

## Tutor Handbook Appendix J Progression Policy 2021-22

### Kirklees Adult Learning Progression Policy 2021-2022

#### **Aims/ Intent:**

- To ensure a planned approach across the district, where all providers are working in partnership to offer progression opportunities to residents and where residents' individual needs are the priority.
- To ensure progression pathways are clearly planned for learners by all providers when offering provision across Kirklees for adults aged 19 +.
- To provide impartial guidance and support for learners to take the next steps for their progression pathway.
- To provide progression pathways for learners to move upwards to further and higher education, employment and volunteering and sideways to other community learning provision, according to learner needs.
- To ensure that progression pathways are simplified and not complex or duplicated across Kirklees, with providers working in partnership to offer opportunities to learners.
- To publicise and share progression pathways so that learners are aware of the progression pathways on offer.

#### **Implementation/ how we will do this:**

- Through collaboration with grant funded partners under the devolution agreement of 2021 - Kirklees College and Workers' Educational Association/ WEA.
- Through the partnership board established with WYCA with all AEB funded partners for August 2021.
- By maintaining links with Kirklees Community Learning Trust partners including libraries, ESOL provision, Third Sector Leaders, Job Centre Plus, The University of Huddersfield, Northern College, Recovery College.
- By further developing links with Kirklees Council internal provision such as Community Hubs, schools and Family Support.
- By maintaining strong links with Council Business and Skills provision including Works Better, Here for You and other projects related to economy and skills.
- By re-establishing grass roots networks and tightening links with Community Learning Works organisations to enable learners to progress from grass roots level to community learning.

**KACL specific implementation:**

- By ensuring personalised and impartial IAG support for learners through C+K Careers advice sessions, linked to Gatsby Benchmarking principles.
- By offering Making the Most of Me sessions to learners, facilitated by C+K Careers, and offered as progression from our provision.
- By sharing progression pathway maps with suggested routes for learners, based around themes.
- By tracking all learners at 13 weeks and a sample of learners (with their consent) at 6 months to guide and support learners to achieve their next steps.
- By including a progression payment as part of the procurement process so that providers have a designated role in tracking and supporting progression.
- By ensuring that all planned courses indicate possible progression routes for learners as part of the 3 Is course proforma.
- By compiling case studies on 10% of learners to demonstrate impact.
- By holding progression days on a monthly basis at Kirklees College and inviting all providers and partners to support and mentor learners to progress.

**Intended Impact:**

- Tutors and providers are making learners aware of progression routes to meet their needs.
- A wide range of varied progression pathways are available to learners and they provide stretch and challenge as appropriate.
- Progression pathways are embedded in provision, so learners are thinking about next steps and reflecting on their way forward.
- Providers are tracking progression of all learners post course at 13 weeks and recording details and offering further support when needed so all learners are thinking and planning for next steps.
- Progression is a key part of delivery and learners are supported through impartial IAG to make their next steps for progression, aligned to Gatsby Benchmarking principles.
- A 10 % sample of case studies highlights the impact of provision and tracks learners at 13 weeks and 6 months to demonstrate the transformational effect of community learning and share the successes with other learners and partners.
- A planned approach across the district with all partners aware of progression pathways on offer so that resident needs are met.
- Progression days break down barriers and encourage and support learners to make the next step in their journey.

## Extracts from the Ofsted Education Inspection Framework of September 2019 linked to progression:

Providers need to:

- show planning for, and monitoring of, learners' individual progress and **destinations from their starting points** when they began their courses.
- work with other partners to widen participation and support learners' progression to further learning and/or employment relevant to their personal circumstances.

Quality of Education:

- learners are ready for the next stage of education, employment or training. Where relevant, they gain qualifications that allow them to go on to destinations that meet their interests, aspirations and the intention of their course.
- Inspectors will consider the provider's curriculum, which embodies the decisions the provider has made about the knowledge, skills and behaviours its learners need to acquire to fulfil their aspirations for **learning, employment and independence**.
- Inspectors will consider the outcomes that learners achieve as a result of the education they have received. All learning builds towards an end point. Learners are being prepared for their next stage of education, training or employment at each stage of their learning.
- Inspectors will also consider whether learners are ready for the next stage and are going to **appropriate, high-quality destinations**.


Personal Development:

- At each stage of education, the provider prepares learners for future success in their next steps.
- Assessing the quality of careers information, education, advice and guidance, and how well these benefit learners in choosing and deciding on their next steps.
- The provider prepares learners for future success in education, employment or training by providing: **unbiased information to all** about potential next steps; high-quality, up-to-date and locally relevant careers guidance; and opportunities for encounters with the world of work.

**Actions for 2021-2022 delivery:**

- Update tender specification to include specific progression actions for providers.
- Include 10% case studies to demonstrate impact.
- Work closely with grant funded partners – Kirklees College and WEA and additional partners to plan progression pathways.
- Commence monthly progression events at north and south college bases for providers to induct learners into college provision, supported by C+K Careers.
- Re- establish grass roots network connections to feed into community learning pathways.
- Work closely with C+K Careers to ensure progression pathways are communicated clearly.
- Ensure marketing and publishing of progression pathways is effective/ work on an app/ proforma with progression pathways clearly outlined.

Adult & Community Learning is managed by the Employment & Skills team at Kirklees Council. Employment & Skills have a range of projects that you can access, if you would like any further support from any of the options below please do email [adult.learning@kirklees.gov.uk](mailto:adult.learning@kirklees.gov.uk) a member of our team will contact you or ask your tutor for details.

	
<p>Adult &amp; Community Learning</p>	<p>Access courses that are free in Digital Skills, Personal Confidence, Volunteering Skills and Wider Family Learning</p>
<p>Works Better</p>	<p>Access to a range of Employment support opportunities – help to find employment or help to get a new job/improve your career path.</p> <p>We also offer this for residents aged 15+, if you know someone who this service could help please do pass on our details!</p>
<p>Talk English</p>	<p>A range of beginners English for Speaker of other Languages (ESOL) classes to improve confidence in English, speaking writing and listening.</p>

These services are all free of charge to residents of Kirklees.

# Information, Advice and Guidance

These organisations can advise you on developing your skills, finding a course and looking for the right job or training. They offer free support and can help you to decide the next step to take.

## Kirklees College

Whatever your experience of learning in the past, there are plenty of opportunities to try something new and enrich your life.

**T:** 01484 437070

**E:** [info@kirkleescollege.ac.uk](mailto:info@kirkleescollege.ac.uk)

**W:** [www.kirkleescollege.ac.uk](http://www.kirkleescollege.ac.uk)

## Northern College

Northern College is a residential college dedicated to the education and training of men and women without formal qualifications who are seeking to return to learning.

**T:** 01226 776000

**E:** [Courses@northern.ac.uk](mailto:Courses@northern.ac.uk)

**W:** [www.northern.ac.uk](http://www.northern.ac.uk)

## University of Huddersfield

For information about Higher Education courses contact:

**T:** 01484 472282

**E:** [schools.liaison@hud.ac.uk](mailto:schools.liaison@hud.ac.uk)

**W:** [www.hud.ac.uk](http://www.hud.ac.uk)

## C+K Careers Ltd

To seek advice around careers information, education, training and work:

**T:** 01484 242000

**E:** [enquiries@ckcareers.org.uk](mailto:enquiries@ckcareers.org.uk)

**W:** [www.ckcareersonline.org.uk](http://www.ckcareersonline.org.uk)

## Education Development Trust

National Careers Service - provide information, advice and guidance to help individuals make decisions on learning, training and work.

**T:** 0800 100900

**W:**

[www.nationalcareersservice.direct.gov.uk/](http://www.nationalcareersservice.direct.gov.uk/)

## Recovery College

Recovery College Kirklees offers a range of courses and one-off workshops with the aim of improving mental health through learning.

**T:** 01924 481060

**E:**

[recovery.kirklees@swyt.nhs.uk](mailto:recovery.kirklees@swyt.nhs.uk)

## Jobcentre Plus

Jobcentre Plus provides advice, guidance and support to customers actively seeking work at Jobcentres across Kirklees. They offer a range of learning opportunities, training programmes, job vacancies and financial advice to help customers return to employment.

**T:** 0800 169 0190

Textphone: 0800 169 0314 (for those with speech or hearing difficulties)