

VESA 13-19 PORTFOLIO OF SERVICES

A: MANAGEMENT NETWORKS AND EVENTS

1. KS4 VPs/Senior Managers' Network

This established support network will meet 3 times next academic year (2004-05) VESA will organise and facilitate 3 half day events (once per term), guided by a small steering group of VPs/Deputies from County and City schools & 14-19 Advisers from the two LEAs.

Each of these events will provide an opportunity for senior colleagues to:

- receive updates and information on key curriculum issues
- exchange and discuss a range of good practice "Case Studies"
- explore and develop strategies to aid implementation
- liaise periodically with those responsible for Key Stage 3 and/or Key Stage "5" as required

2. Post-16 Senior Managers' Network

This network will provide a forum through which colleagues can keep abreast of local and national developments and will inform institutional and collaborative responses to the challenges facing 14-19 education. It is envisaged that this group will seek to inform and influence key organisations including the Leicestershire LSC, the two LEAs and the Leicestershire and Leicester City Learning Partnership. The Network will meet once per term during 2004/05.

Network members will inform the agenda in accordance with their needs, addressing issues such as:

- progression into and out of the 16-19 phase
- attracting funding for development/project work
- vocational developments, including Student Apprenticeships
- identifying training needs of staff (e.g. level 3 Support & Development Groups)
- feedback from other VESA networks
- responding to challenges arising from the agenda of the LSC (e.g. AWI, StAR etc)
- implications for delivery of 14-19 planning and collaboration through the emerging Zonal & Area Partnerships arrangements in Leicester & Leicestershire respectively

3. Heads of Sixth Form Support Group

The group will:

- focus on the specific needs and issues relating to **schools** with 6th forms
- provide a forum for discussions, sharing ideas and good practice
- focus on practical curriculum, pastoral and staff development matters.

***N.B.** This group has arisen from additional needs identified by colleagues in schools. This forum is intended to complement the activities of the larger Post-16 Senior Managers' Network which has a more strategic focus and provides an interface with local Higher Education etc.*

4. Joint HE/Post-16 Development Activities

A number of cross-sector development activities and events will be held in response to curriculum changes in F.E, 6th Form, Work-based Learning (WbL) & H.E. sectors. These activities and events will be aimed at a mixed audience of F.E., 6th Form, WbL and H.E. staff and relevant colleagues from partner organisations.

Under the aegis of **Aimhigher**, a number of cross sector development activities and events will be held.

5. Key Skills Managers Network (& Centre Support)

Active engagement with Key Skills varies considerably between institutions. The initial interest in Key Skills, arising with the introduction of Curriculum 2000, has fallen away somewhat and is beginning to call into question the viability of maintaining full support networks.

During 2004-05, we will continue to offer the following support:

Key Skills Managers' Network

This network will support the development & delivery of Key Skills provision within Post-16 institutions. In particular, it will provide support for staff responsible for whole institution management of Key Skills. There will be 2 or 3 meetings during the year. It is envisaged that the network will focus on issues such as:

- institutional planning and review
- monitoring and tracking
- developing support mechanisms
- exploring the role of the Wider Key Skills
- funding and inspection
- links and continuity with KS4 to build 14-19 coherence implications of Tomlinson reforms for Key Skills

Key Skills support for VESA centres (&/or groups of centres) - Advice, consultancy, training

Subscribers to "Package A" will be entitled to ½ day of individual support from the VESA team. Key Skill support for your institution might consist of working with individual staff or with groups of colleagues. We will be available to work with Key Skills teams, Senior Managers, individual Faculties/Departments etc., on a range of topics.

Examples of how centres might use our support include:

- Key Skills & Enrichments
- (including Wider Key Skills, Progress File etc.)
- Institutional Key Skill review
- Training on particular Key Skills or topics
- Developing assessment briefs or tasks
- Standards training with colleagues
- Supporting moderation sessions

B: CURRICULUM SUPPORT

6. Subject Support & Development Groups (formally "User Groups")

VCE (5 subject areas) & A/AS Levels

Subject Support & Development Groups cover a range of VCE & some A-level subjects. The following groups are currently active:

- Business
- Health & Social Care
- ICT/Computing
- Psychology
- Travel & Tourism: (Travel & Tourism/Leisure & Recreation)

Other groups may be initiated depending upon need & demand. Group members will set the agenda to reflect their needs. Issues likely to be addressed include:

- developing a shared understanding and exchanging good
- practice regarding specifications
- jointly developing materials and resources
- establishing links with local universities

Each Support & Development group will meet 2 or 3 times per year according to need.

GCSEs in Vocational Subjects (8 subject areas)

This programme will continue our expanded support for Applied/Double Award GCSEs. Support & Development Groups in the following subject areas will meet 2 or 3 times per year (subject to demand):

- Manufacturing/Engineering
- Health & Social Care
- Business
- Leisure and Tourism
- Information and Communication Technology
- Art & Design
- Science

7. Staff Curriculum Conferences (x 3) KS4, Post - 16 & 14 - 19

There will be a 1 day conference during 2004-05 aimed specifically at Post-16. In addition there will be at least one 14-19 conference addressing issues relevant to this increasingly important phase of education & training.

The conferences will provide opportunities to focus on a range of issues relating to the development and implementation of the post-16 and 14-19 curriculum. These conferences will seek to:

- explore and address key development issues
- share good practice & practical solutions
- update on curriculum developments

8. Student Conferences (supporting vocational programmes)

a) & b) VCE (x 2) & GCSEs in Vocational Subjects (at least 3 vocational areas)

In order to promote **vocational relevance** within Level 3 and 2 student programmes, VESA will arrange collaborative conferences for students (with support from Support & Development Group members & employers). These events are designed to bring students into contact with a variety of employers and are likely to involve activities ranging from formal inputs and seminars to workshops and active tasks. In 2004/05 it is anticipated that the following conferences will be run:

- Health & Social Care: VCE
- Health & Social Care: Intermediate/Foundation/vGCSE
- Travel/Tourism: } VCE
- Leisure/Recreation: }
- Business: }
- Leisure & Tourism: Intermediate/Foundation/vGCSE.

N.B. The charge per student place does NOT cover travel & food.

Students from schools/colleges which are members of the relevant Vocational Support & Development Group will be given priority for places.

9. 14-19 Vocational Curriculum Co-ordinators' Network

This consortium will serve a number of purposes:

- to inform institutional and local collaborative responses to the challenges emerging from "14-19: Opportunities and Excellence" & the Tomlinson Report(s)
- to inform the work of VESA, with regard to the support of VCE/GNVQ/vGCSEs and other, emerging, vocational programmes (e.g. OCR, BTEC etc)
- to provide a forum for sharing good practice
- to address the needs of network members in their role as managers with an overview of vocational (specialist) provision in their school/college.

This network will meet on 2 or 3 occasions during 2004/05. Members will set the agenda to reflect their needs. Issues likely to be addressed include:

- concerns over VCEs/vGCSEs
- specialist provision across levels 1 to 3
- planning for the transition from GNVQ (Intermediate and Foundation) to its potential successor qualifications
- development of Student Apprenticeships in Leicester/shire
- exploring new courses emerging from the Awarding Bodies
- increasing the work-relatedness of VCEs/GNVQs/vGCSEs
- progression into work/training/H.E.

10. Support Network for Co-ordinators of One Year 6th/Level 1 & 2 Programmes

This network will meet on 2 or 3 occasions during 2004/05 in order to:

- review the current provision for "traditional" one year sixth students
- prepare for the implementation of vGCSEs (double award and applied) and manage their impact on 'one year sixth'/level 1 & 2 provision
- review and plan for the delivery of emerging qualifications (e.g. BTECs, OCR Networks)
- explore and pilot other forms of vocational accreditation at levels 1 and 2
- explore collaborative approaches to promote breadth and quality of provision
- explore Student Apprenticeships possibilities
- support in-house development in individual centres

11. Increased Flexibility Conference

The Increased Flexibility initiative gives KS4 students opportunities to access occupational and general vocational qualifications through collaborative activities with FE Colleges, Sixth Form Colleges and Training Providers.

To support the further development of student opportunities and best practice under this initiative, there will be an Annual Increased Flexibility Conference for Leicester / shire in the Spring Term 2005. This conference will enable delegates to share innovation and to explore effective local, regional and national practice. Keynote speakers will give national and developmental updates.

C: ALTERNATIVE CURRICULUM

12. Alternative Curriculum Network (promoting Quality Assurance & exchange of good practice)

The Network is aimed primarily at teachers with responsibility for co-ordinating and teaching 'Alternative Curriculum' programmes at KS4. The Network will provide 3 meetings per year to facilitate a collaborative approach to dealing with disengagement & under-achievement by:

- supporting curriculum development
- sharing good practice in dealing with disengaged students
- developing local quality assurance procedures
- negotiating with F.E. over student progression
- identifying and responding to staff development needs

13. Alternative Curriculum Conference

There will be a 1 day conference during the summer term, aimed at teachers organising and delivering alternative curriculum programmes at KS4. The conference will provide an opportunity to:

- share good practice
- explore and address key development issues
- be kept informed of curriculum and off-site developments
- recognise student achievements (presenting awards to successful students)

14. Support for Individual Centres

All Network members subscribing to this VESA Support Package are entitled to support from VESA through telephone / email contacts. In addition, each centre is entitled to one support visit from a VESA representative to address curriculum and staff development issues relating to Alternative Curriculum.

15. Preferential Prices for WEXA* Extended Placements (see Annex 1)

Subscribers to this Alternative Curriculum Support Package will secure 'preferential rates' for WEXA's Extended Work Placements (please see **Annex 1**)

D: PERSONAL DEVELOPMENT CURRICULUM

16. Progress File (& ILPs)

a) Post - 16 Support Consortium

This consortium will meet once per term to provide support for co-ordinators managing and implementing the use of Progress File across the curriculum. There will be an opportunity to take part in cross-institutional moderation of the initiative enhancing networking and sharing of practice.

Specific development groups will be formed to focus on:

- Post-16 to H.E. Transition using Progress File and linking with Individual Learning Programmes
- Recording Post-16 Enrichment Activity, e.g. Citizenship/ Key Skills/Personal Challenge
- Portfolio building
- Use of interactive Progress File materials

b) Key Stage 4 Support Consortium

This consortium will meet once per term to support co-ordinators managing and implementing Progress File across the curriculum. There will be an opportunity to take part in cross-institutional moderation of the initiative in order to enhance networking and sharing of practice.

Specific issues arising from this development will be addressed through sub groups of the consortium as appropriate.

c) Special Educational Needs Support Consortium

The SEN Progress File Consortium meets termly with Development Groups organised as necessary. A key focus of this year's activities will be aligning Progress File with Person-Centred Planning and Transition Planning. This will build on pilot work being undertaken in the Consortium to ensure that there is a coherent approach to these initiatives.

d) Annual Progress File Conference

A full one-day conference for Progress File will be held during the latter half of the Spring Term. This conference will be designed for delegates from schools and colleges with students in the 13-19 phase so that issues of progression can be addressed.

The conference will focus on:

- the processes and issues of recording achievement
- the dissemination of good practice

17. Work Related Learning (WRL)

a) WRL Managers' Network

This newly established network aims to support the needs of those senior/middle managers with overall responsibility for managing & co-ordinating the implementation of the new statutory requirements for WRL from September 2004.

The network will meet once per term (on a different day each term) and these meetings will facilitate a collaborative approach to:

- exploring and sharing of best practice in the management and delivery of the WRL framework
- addressing issues of quality assurance
- preparing for Ofsted

b) WRL Support (through VESA Conference programmes)

The annual VESA programme of conferences will provide a range of staff development opportunities for Managers and practitioners with responsibility for the management and implementation of the statutory requirements for WRL from September 2004. Support will focus on a range of relevant topics:

- regional and national up-dates
- workshops focusing on specific areas e.g. auditing, tracking and recording of individual student progress
- working with external agencies e.g. employers, wbl providers, LEBC etc
- progression in work-related learning
- use of Progress File and ILPs

18. Work Experience

a) & b) Work Experience Co-ordinators' Support Network & Work Experience Conference

There will be one meeting per term for Work Experience co-ordinators providing an opportunity for:

- sharing good practice
- addressing practical issues arising from implementation
- exploring future developments

(The spring term meeting will be a one day conference focussing on current key issues and developments in work experience)

c) Preferential prices for WEXA* Block Placements (See Annex 1)

Subscribers to VESA's Personal Development Curriculum "Package" will secure 'preferential rates' for WEXA's Block Placements (please see Annex 1)

19. Citizenship

a) Post 16 Citizenship Consortium

This consortium will meet once per term to support co-ordinators managing and implementing Citizenship programmes, post – 16. There will be an opportunity to network and share practices with those institutions involved in the National Pilot Project.

Schools and Colleges planning to implement the Citizenship Curriculum in the future may also access this support. There will also be the opportunity to engage in cross-institutional moderation of the initiative to support quality assurance.

Specific issues arising from this development will be addressed through sub groups of the Consortium as appropriate.

b) KS4 Citizenship / PSHE / WRL & Careers Network

This network will meet twice per term and is aimed at co-ordinators with responsibility for the above areas of the KS4 curriculum (more commonly being called the 'Personal Development Curriculum').

One meeting per term will be specifically aimed at meeting the needs of co-ordinators for KS4 Citizenship.

The links and overlaps between these related curriculum components are quite substantial and there is a need to establish a more coherent approach to the delivery of these areas. This will form a main focus for the network's activity.

The meetings will facilitate a collaborative approach to:

- exploring and sharing best practice in the management and delivery of the 'personal development curriculum'
- developing strategies to work 'smarter' rather than harder
- preparing for Ofsted
- developing resources and collaborative student activities
- addressing issues of quality assurance
- developing a coherent & progressive 14-19 Personal Development Curriculum

c) Citizenship Conference (14 - 19)

A full 1 day conference focusing on Citizenship education 14-19 will be held during the year. The conference will focus on issues relating to 14-19 coherence, curriculum planning, assessment and recording of student achievement

20. Student Taster Activities with Further and Higher Education

VESA will organise a programme of two-day intensive courses in a range of departments at Leicester + shire's three Universities and some FE Colleges offering HE level courses. These opportunities will be designed to give students a "taster" of first year HE life and an insight into chosen subject areas.