

ESSENTIAL SKILLS POLICY

Procedures:

All full-time learners will undertake an Initial Assessment for Numeracy, Literacy and ICT. The range and level of skills developed and accredited through learners' programmes will be determined by Initial Assessment, their previous skills profiles and future career aspirations.

The decisions taken on entry will form part of their personal training plan (PTP), which will be monitored and amended throughout the learner journey at Rutledge during client centred progress reviews (every 4/6 weeks).

Each main programme of study will identify the Essential Skills required for success on their course and how they will be assessed. This information will:

- be shared with learners through the scheme of work, course handbook and client centred progress reviews
- where appropriate, be cross-referenced to Occupational Skills specifications
- applicants will be informed of the level of competency required in English, Mathematics and ICT required on entry for each course.

Where Government requirements dictate, course teams will identify appropriate Essential Skills for learners on their courses. Suitable delivery and assessment methods, whether discrete or integrated, will be implemented.

Additional learning support is offered to learners who have been identified through the assessment process. Support is provided on a one-to-one or group basis, by the Essential Skills Teaching and Learning Facilitators.

The Essential Skills Co-ordinator, provides advice on Initial Assessment and additional learning support.

Essential Skills Teaching and Learning Facilitators must meet the requirements and qualifications as set out by DEL Circular Number ES 01/12 (20th April 2012)

It is the policy of Rutledge that:

- Learners will have access to a coherent skills provision and initial assessment/diagnostic assessment. Learners will be encouraged to progress along the skills continuum and achieve Essential Skills qualifications at a level
- appropriate to their individual needs and goals
- Resources appropriate to the needs of learners and staff will be provided and managed by the Essential Skills Co-ordinator
- Courses will provide opportunities for the assessment of Essential Skills
- Rutledge marketing, advice and guidance procedures will provide information on Essential Skills
- Courses will provide opportunities for an integrated approach to Essential Skills
- The quality of provision will be monitored by the Teaching and Learning Manager

- There will be staff development in support of the management and delivery of Essential Skills
- Essential Skills Practice will be consistent and complementary to all other Rutledge policies
- Essential Skills provision will be co-ordinated across Rutledge by the Essential Skills co-ordinator

The policy will be implemented in the following way:

- Sections will ensure all learners receive their Essential Skills entitlement
- Learners will be initially assessed at the start of their programme of study
- Opportunities for learners to develop Essential Skills to be identified on lesson plans and schemes of work
- Sections will ensure all proxy qualifications are claimed; learners are registered and entered for the most appropriate qualification at the correct level
- Sections will provide information as requested by the Teaching and Learning Manager for Essential Skills and specialist Coordinators

Resources appropriate to the needs of students and staff will be provided and Managed through conducting the following tasks:

- Rutledge will provide a team of specialists to deliver Essential Skills provision to enable students to gain Literacy, Numeracy and ICT qualifications.
- A specialist Coordinator will give support and advice to all staff delivering Essential Skills
- A specialist Coordinator will disseminate good practice
- Appropriate and current resources will be made available to staff

Courses will provide opportunities for the Assessment of Essential Skills:

- The Essential Skills section will provide courses to enable learners to gain Essential Skills qualifications
- A specialist Coordinator will work and liaise with all sections to map Essential Skills against programmes of study and enrichment provision
- Monitoring and reviewing of students' progress will be carried out through the use of Personal Training Plans (PTPs) and IQS (Rutledge's Internal Qualification System)
- Sections will ensure all learners have the opportunity to contribute to a Personal Training Plan and identify what they have learnt.

Rutledge marketing, advice and guidance procedures will provide information on Essential Skills:

- The importance of Essential Skills will be explained at interview and in Course/Subject handbooks, during induction and throughout courses of study
- Employers will be made aware that Essential Skills is a requirement of the Vocational Framework

The quality of provision will be monitored by the Teaching & Learning Manager through carrying out the following:

- The Essential Skills Coordinator has a responsibility to ensure all staff delivering Essential Skills adhere to the procedures and meet deadlines concerning internal verification and external verification/standards moderation.

- Internal verification and standards moderation will be carried out in line with Rutledge guidelines and standards set by the Awarding Body
- The Essential Skills Coordinator and the Teaching and Learning Manager will monitor the quality of Essential Skills delivery across Rutledge
- Good practice will be disseminated across Rutledge via regular Standardisation meetings

There will be staff development in support of the management and delivery of Essential Skills:

A programme of staff development will be offered which is responsive to staff and learners' needs will be offered and facilitated through the Staff Development Programme and standardisation meetings.

Reviewed by: SMT (August 2012)

Revised by: Breda Cullen