

**Staff Development**

**Update**

**Summer**

**22**

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

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**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 form required’** you will need to follow the process below:

**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) .

**Watch this short video as a guide to booking on staff development training on the staff portal.**

<https://www.youtube.com/watch?v=-Zc47UOiRHk>

Please email [Teresa.Norris@essex.gov.uk](mailto:Teresa.Norris@essex.gov.uk) or [Jaimie.Huckfield@essex.gov.uk](mailto:Jaimie.Huckfield@essex.gov.uk) if you have any questions about enrolling on the staff portal.

**Enrolling on the Staff Portal:** Once you have identified the course you would like to enrol on, click A picture of the Enrol button

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

Click A picture of the Enrol button and you will receive email confirmation of your enrolment.

If the course has a A picture of the Ho to enrol buttonbutton 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.

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# **Autism**

**Who is this training for? Session A** – is for all staff. **Session B** – is for Tutors & LSAs (you must have attended Session A to attend session B)

**Description:**

**Session A** – Autism Awareness - This training will help you understand more about Autism Spectrum Disorders (ASDs) and how these affect the people that you work with.

**Session B** – Supporting Learners on the Autistic Spectrum - This additional training session is aimed at teaching staff who wish to learn strategies to support learners on the Autistic Spectrum.

**Tutor Part Date Time**

Nicola Nugent A 17/05/22 10:00 - 12:00

Nicola Nugent B 17/05/22 14:00 - 16:00

Nicola Nugent A 09/06/22 10:00 - 12:00

Nicola Nugent B 09/06/22 14:00 - 16:00

# **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 Part Date Time**

Terry Norris A 20/05/22 10:00 - 13:00

Terry Norris B 27/05/22 10:00 - 12:30

# **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 01/06/2022 10:00 - 12:00

# **First Aid**

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

# **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.

**This qualification must be renewed within 3 years of the certification date.**

**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 10/05/2022 10.00 – 13.00

FACE TO FACE SESSION Joahnne Cousins B 12/05/2022 10.00 – 16.00

ONLINE WEBINAR Joahnne Cousins C 16/05/2022 10.00 – 14.30

FACE TO FACE SESSION Joahnne Cousins D 19/05/2022 10.00 – 16.00

# **First Aid at Work - Refresher**

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).

**Please note**: An annual refresher course is advised by the HSE for current updates.

**Tutor Date Time**

Joahnne Cousins 18/05/2022 10:00 - 14:30

# **Food Safety**

**Staff Development Application required (trainer is Highfield E-Learning and the cost is £8.45)**

**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

**Pre course work:** Complete a template relevant to your own workplace / work activity for ACL and be prepared to review the contents during the training.

Read the current Risk Assessment for Covid awareness within ACL centres



**Tutor Date Time**

Joahnne Cousins 26/05/2022 10:00 - 12:30

# **Induction - for new tutors**

**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 4-hour webinar 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 10/05/22 09:30 - 13:30

Terry Norris 06/06/22 13:00 - 17:00

# **Neurodiversity**

**Who is this training for**? This training is for all staff who use both verbal and non-verbal means of communication with learners. The training will help you to understand the language used around neurodiversity and how the language we use impacts on individuals.

**Description:** It’s estimated that roughly 1 in 7 people in the UK are neurodivergent. Meaning their brain functions, learns and processes information differently than others. Therefore, communication channels can be different. Neurodiversity can include Autism, ADHD, Dyslexia, Dyscalculia and Dyspraxia.

**Tutor Venue Date Time**

Sharron Howard ACL Colchester 14/04/22 10:00 – 11:00

Sharron Howard Online 25/04/22 16:00 – 17:00

# **TEAMs Training**

**Who is this training for?** For tutors and LSAs new to teaching on TEAMS as a transition from the Big Blue Button.

**Session 1: Setting Up Meetings, Adding to VLE and Recordings**

09/05/22 13:00

09/05/22 19/00

11/05/22 09:00

12/07/22 09:00

**Session 2: Using Breakout Rooms**

25/05/22 13:00

25/05/22 18:00

26/05/22 09:00

12/07/22 13:00

**Session 3: Screensharing, Presenter mode and Whiteboard**

08/06/22 09:00

09/06/22 13:00

09/06/22 18:00

12/07/22 18:00



# **Coming Soon**

# **Digi Fest!**

Apps, Pedagogy and Top Tips. We have got the lot!

**This is a paid event!** In ACL centres - Dates and times TBC

**So, WATCH THIS SPACE!!**

# **Hybrid classrooms**

# Coming soon to Colchester, Clacton, Basildon, Harlow and Chelmsford

From the staff development team

Terry Norris, Karen Gowlett, Jo Loss and Jaimie Huckfield.

Enjoy your Easter break and we hope to see you soon.

