

Liverpool Adult Learning Service Post Inspection Action Plan

Leadership and Management

1 Slow Implementation of Skills for Life Strategy

Weakness/Area for improvement	Action	Person Responsible	Monitored by	Timescale	Success Criteria	Progress
S4L Managers post not been filled	Recruit Skills for Life Manager	HOTL - S	HOS	July2007	S4L Manager in post by Summer term 2007	Post Filled – May 07 Close down action
S4L action plan does not have sufficiently specific or measurable targets or clear priorities for action to ensure cross-service coverage	Revise action plan and identify priorities for 2007	HOTL-S	HOS	March 2007	SMART Action plan in place Key priorities actioned & monitored monthly	Slippage. Action plan currently being updated – will be ready by 12 October
Most of the team require level 4 training in literacy/numeracy or language	Produce focussed staff training and development plan Deliver embedding skills for life training to vocational tutors/co-coordinators	S4L Manager	HOTL -S	March 2007 September 2007	5 staff achieve/working towards level 4 through prof rec scheme/level 4 training Embedded programmes offered in 2 curriculum areas	Slippage. Training plan currently being revised. Level 4 training on hold due to national updating of programme. Carry action over to Sept 08 Done for Social Care (Routeways) 2 week CPD programme mapped to core curriculum. Carry action over

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Not enough awareness raising training has been given to the curriculum staff and LS assistants – not enough have been trained in skills for life support	Deliver no of awareness raising sessions and skills for life support sessions to staff and LS assistants	S4L Manager	HOTL-S	September 2007	100% LS assistants and curriculum staff trained Learners appropriately referred to S4L classes/other appropriate provision	Only 6 now remain non S4L experts Training planned for Sept 07
Initial assessments to identify skills for life issues have only recently been established	Evaluate initial assessment process and identify further improvements needed	S4L Manager	HOTL -S	March 2007 Sept 2007	Initial assessment s fully embedded to screen for S4L on all FE courses	All areas using S4L initial assessments including on line/literacy tests. Gaps include further work in Employability and some arts/crafts

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2 Insufficient use of MIS

Weakness/Area for improvement	Action	Person Responsible	Monitored by	Timescale	Success Criteria	Progress
Insufficient use of management data in relation to curriculum planning to improve target setting	Identify standard data reports required for service			June 07		Standard reports identified for different staff and their requirements
	Identify staff requiring training and the type of training	SH/CB	SH HOS	September 07	Initial training list drawn up	Staff and Training needs identified
	Draw up a schedule of internal and external training events	SH	HOS	April 07	Timetable drawn up	Training scheduled to commence autumn term
	Implement training programme for all staff	SH/CB	HOS	April – June 07	All staff attending training	Training programme implemented
	Review process with staff	SH	HOS	July 07	Review completed with recommendations	
Increase the number of access points to the MIS across the service	Identify gaps in locations	CB	SH	March		August 07 Staff access points increased in all main centres

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Increase the number of access points to the MIS across the service cont . . .	Cost proposals for extending access in terms of hardware and software	CB	SH	April 07	Costed plan produced	Completed
	Prioritise programme based on available budget	SH	HOS	May 07	Begin to implement changes based on priorities	Completed
Develop a monthly reporting process against key performance indicators	Set up working group to identify key reports	SH/CB	HOS	March	Timetable for reporting process established	Aug 07 Group set up, reports requirements identified and in place Standard reports issued at regular intervals
	Develop standardised reports for key staff to access and produce	SH/CB	HOS			
	Establish a regular reporting process for identifying key dates for updating information	SH	HOS			
Produce data analysis including Information to inform curriculum planning in neighbourhood areas	Establish baseline information for each of the neighbourhood areas	CB	SH	April 07		Completed

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Produce data analysis including Information to inform curriculum planning in neighbourhood areas continued . . .	Identify current performance in each neighbourhood area	CB	SH			Performance reports produced by neighbourhood area
	Establish a target setting process for each neighbourhood area linking into service overall targets	SH		Autumn 07		Targets set for neighbourhood management areas and Monitored against service targets

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3 Insufficient Staff Development in Equality and Diversity

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Weakness/area for improvement	Action	Person Responsible	Monitored by	Timescale	Success Criteria	Progress
The service does not use equality and diversity themes sufficiently in teaching and learning to reinforce issues with learners (Ref ALL inspection report Para 22)	AoL identified requiring training and development; <ul style="list-style-type: none"> • ICT • Hospitality and catering • Arts, media and publishing 				Lessons are planned and organised to raise awareness of, and celebrate, Liverpool's wide cultural diversity	
	identify AoL Training and development requirements, timescales and activities	HoTL N and Programme managers	HoTL N/HOS	Autumn 07	Better, and more effective, use of learning materials and teaching methods that reflect cultural diversity.	Training needs identified, and training programme being produced from delivery during term 1 September 07 Recruitment strategies identified in teams action plans with ongoing implementation during September 07 and onwards
	implement actions and activities to address specific AoL weaknesses	Programme managers	HoTL N	April 07 ongoing for September 07		

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Not enough attention is given to the development of skills or strategies to enable staff to fully equip them in dealing with under represented groups (Ref inspection report Para 22)	Identify and put in place appropriate staff development, and or training, for key staff in developing appropriate skills and strategies to target and recruit under representative groups	HoTL N	HOS	Autumn 07	Effective targeting and increased recruitment of under representative groups	Training programme produced to address gaps in knowledge and practices. Programme delivery to take place during term 1 September 07
Staff are not fully aware of most recent legislation and policies (Ref ALI inspection report Para 21+22)	<p>Activities and methods to update and inform staff of most recent legislation and policies</p> <p>Staff News letter articles/ Attachments</p> <p>Agenda items at team meetings</p>	Marketing/information lead manager Service managers	HoTL N	March 07 ongoing	All staff informed and fully aware of most recent legalisation and policies	<p>Staff newsletter produced and circulated termly</p> <p>Information update addressed at set E+D agenda item at team meetings</p>

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4 Incomplete establishment of quality improvement process in some areas

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4 Incomplete establishment of quality improvement process in some areas

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Although in many areas the self-assessment reports reflected inspectors' findings, in some areas the weaknesses were not fully identified	Improve self assessment and course review processes – develop timelines for completion	HOTL –S	HOS	March 2007	2006/07 Self –assessment produced on time – November 2007	Timeline produced March 07 Drafts produced – July 07 Peer moderation planned for 28 Sept 07
	Ensure all meetings have action minutes and link to evidence for self-assessment	HOTL –S	HOS	Jan 2007		On – target In place Close down action
	Roll out training programme for all staff on completion of course reviews	HOTL – S	HOS	April 2007		Completed through team meetings More work needs to take place in autumn term 07 Carry action forward
	Conduct internal and external peer review of self-assessment	HOTL -S	HOS	October 2007	Thorough and detailed SAR - (Weaknesses identified through thorough course review process are included in SAR)	Peer review date planned for 28 September Questionnaire being produced for stakeholders – on target

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RARPA is in various stages of development	Conduct review of RARPA	Curriculum Teams	HOS	March 2007	Action plan in place	Review complete Learner Record Booklet Produced and implemented Sept 07
	Produce action plan to improve rigour of process	HOTL -S			Improved RARPA, rigorous and fit for purpose	Review complete SMART target training planned Sept 07
	Conduct training for staff on internal moderation processes	HOTL -S	HOS	April 2007		Learner Record Booklet produced and implemented Sept 07 Planned for tutor team meetings – Sept 07 onwards
	Externally moderate RARPA	Curriculum Teams	HOTL -S	June 2007		Not yet implemented – Planned for end of autumn 07 term via Merseyside QIN
The quality of initial advice and guidance is inconsistent	Identify and disseminate good practice	HOTL -S	HOS	April 2007	Initial IAG is consistently applied across all service	Good practice disseminated July 07 Further evaluation Oct 07
The effect of initial assessment have not been evaluated	Conduct review of initial assessment for impact	HOTL - S	HOS	April 2007	Retention, achievement and success rates increase as targets per curriculum area	Evaluation completed as part of RARPA review July 07

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The effect of initial assessment have not been evaluated cont . . .	Produce action plan	HOTL -S	HOS			
ILP's have been improved , but target setting is not effective	Identify and share good practice Provide training to staff re SMART targets	HOTL - S	HOS	April 2007 April 2007	Improved retention, achievement and success rates as targets per curriculum area	SMART target training planned for Sept 07
Sharing of best practice is not sufficiently established in all areas	All meetings to include as agenda item – systematic process	Curriculum teams HOTL - S	HOS	Jan 2007	Best practice shared across all curriculum areas Improved OTL grades as targets per curriculum area	In place – close down action