**Tutor Date Time**

Simon Willis 05/10/2021 11:00 - 12:00

Simon Willis 13/10/2021 14:00 - 15:00

OneDrive, SharePoint and File Sharing in Office 365

**For ACL Teaching Staff.** Learn more about the different file storage features in Office 365. OneDrive - for storing and managing your own documents, SharePoint - for managing and sharing files (including those stored in Teams channels) and how to share files securely internally and externally using both.

**Tutor Date Time**

Simon Willis 06/10/2021 19:00 - 20:00

Simon Willis 13/10/2021 11:00 - 12:00

**For ACL Non-Teaching Staff.** Learn more about the different file storage features in Office 365. OneDrive - for storing and managing your own documents, SharePoint - for managing and sharing files (including those stored in Teams channels) and how to share files securely internally and externally using both.

**Tutor Date Time**

Simon Willis 04/10/2021 14:00 - 15:00

Simon Willis 12/10/2021 11:00 - 12:00

# Organise information with Teams Wikis and OneNote

**For ACL Teaching Staff.** Make the most of the Teams Wiki function in your Teams Channels to store and organise information. The session will also cover how you can make use of OneNote functionality within Teams Channels.

**Tutor Date Time**

Simon Willis 05/10/2021 19:00 - 20:00

Simon Willis 11/10/2021 11:00 - 12:00

**ACL Non-Teaching Staff**. Organise information with Teams Wikis and OneNote.

Make the most of the Teams Wiki function in your Teams Channels to store and organise information. The session will also cover how you can make use of OneNote functionality within Teams Channels.

**Tutor Date Time**

Simon Willis 06/10/2021 11:00 - 12:00

Simon Willis 11/10/2021 14:00 - 15:00

# Padlet for collaboration, resource sharing and portfolios

For all tutors, LSAs and Curriculum Leads. Discover the benefits and ease of using Padlet in the classroom and online.

**Tutor Date Time**

Karen Gowlett 04/11/2021 12:00 - 13:00

Karen Gowlett 15/11/2021 10:00 - 11:00

Karen Gowlett 01/12/02021 10:00 - 11:00

The right apps for the right assessment task

For all tutors and LSAs. Do you use the same assessment tools and methods all the time?

Are you looking for new ways to assess different skills and knowledge?

Come along to this collaborative workshop and take away something that might solve that assessment problem.

**Tutor Date Time**

Clare Kirby 24/09/2021 10:00 - 11:00

Clare Kirby 08/10/2021 10:00 - 11:00

Clare Kirby 18/10/2021 18:00 - 19:00

Clare Kirby 02/11/2021 13:00 - 14:00

Teams Top Tips

For all staff. Come along to find out some top tips in using Teams for online learning or in the classroom. Share your top tips too.

**Tutor Date Time**

Jo Loss 11/10/2021 14:00 - 15:00

Jo Loss 02/11/2021 18:00 - 19:00

# **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 is 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 11/10/2021 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 08/10/2021 10:00 - 13:00

# First Aid

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

# Annual Refresher FIRST AID – **NEW!**

This is a refresher course for all staff at ACL who have completed a qualification in first aid and have a responsibility to support or lead first aid emergency situations at ACL and on behalf of ACL at external premises, (Teaching staff, Facilities staff / Centre Leads and commissioned Providers).

**Location Tutor Date Time**

Brentwood Joahnne Cousins 19/10/2021 10:00 - 14:30

Colchester Joahnne Cousins 22/10/2021 10:00 - 14:30

# 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.

**This is run as a blended course. Session A is an Online Webinar and session B is Face-to-Face to complete the practical training.**

**Location Tutor Date Time**

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

BRENTWOOD Joahnne Cousins 10/12/2021 10:00 - 16:00

ONLINE WEBINAR Joahnne Cousins 24/11/2021 10:00 - 12:00

COLCHESTER (Room 29) Joahnne Cousins 26/11/2021 10:00 - 16:00

# First Aid at Work (FAW)

This is run as a blended course and you **MUST** attend all four sessions.

**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.

**Location Tutor Date Time**

Online Webinar Joahnne Cousins 02/11/2021 10.00 – 13.00

Colchester (room 29) Joahnne Cousins 03/11/2021 10.00 – 16.00

Online Webinar Joahnne Cousins 09/11/2021 10.00 – 13.00

Colchester (Room 29) Joahnne Cousins 10/11/2021 10.00 – 16.00

# 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.

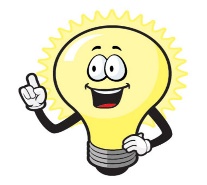
**Learning outcomes**:

* 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 05/10/2021 10:00 - 12:00

# **Ideas Rooms**



[This Photo](http://basementdesigner.com/basement-finishing-102/light-bulb-idea/) by Unknown Author is licensed under [CC BY](https://creativecommons.org/licenses/by/3.0/)

For all staff. Do you have ideas in your head that haven’t yet seen the light of day? Or do you want to listen to other people’s ideas? What methods, resources or activities have you used that you want to discuss? Come along as an individual or book a team Ideas Room with Karen Gowlett. It's about having a space to think and listen. Role, rank and ego are left at the door and everyone's ideas are of value. This is not a drop-in: it is a one-hour session. Find the join links in your ACL Teams calendar and in the ‘drop-ins and events’ channel in the Tutor and LSA Tea Room. Email Karen if you want to know more [karen.gowlett@essex.gov.uk](mailto:karen.gowlett@essex.gov.uk) No need to enrol, just come along.

**Tutor Date Time**

Karen Gowlett 20/09/2021 16:30 - 17:30

Karen Gowlett 04/10/2021 16:30 - 17:30

Karen Gowlett 18/10/2021 16:30 - 17:30

# **Induction - for new tutors**



[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 training is for Tutors and LSAs who are new to ACL and will be delivering teaching, learning and assessment on their programmes.

**Description:** This 3-and-a-half-hour webinar and is designed as a supplement to the induction provided by Curriculum Learning Managers. The webinar 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.

**Tutor Date Time**

Terry Norris 26/10/2021 13:00 - 16:30

# EIF – for new tutors

**Who is this training for?** These two training sessions are mandatory for new staff who are involved in the delivery of teaching, learning and assessment at ACL. 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.**

**Please direct queries to Jaimie Huckfield (jaimie.huckfield@essex.gov.uk)**

**Tutor Date Time**

Terry Norris 02/11/2021 10:00 - 13:00

Terry Norris 05/11/2021 10:00 - 12:30

# **Mandatory Tutor Training**



[This Photo](http://www.picpedia.org/highway-signs/m/mandatory.html) by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/)

# 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. To access this training open the VLE and go to Staff Development – Online CPD courses- 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** [**emma.thomson@essex.gov.uk**](mailto:emma.thomson@essex.gov.uk) **or contact her if there are any issues.**

# 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.

# **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.

# **Tutor & LSA Training**

After the Session Visit? Focus Your Professional Discussion

**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 22/10/2021 14:00 - 16:30

Terry Norris B 29/10/2021 14:00 - 16:00

Blended NCFE Level 4 Certificate in Education and Training – **NEW!**

Are you a tutor who wants to enhance their skills in teaching, learning and in particular, assessment, in line with Ofsted’s Education Inspection Framework? Then this is the course for you. Gain a recognised Level 4 Certificate in Education and Training to help you evaluate, reflect and improve your teaching skills. Contact Terry Norris for more details: [Teresa.norris@essex.gov.uk](mailto:Teresa.norris@essex.gov.uk)

**Tutor Date Time**

Staff Development Team Start 10/12/2021 Various

Staff Development Team End 28/10/2022 Various

Effective classroom management

For all tutors and LSAs. This workshop aims to empower you to guide, demonstrate and reinforce positive behaviour for all learners.

You will learn, discuss and practise techniques to challenge unacceptable behaviour confidently and respectfully.

**Tutor Date Time**

Karen Gowlett 24/09/2021 13:00 - 14:30

Karen Gowlett 05/10/2021 11:00 - 12:30

Karen Gowlett 11/10/2021 16:00 - 17:30

Karen Gowlett 26/10/2021 14:00 - 15:30

LSA Superstars! Workshop

For all LSAs. As LSAs, you work in a variety of classes supporting many different learners. Do you want to enhance your communication skills? Give more meaningful feedback? Build and keep good relationships with tutors? We will use the LSA Superstars! Padlet resource bank as a starting point for ideas and practice in this one-hour workshop. Workshops will take place in your ‘All ACL LSAs Team’. Just click on the join link in the ‘LSAs superstars padlet’ channel or in your ECC Teams calendar.

**Tutor Date Time**

Karen Gowlett 20/09/2021 18:00 - 19:00

Karen Gowlett 08/10/2021 11:00 - 12:00

Karen Gowlett 21/10/2021 15:00 - 16:00

Karen Gowlett 08/11/2021 16:00 - 17:00

# 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 Oct and session C in Nov. 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.**

Please direct queries to Jaimie Huckfield (jaimie.huckfield@essex.gov.uk)

Tutor Session Date Time

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

Terry Norris B 18/10/2021 10:00 - 11:30

Terry Norris C 25/10/2021 10:00 - 11:30

Terry Norris A 08/11/2021 13:00 - 14:30

Terry Norris B 16/11/2021 13:00 - 14:30

Terry Norris C 24/11/2021 13:00 - 14:30

Terry Norris A 02/12/2021 16:30 - 18:00

Terry Norris B 09/12/2021 16:30 - 18:00

Terry Norris C 16/12/2021 16:30 - 18:00

Quality Questioning

For all tutors and LSAs

Ask quality questions to check learning, challenge assumptions, and promote a thinking culture in your classroom or online lesson.

Bring along a question you ask often and share why it works for you and your learners.

**Tutor Date Time**

Karen Gowlett 08/10/2021 13:00 - 14:00

Karen Gowlett 04/11/2021 09:30 - 10:30

Karen Gowlett 24/11/2021 16:00 - 17:00

# **Wellbeing**

# Tea Room Drop Ins

For all staff. Where? In the Tutor and LSA Tea Room, in the ‘drop-ins and events’ channel and on your ACL Teams calendar. What for? For staff to come and meet, share ideas and best practice, and ask questions. You can also just catch up and chat about anything! Run by Jo Loss and Karen Gowlett. When? See below and new dates are added monthly. No need to book – just click on the invite and join.

**Tutor Date Time**

Karen Gowlett / Jo Loss 30/09/2021 11:00

Karen Gowlett / Jo Loss 13/10/2021 16:30

# 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>

# Active Essex

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

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

[Digital wellbeing taster course goes live! - Inspiring learning (jiscinvolve.org)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Finspiringlearning.jiscinvolve.org%2Fwp%2F2021%2F09%2Fdigital-wellbeing-taster-course-goes-live%2F&data=04%7C01%7C%7Cd72363fd580845427f5b08d97e8780c6%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637679942707818910%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=OLUiFXhYgTYf75tYVrbcrrPvf%2B1Rw0lbrOVxSTpJB0Y%3D&reserved=0)

Digital wellbeing taster course goes live!

News of Jisc’s digital wellbeing taster online course. This is a free taster course designed to help staff consider what types of actions they can take to support learner wellbeing.

### **How can you use the taster?**

The taster includes six short modules that walk staff through different aspects of digital wellbeing.



**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/> If you are not able to access this link please speak to your line manager to view on their ECC Laptop.