

Adult Skills and Family Learning Service Newsletter

October 2020

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Update for Providers from the Adult Skills and Family Learning Service.

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Latest information for Providers on TERMS/Data including TERMS Hints and Tips.

Adult Skills and Family Learning Service News

Covid-19 guidance

The Department for Education has published guidance about Covid-19 that outlines the actions that FE and Skills Providers in England should take from this Autumn. FE providers should:

- resume delivery so that students of all ages can benefit from their education and training in full
- follow the [system of controls](#), which sets out what to do to minimise the risk of coronavirus (COVID-19) in your setting

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

Please ensure that where classroom learning is planned the guidance is followed to ensure staff and learner safety.

If you have any queries regarding the guidance please let us know.

Adult Skills & Family Learning staffing changes

Linda Hursey, who provided us with Business Support, left the service earlier this month. Could you direct any queries you would have sent to Linda to the Business Support email account: BS_LearningLH@lincolnshire.gov.uk

Marion Bisset is leaving the service next month, taking early retirement. Marion has worked for the Adult Learning Service since 2002 and will be greatly missed. We will keep you updated with cover arrangements.

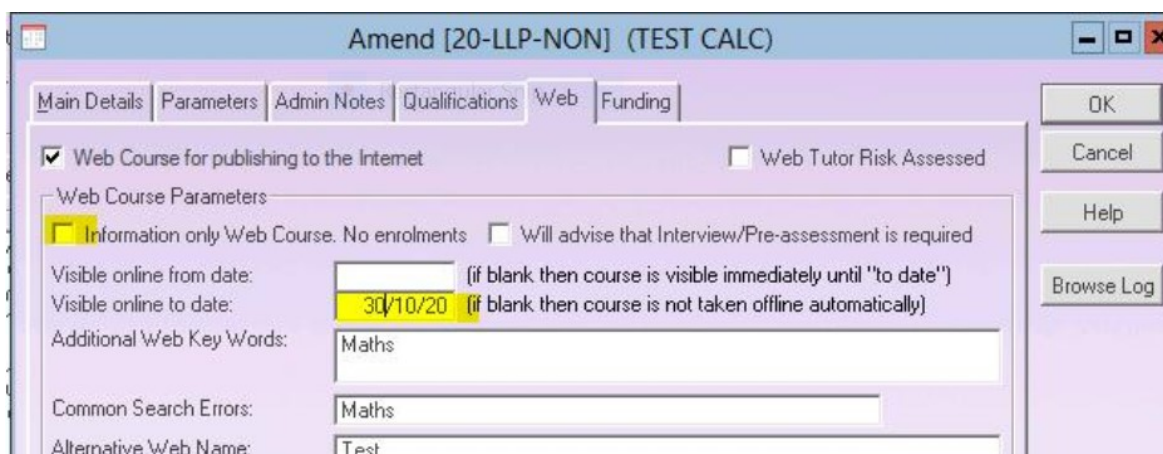
Quality Fortnight Survey

The dates for the first Quality Fortnight are 9 - 20th November 2020. Due to Covid-19 and the changes to delivery arrangements, the QF survey will be an electronic one, and will be emailed to all learners enrolled on provision during Quality Fortnight. We will keep you updated with how well learners respond to the change in survey arrangements and the results provided.

Online enrolments

2Aspire/TERMS has been developed so that it is able to take online enrolments to support the service as we work through the impact of Covid-19 and increase our online programme. Once fully established, using the online enrolment system should also significantly reduce Providers' data entry time.

2Aspire/TERMS is now ready to take online enrolments for those providers who wish to use this facility. Before setting your courses to accept online enrolments on TERMS please speak to either James or Steve if requiring any assistance. The screen shot below shows how a course should be set up within TERMS to accept online enrolments.



The screenshot shows a software window titled "Amend [20-LLP-NON] (TEST CALC)". It has several tabs: "Main Details", "Parameters", "Admin Notes", "Qualifications", "Web", and "Funding". The "Web" tab is active. In the "Web" section, there are two checkboxes: "Web Course for publishing to the Internet" (checked) and "Web Tutor Risk Assessed" (unchecked). Below this is a "Web Course Parameters" section with a checkbox "Information only Web Course. No enrolments" (unchecked) and another checkbox "Will advise that Interview/Pre-assessment is required" (unchecked). There are three text input fields: "Visible online from date:" (empty), "Visible online to date:" (containing "30/10/20"), and "Additional Web Key Words:" (containing "Maths"). Below these are "Common Search Errors:" (containing "Maths") and "Alternative Web Name:" (containing "Test"). On the right side of the window, there are buttons for "OK", "Cancel", "Help", and "Browse Log".

Please ensure the *Information only Web Course. No enrolments* box is left unticked. The *Visible online to date* box needs to be completed with the date you wish the course to be advertised on 2Aspire to. James and Steve can also help with providing a report that shows the number of online enrolments – this report can be sent to Providers at a frequency that suits their requirements.

Facebook and Twitter

Our Facebook and Twitter campaign to promote our service has been well received. We will continue to post under the LCC page mainly on Facebook and welcome more of your posts to promote your courses etc. Please send your posts to anita.pritchard@lincolnshire.gov.uk

Course Finder

In order to maximise the impact of our Facebook and Twitter campaign it is essential that you keep Course Finder up to date.

Maintaining Course Finder is also a contractual requirement: Clause 11.2

"The Provider will be required to input LCC funded course Information and promote provision on the Council's Course Finder at least 4 weeks in advance of each course start date. Payments will be suspended if the Provider does not maintain the Council's Course Finder, until such time as the Council is satisfied that it is up to date and being properly maintained."

2020/21 Provider payments

Providers are paid on a monthly basis against completed enrolments. It is therefore essential that TERMS is kept up to date so that we can advise Providers of accurate invoicing information.

External Audit on Subcontracting Controls

In September, Mazars, the Council's Auditor, carried out the external audit on the 2019/20 arrangements in place to manage and control our Providers, with regards to ESFA funding. We were given a clean bill of health with no follow up actions. Thank you for your support of these arrangements.



National Careers Service

In the current economic climate, good quality information, advice and guidance is more important than ever. It is therefore essential that our learners are offered Careers Advice. This may be from your own Careers department or via the National Careers Service (NCS).

As we all adapt to the changes that the COVID-19 pandemic brings, the NCS are facing similar challenges with regards to delivering information, advice and guidance by the usual face to face routes.

If you as a provider use the NCS to support groups of learners, it is useful to know that they are still continuing to operate digitally offering 1-2-1s and group sessions. The process of referral remains the same i.e. email Michelle at Futures for You - Michelle.Brown@futuresforyou.com Popular sessions at the moment seem to be supporting individuals with UCAS applications and offering redundancy support.

CPD – Digital Skills Training

The Education and Training Foundation (ETF) has launched a range of free, new, easy to access, products to support FE teachers and trainers in delivering digital teaching.

For practitioners who are just starting out with use of educational technology (EdTech) a good place to start is the Your 60-minute Starter Pack for EdTech Training. It comprises of 12 free-to-access, bite-size training modules selected from the Enhance Digital Teaching Platform that will give you a good overview of the basics. Each module is only five minutes long so if you do them all it will take you 60 minutes.

For the full suite of new and existing products go to [Start Your Digital CPD Journey With The Enhance Digital Teaching Platform](#) where you will find lots of helpful information and links to free products including [Support for Remote Working](#) to develop your teaching practice using technology and the [Essential Digital Skills Offer](#) that provides modules to develop the digital skills needed to get on in life and work, as set out in the essential digital skills national standards."

Traineeship Funding

We are planning to apply for additional Traineeship Funding. We already have one provider who offers Traineeships and are keen to expand our Traineeship Provider base.

Traineeships are a national programme which provides 16-24 year olds resident in England with the skills and work experience needed to progress into apprenticeships, employment and further learning.

The traineeship core offer includes the following mandatory elements:

- work-preparation training
- substantial work-placement element, and
- English, maths, ESOL or digital skills as necessary

Providers can also offer a flexible element – these are activities, including appropriate technical qualifications and skills required by the local labour market that will help the learner move into work or remove a barrier to them entering work. This must exclude work preparation training and ESOL learning aims.

On 8 July, the government provided funding to expand the number of traineeship places available through 'A Plan for Jobs 2020'. There are also new flexibilities. Traineeships will be available to young people with an existing level 3 qualification and will include digital skills where necessary. The minimum period for the work placement element remains at 70 hours. There will be a new incentive payment of £1000 per learner, for up to 10 learners, for employers who make new work placement opportunities available.

Guidance on Traineeship delivery can be found at: <https://www.gov.uk/guidance/adult-education-budget-aeb-funding-rules-2020-to-2021>.

If you are interested in delivering Traineeships please let Thea know.

Data Audits

All Providers and their contracts will be subject to Data Audits during the academic year. This will involve a sample set of enrolments being requested and information then being checked against that held on TERMS for the enrolment, learner and course, including any results if applicable. Any discrepancies found will be fed back to Providers to update the system. Look out for emails from Nick about Data Audits.

In addition, and as a follow up to the work undertaken on the J2 Research analysis, a sample of learners will be telephoned to ensure that they:

1. Actually exist;
2. Attended the course that a Provider said they did.

This is in line with the AEB 2020 – 2021 funding rules.

Provider Information - TERMS/Data

TERMS Drop in Training Sessions – Starting November 2020

Want help with something specific on TERMS? This could include areas such as guidance on how to record a certain course, a recap of the web tab/2Aspire or anything else on TERMS. We will be running TERMS drop-in sessions using Microsoft Teams on the last Thursday of the month.

The sessions will start in November and will run from 10.00am to 11.00am. Please note availability is dependent on demand and not every topic will be able to be covered in each session. Contact James or Steve about these:

James Dale James.Dale@lincolnshire.gov.uk

Steve Bannister Steven.Bannister@lincolnshire.gov.uk

Advertising courses on 2aspire

When entering a course on TERMS please remember to use the description section to give the prospective learner some information about the course. Some ideas of what could be included are:

- Course content
- Any pre-requisites before enrolling on the course
- What the course can lead to
- Clarifications regarding costs/fees
- Using Basic html to add additional content

The Alternative web name field can be used to give your course a more marketable title. The "Additional web key words" or "Common Search Errors" fields can be used to redirect learners in the case of related words or spelling mistakes.

Advertising Distance Learning Courses

Currently Distance Learning Courses use the postcode of ZZ99 9ZZ which then uses a map of the world to advertise the course on 2Aspire. We have recently been made aware that this may be confusing to some learners. As a result it has been suggested that a way of changing this is to use an actual location and it's postcode, for example this could be the Providers main office in Lincolnshire.

If you would like to use this method of advertising Distance Learning Courses please contact James or Steve with the postcode you wish to use.

Data Responsibility Agreement (DRA) Forms for 2020/21

DRA forms for 19-20 expired on 31/07/20. To ensure that correct processes and procedures are in place, new DRA forms for 20-21 have been sent to Providers by Steve. The DRA forms are also accessible on TERMS to download. If your DRA form still hasn't been returned to Steve please do so as a matter of urgency.

Please remember that all users of TERMS need to complete a DRA - if any Provider has a new member of staff that uses TERMS they are required to complete the form. Please contact Steve if further forms are required.

ILR submission dates for 2020/21

For your information the first 4 ILR submission deadline dates for 2020/21 are:

R03 – 05/11/20

R04 – 04/12/20

R05 – 07/01/21

R06 – 04/02/21

Although these are the specified deadline dates we always look to submit our final file at least 4 working days before the deadline. Please could Providers bear this in mind when updating their data to TERMS.

TERMS Hints and Tips for Providers

1. West March have advised not to use Internet Explorer to access TERMS. Chrome, Firefox, Edge are all acceptable alternatives to use.
 2. Whenever saving anything in TERMS including reports always use Webfile as the area to save to. Please refer to the LCC TERMS User Guide v1.3, Reports Module section Pages 33 to 36, for details on how to do this.
 3. For Providers with Funding Model 35 contracts your funding reports are produced at the beginning of the month. To ensure upto date provision is included in the reports please ensure that TERMS is upto date.
 4. Please remember that for a learner to be eligible for funding for 20-21 they should be 19 years, or over, on or before the 31/08/20.
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