

The Common Inspection
Framework & best practice in
delivery of LLN in the workplace

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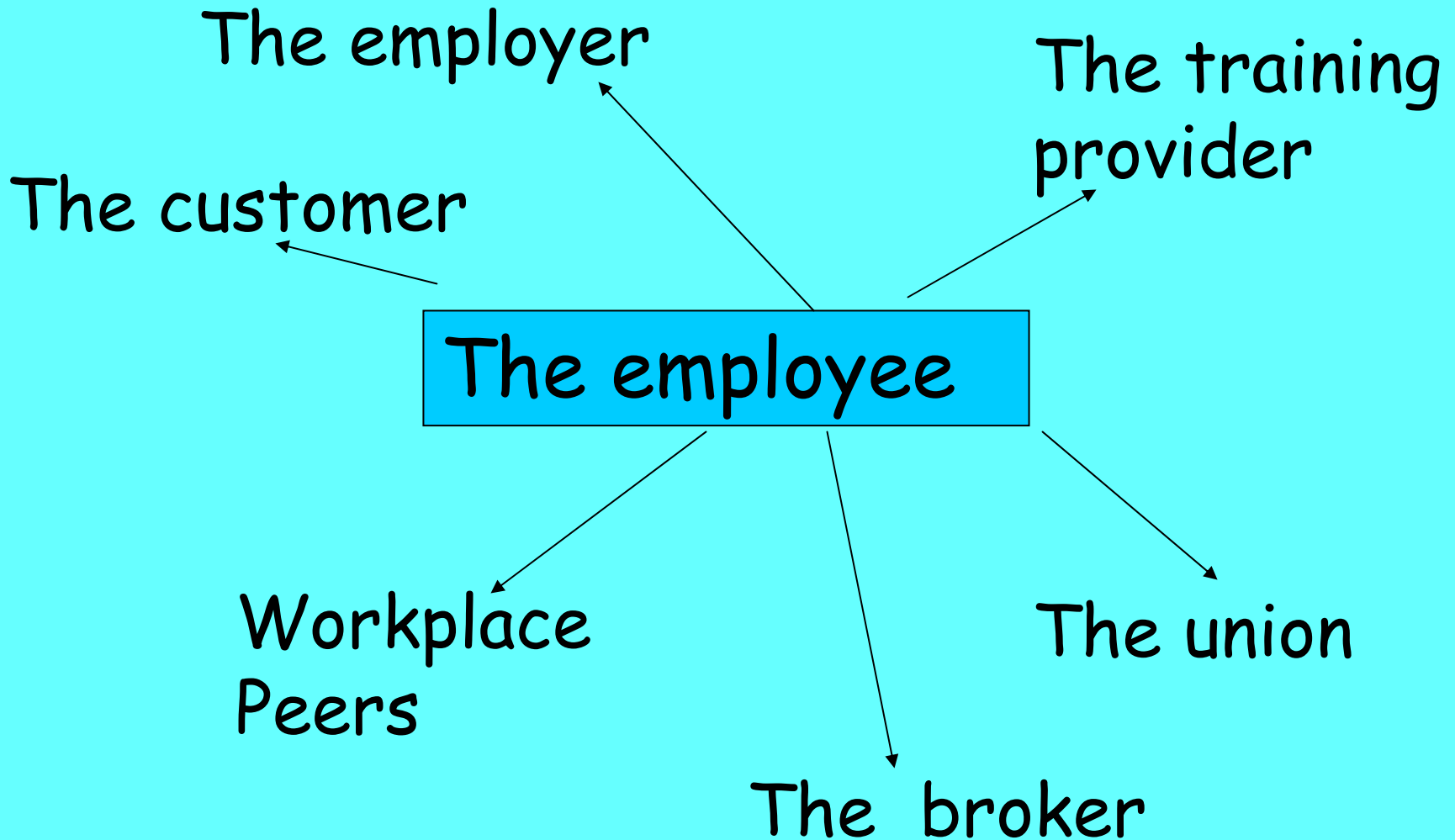
Overall effectiveness

- How effective and efficient are the provision and related services in meeting the full range of learners' needs and why?
- What steps need to be taken to improve the provision further?

Aims

- To identify best practices approaches in context of CIF
- To evaluate current practice and identify ways to improve the learners' experience in the workplace

The learner at the centre



Achievement and standards

- How successful are employees in achieving challenging targets, including qualifications and learning goals?
- What is the standard of employees' work in relation to their learning goals?
- How well do employees attend & enjoy sessions?
- How well do they acquire workplace skills?

The quality of provision

- How well do teaching, training and resources promote learning, address the full range of employees' needs and meet course or programme requirements?
- How well do programmes and activities meet the needs and interests of employees?
- How well are employees guided and supported?

What creates a good
learning experience?

The employee

Suitable, rigorous assessment

Other Es. encouraged to answer peers' questions

T. alters room layout /where employees sit to suit activity

Tutor gives constructive feedback

T. has clear objectives for each employee

Employee does 80% + of work/talking

Es. know what skills they are practising & why

makes good progress, enjoys session & has a sense of achievement

Activities are clearly explained to Es. at beginning in relation to impact on work

T. models task before employee attempts it on own or in pair/group

E. works at own pace

T. plans session in detail

T. uses skills & experience of employees

A range of resources used

Knowledge check

- Please add **one other factor** in the blank oval on your diagram which you think is essential for a positive learning environment
- Number factors(in ovals) in order of priority which contribute to a successful learning experience for an individual employee

Leadership & management -1

- How effective are leadership & management in raising achievement and supporting all employees?
- Monitoring of performance
- Adequacy & suitability of staff
- Adequacy & suitability of specialist equipment, learning resources & accommodation

Leadership & management - 2

- How effectively are links made with employers, brokers & other organisations to promote integrated learning experience for employees?
- How well is equality of opportunity promoted and discrimination tackled so all employees achieve their potential?

CCP, Newcastle - case study 1

- Well structured system for developing competencies for call-centre industry includes:-
- Assessment of basic skills levels, soft skills, learning styles and specific speaking & listening needs alongside employees self analysis of their existing skills

CCP -2

- Compiled in flowchart
- Comprehensive ILP
- Relevant targets for basic skills & individual needs
- Programme mapped to core curriculum and vocational competencies
- Progress reviews
- Guidance documents for staff helping to provide a good range of different learning activities at range of levels to meet individual needs

Stubblings Court

- Assessment in workplace
- Tutors good knowledge of horse care course
- Good use of ‘Read on, write away’ learning materials written for horse industry
- Materials linked to NVQs
- Integrated approach to development of LLN and workplace skills

Birmingham LEA

- 60-hour course over 5 week period
- Courses publicised to all staff - managers & supervisors
- Closely linked to employees' jobs
- Flexible approach to course design
- Paid release from work
- High profile celebration of employees' achievements

Web site: www.ali.gov.uk
www.thenetwork.co.uk