**AET Tutor Meeting**

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| Date: | 06/11/19 | **Time:** | 10:00 am |
| Venue: | via video links, Bangor, Wrexham, Swansea, Cardiff, HOV | | |
| Present: | Nia Page, Clair Charalambous, Marilyn Thomas, Rosalind Bellamy, Sam Emmett, Wendy Paintsil, Buddug Wiliam Owen, Sarah O’Neill, Simon Conlin. | | |
| Apologies: | Michelle Kerswell, Sian Pritchard, Jane Watkins, Clare Grist, Peter Gwyn, Leane Saunders | | |

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| **Item** |  | **Action** |
| Previous minutes | Agreed by RB seconded by CC  Best wishes were sent to James Fleming from the team for a speedy recovery. |  |
| **Matters arising from previous minutes** | | |
| Moodle | Training implications still not addressed for both tutors and regional support staff, SE is experienced with Moodle so is using fully with his current course. Matter to be raised with digital support team.  The course material and generic folders to be updated. Digital team has started archiving old courses. | MK  MT |
| Video evidence | Video evidence for AET courses still to be stored/ saved in with electronic course files on Addysg Teams.  Rhydian Williams digital team is working on MS Stream a cloud based storage system to use shortly. They will produce guidance and set it up for the T & L team. | MK  RW |
| CPD for AET tutors | Clive Morgan explained to the group the need for WEST and for the AET to test for communication skills, although learners can do any of the essential skills. He explained the need for tutors to encourage their learners to follow the WEST development learning program for any learner who is at level 1. We have to provide evidence to the Welsh Government that once a training need is identified in one of our learners we have to assist them to improve. Another route available to learners is the Open University Flexible Skills Project. Sian Williams explained the process and has emailed all details of how learners can enrol. This is a 48 hour distant learning program and can be accessed via learners’ Smart phones. (Update Found out after the meeting this comes to an end in January)*Learners can still enrol on the programme though following the end of the pilot.*  Digital 2030 Framework- No update from the digital team. Further action required for next meeting. SE explained this is not a new idea and that he had been involved previously on the project and would supply information to the group | MK  RW  SE |
| Embedding bilingualism | MT explained this had now been completed and the new portfolio layout and course material were bilingual wherever possible. BW explained she has had the portfolio contents and the PowerPoints translated and would work with MT to update Moodle. | MT  BW |
| Tutor days | Tutors are prepared to be involved with future Tutor days to deliver CPD. Dates not known as yet. MT stated during Spring Half term there would be CPD for ALNet across Wales. There will be no courses booked on these days to encourage more tutors to attend. MT to ask MK for updates on dates and themes.  Update: Dates as follows: North: NE 7th Jan Wrexham; NW 9th Jan Colwyn bay FC. MSW: 9th Jan and 21st April, Newtown; 7th Jan and 23rd April Swansea. SE: 10th Jan and 24th April Cardiff. | MK  MT |
| EQA visit | The visit in October 2019 went well. NP gave a summary of the visit. EQA happy with the standard of the portfolios. One action is to improve the CPD logs of all involved in the AET. More events, courses, research to be included. MT suggested we all start a new CPD log from the start of each academic year and try to improve the quantity of entries. The format to be used is AOC/ALW sheet available through Tutor resources. Logs are to be sent to NP. NP stated EQA had noticed we are using the old handbook 2017 version. NP will obtain a copy of the new booklet from 2018 and put on sharepoint. Update MT with admin staff from quality researched City and Guilds web page and the only version still available is the 2017 one. | All  NP  MT |
| SOW | MT has updated the SOW, BW is going to send for translation into Welsh. MT explained it is a flexible SOW and tutors can change for individual courses so long as the criteria are still achieved. This will be available on Moodle soon.  Update SOW has been translated into Welsh | BW  MT |
| Assignment 301 | MT provided an example of a completed new version of assignment 1 part 1. This assignment has been a success on the first course using it. RB commented on the reflective conclusion and agreed this seems to be working well. The benefit of a reflective conclusion is the learners do not have to complete a standalone reflection on the themes covered on the days covering assignment 1 criteria. Tutors can choose if they wish to use the new version at the moment until the pilot has been completed. | MT |
| Contact details of Teaching and learning team | MK has produced a spreadsheet with all T & L staff details, she asks for all to read and update asap. | All |
| CDOs attendance | Feedback from all agreed the attendance of CDO was of benefit. RB asked for Ray Neil to be asked to attend future meetings. MT will extend the invitation to him. IQA were invited and did attend and once again the benefit identified. Good team atmosphere apparent for the delivery of the AET course.  Update Ray Neil invited to attend next meeting and has been sent a copy of the minutes. | MT |
| ALN resources to assist learners | Martyn Reed will provide a pack for tutors that will be stored with CDOs and made available for any learner on an AET course. Suggestions for the contents included, reading rulers, coloured overlays, magnifying sheets, and coloured lined paper for notes, and a dyslexic dictionary. Most tutors had some of the equipment themselves but all agreed a good idea. MR will liaise with CDOs. Update MR is going to provide coloured overlays for all tutors not just AET tutors. He is in agreement with our suggestions and will liaise with MK.  WP asked for position on other resources to be clarified such as board pens, flipchart paper and would like mini pen boards. MT explained regional admin support can supply the items. The pen boards would need to be discussed with learning managers. | MR  MK |
| **AOB** | | |
| Updating of course material | MT reminded the group that there are changes to legislation that require tutors to update their material. ALNet and Social Services and Well Being (Wales) Act 2014. Handouts to be sent electronically. ( Update sent after end of meeting) | All  MT |
| Teaching and Learning strategy | MK asked all to read and be familiar with the contents. NP explained the OTL are now linked to the standards. | All |
| Minimum age for learners | MT explained City and Guilds requirement for all learners to be 19 plus. | All |
| **Standardisation workshop** | | |
| Workshop examining the micro teach | MT produced a tutors guide to the micro teach, not wishing to offend any tutor but it had become apparent during IQA that the micro teach element of the course was not being fully utilised for the learners to put the theory into practice. The length of the micro teach is 30 minutes not 20 minutes (this is for the Train the Trainer level 2). A good analysis of the supplied paperwork was undertaken by all, this was then followed by examining video recordings of 3 different learners. Although critical of the tutor due to admissions on her behalf the exercise was worthwhile and learning took place for all. MT expressed concern that we focused on negative examples but felt this was justified due to important points being learnt from the exercise. The next standardisation will examine unit 305. After this MT would like IQAs to identify good practice and good examples of learners’ and tutors’ work.  S.O. raised a point regarding permission to video learners and for different people to view (Tutors, IQA, EQA etc.) MT informed the group that she thought permission is given on the enrolment form. Update this is not correct and the enrolment form only covers written data, confirmed by Adrian Heathfield and Jonathan Goddard. Therefore a separate permission sheet needs to be signed by learners, (attached). This needs to be added to the portfolio contents. MK to give authority for this to be used. Update: MK happy for this to be used | MT  MT  MK |
| Return of portfolios after the EQA visits. | MT explained that learners completed portfolios should not be returned to learners until the EQA visit. This does mean for some learners they will not get their work back for 12 months. Portfolios must be available for all courses until after the IQA visit. However this does cause a storage issue and portfolios need to be returned asap after the IQA visit. Postage of the portfolios has been considered but this would be expensive and should only be considered as a last resort, and the hard ring binder would be removed and just the contents posted. It was suggested that tutors and CDO work together to take the portfolios to regional offices so it would be easier for learners to collect. Formal arrangements need to be put in place for this to happen and CDO need to liaise with the quality teams in the south and north. BW explained that she had contacted one learner who just didn’t want her portfolio back. In light of this and the fact although learners are contacted numerous times to collect their portfolios a form should be included in the portfolio where the learner can say if they want the portfolio returned or giving permission for them to be destroyed. MT to design and share. | MK  MT |
| Feedback on Video conferencing | All agreed after initial technical issues it had worked well, and thought 2 out of the 3 standardisation meeting could take place via video conferencing. | All |
| Dates for next AET standardisation | The next standardisation meeting will be on Wednesday 25th March again via video link. The July meeting will be a face to face meeting in The Kerry Lamb, Newtown on Wednesday 15th July 2020. All tutors reminded they must attend 2 out of 3 meeting to be able to teach the AET course. Tutors to make a note of the dates for their diary. Will be placed on the organisational events calendar.  Update: MK contacted Tina Jones to request adding to org calendar and VC room requests for Cardiff, Bangor, Newtown and Wrexham. Please let Mk know if these venues are apt or if others need booking too. | MK |
| Closure  MT thanked all present and looks forward to the next meeting. | | |
| Update | | |
| Second marking | S.O. via email after the meeting raised an issue re second marking. In light of the workshop where it was apparent that one learner was only E3 and did not achieve, that second marking should be on a staggered system. I.e. sampling 301 after final first marking decisions, 302 and so on. I agree with this. She also asked for clarification on who could second mark. City and Guilds does not specify in their handbook that second marking should take place, however the EQA is the one asking for this. This is best practice and should be encouraged, she suggests that the second marker should be qualified to level 4 and have knowledge of the course.  Update: MK agrees with above re second marker qualified to L4 and have course knowledge. |  |
| Update from MK | | |
| Apologies I couldn’t join this meeting, but many thanks to you all for the hard work that has gone into further developing this provision, which resulted in a very positive EQA visit last month.   * E-mail sent to all RMs re AET tutors’ offer to support with CPD during tutor days * T&L Strategy: need to develop a Mentoring session to train potential tutor mentees to mentor new tutors. Please contact me with any thoughts on development of this. It doesn’t have to be accredited. * Other updates highlighted in notes above. | | |