

Skills for Life and Learning @ Put in college name

GROUP: _____ **TUTORS:** (ratio of 1 :3 optimum)

DATE: _____ **TIME:** _____ **VENUE:** _____

TOPIC: Taster Session to discuss a range of courses

AIMS:

- To introduce employees to learning venue and resources
- To introduce employees to range of courses/qualifications available to them
- To collect information on types of courses which would interest employees
- To allow initial screening of levels of potential students (E/1/2)
- To establish atmosphere/ownership of learning environment

OBJECTIVES: By end of visit student will have had the opportunity:

- To trial number of IT resources (including digital camera, PowerPoint, Skillswise website)
- To explore range of other resources
- To discuss range of qualifications available
- To provide own ideas for support needed and areas of interest
- To complete initial screening/learning styles quiz

RESOURCES:

Customised enrolment forms; computers with internet/server link if available; preferred Essential Skills screener - for example, self-assessment on Employer Toolkit CD/National Test Practice CD/paper-based BSA initial assessment; range of resources (including Skills for Life materials); Digital camera and associated software; display boards and publicity posters (showing qualifications available, success stories, ideas for course topics etc.); Move On promotional materials (scratch cards etc).

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| TIME | TOPIC/ACTIVITY | DONE |
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| 2 mins | <ul style="list-style-type: none"> • Welcome by tutor and expression of ethos and aims (| |
| 3 mins | <ul style="list-style-type: none"> • Brief round table group introductions from all present | |
| 5 mins | <ul style="list-style-type: none"> • Discussion/question and answer session about Essential Skills courses- small groups, timings to fit with shifts, flexibility, student-led, own pace. Also stress that there is total confidentiality and nothing that happens during courses is ever passed on to employer | |
| 15 mins | <ul style="list-style-type: none"> • Introduce Move On Qualifications • Allow students time to look at various resources, advertisements for courses etc. Tutors on hand to get ideas from students for embedded Essential skills learning (eg. Numeracy through interior design/patio gardening etc.) Also to check on employee interest in attending courses not necessarily within Essential Skills remit, for example, foreign languages | |
| 30 mins | <ul style="list-style-type: none"> • Complete screening and provide 1:1 time with each student to complete form to show screening outcomes and record student's interests to be followed up. (This information provides data to indicate what classes could be set up and when.) | |
| 5 minutes | <ul style="list-style-type: none"> • Conclude with explanation of how individuals could enrol for a short course/National Test/computer qualification if they wish. <p>Tutors on hand to answer questions throughout - to help with resources and answer questions about learning opportunities. Should also be aware of students who may need help in filling in forms etc.</p> | |