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## **Appendix A:**

### **Policies**

List of all YMCA Wales Community College Policies

Quality Assurance Policy  
Academic Misconduct Policy  
Health and Safety Policy  
Learner Support Services Policy  
Lone Working Policy  
Equal Opportunities Policy  
Financial Contingency Fund Policy  
Protection of Children and Vulnerable Adults Policy  
Sustainable Development Policy  
Welsh Language and Bilingual Policy

## **Appendix B:**

Readability Handout from BSA

## **Appendix C**

Agored Cymru Leaflets

## **Appendix D**

Forms



# 1. YMCA Wales Community College

YMCA Wales Community College is operational throughout Wales working in partnership with other organisations to provide post 16 learning opportunities in community settings. Learners come from a range of backgrounds and many have rejected traditional educational routes.

The College does not maintain a core curriculum but devises its learning programmes in consultation with its partner organisations.

The provision is planned to complement courses offered by the traditional Further Education Colleges, providing a first step into education.

The College is sensitive to the needs of learners, and aware of the issues which may be encountered on returning to education. Working with the Agored Cymru, National Open College Network (NOCN) and City & Guilds the College offers a diverse and flexible approach to learning and is able to provide achievable learning targets for learners.

Tutors are asked to, whenever possible, through their teaching: -

- encourage learners to develop confidence, motivation, self reliance and discipline
- provide opportunities for learners to develop study skills
- enable learners to develop practical skills in order that they may eventually contribute to their community.



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## **YMCA Wales Community College Strategic Aims 2010 – 2013**

1. To operate within the regulations set by the Welsh Assembly Government for governance and management.
2. To maintain financial viability.
3. To position the College as a provider of co-ordinated education initiatives that address:
  - Offender management learning needs
  - Youth work related training needs
4. To collaborate and work in partnership with organisations that will enable the College to deliver the mission.
5. To develop and maintain a staff team that will enable the College to deliver the mission.
6. To maintain and develop College performance.
7. To maintain effective systems of control.
8. To value and promote the Welsh language.



## 2. Mission Statement

**YMCA Wales Community College provides learning to build better communities.**

YMCA Wales Community College will:

- support organisations to provide learning opportunities that enable people to positively affect their own lives and actively participate in their own communities;
- provide a range of specially designed educational opportunities for people who are engaged in learning through the Offender Management programme;
- support voluntary and statutory Youth Work organisations to develop workforce capacity to work with young people.



### 3. Learner Charter

The College provides educational opportunities in community settings throughout Wales.

Programmes of study are offered at entry and foundation level. The broad base of all learning is to empower learners to have confidence in their own ability to succeed.

#### **All learners will be:-**

- treated with equal respect and, wherever possible, given equality of access to all of the YMCA Wales Community College provision taught in an environment that is both safe and conducive to effective learning
- given information on their progress in a supportive manner
- given details of assessment well in advance of completion dates

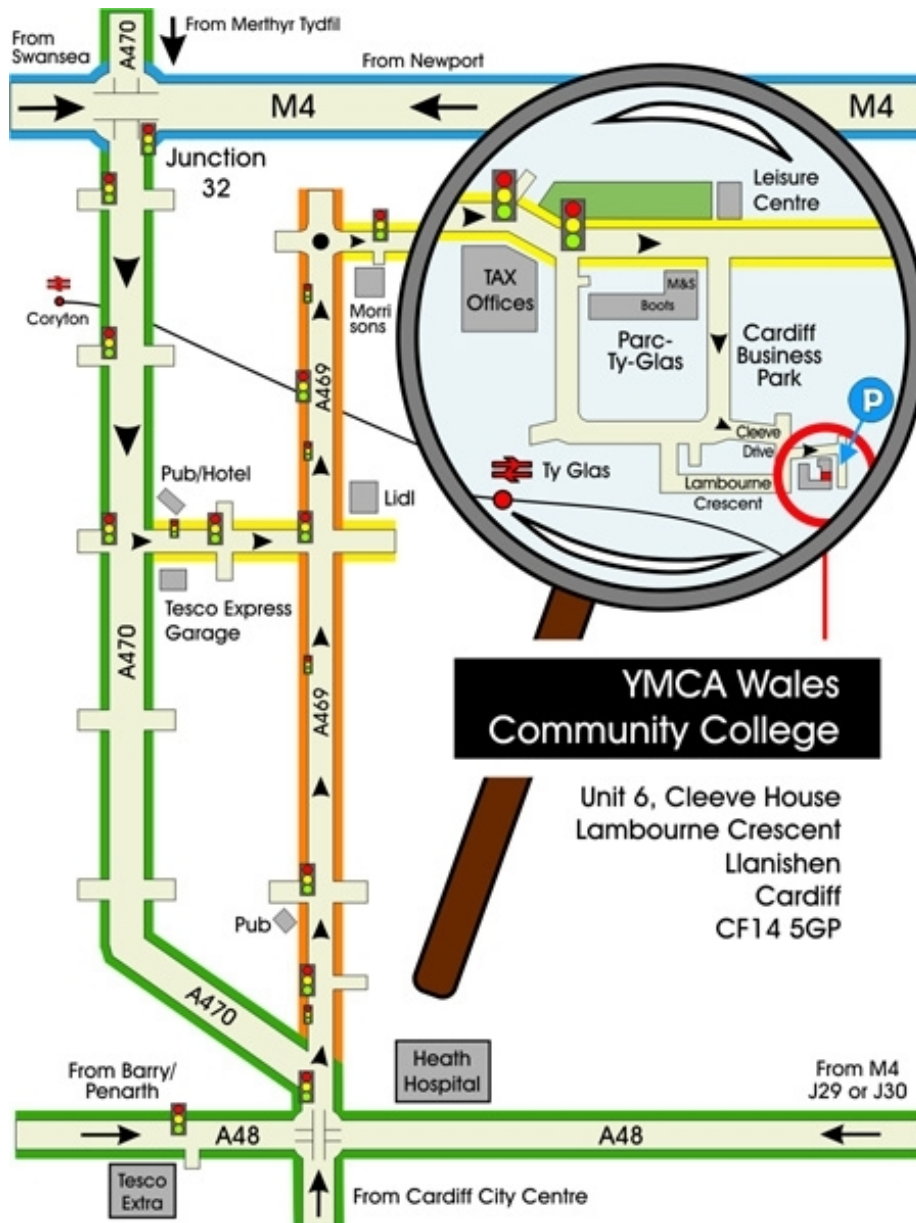
#### **All learners will receive: -**

- a process of initial assessment to identify learning needs and acknowledge previously acquired relevant knowledge/skills
- an explanation of course objectives and outcomes and assessment criteria
- tuition consistent with course objectives and individual requirements
- advice on progression routes
- access to an open, fair and effective complaints procedure.

The College will consider any complaint related to its Further Education provision through the appropriate complaint procedure.

**PLEASE ENSURE THAT LEARNERS RECEIVE THIS INFORMATION.**

## 4. Contact Details & Map



**Telephone:** 029 20 755444

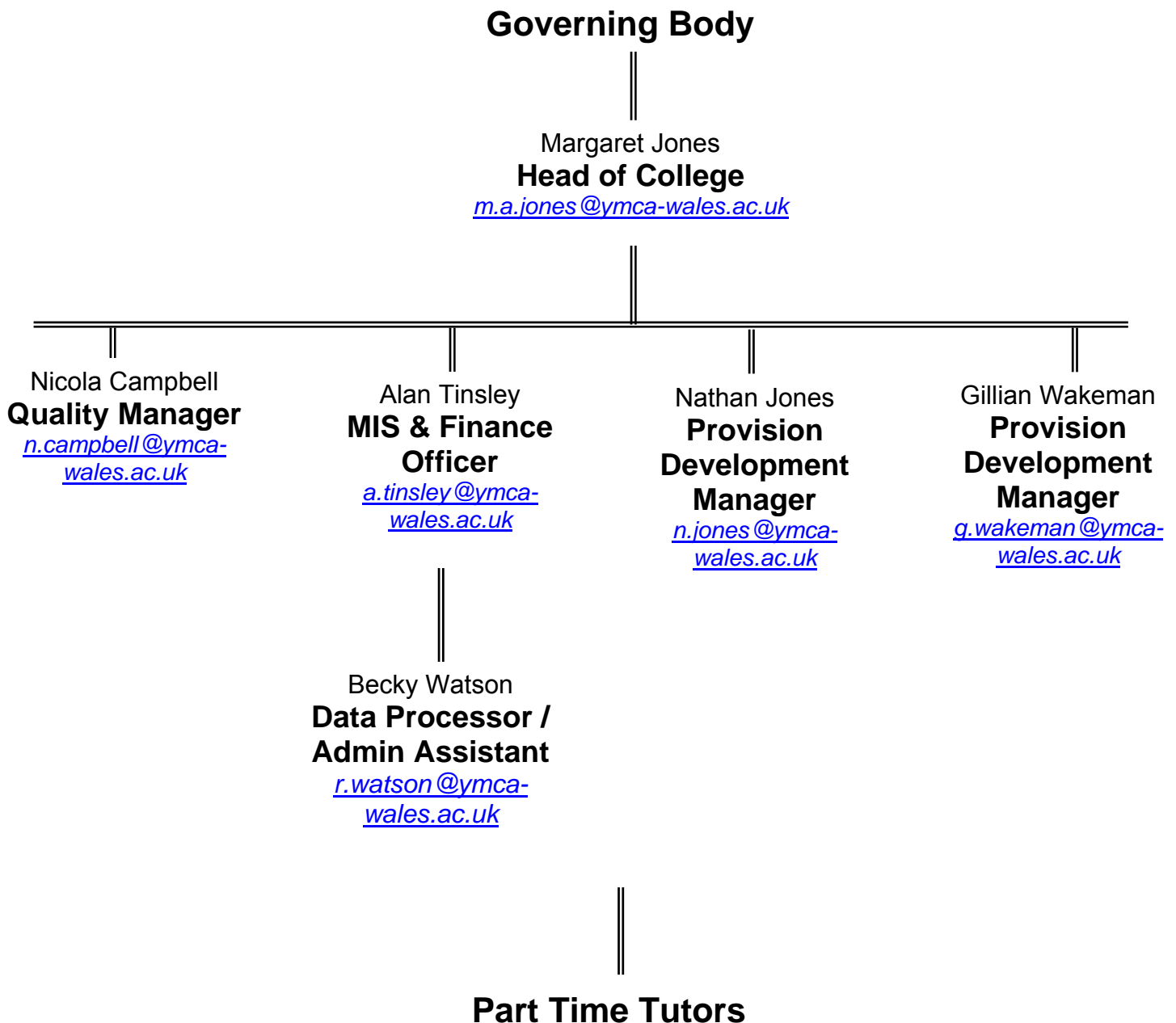
**E mail:** [info@ymca-wales.ac.uk](mailto:info@ymca-wales.ac.uk)

**Fax:** 029 20 755445

**Website:** [www.ymca-wales.ac.uk](http://www.ymca-wales.ac.uk)



## 5. The Team



Your first point of contact will be:



## 6. College Policies

The College has a number of policies in place which can offer guidance to staff, tutors, partners and learners.

A full list can be found below and in Appendix A along with a copy of the relevant policies. In section 7 – 11 the important policies will be explored.

Academic Misconduct Policy	Basic Skills Statement	Curriculum Policy
Disability Statement	Disclosure Recruitment Policy	Disclosure Security Policy
Equal Opportunities Policy (including Race Relations)	Financial Contingency Fund Policy	Financial Monitoring Control Policy
Financial Policy	Financial Regulations	Human Resources Policies
Financial Strategy	Freedom of Information Publication Scheme	<ul style="list-style-type: none"> <li>• Management of Information Systems Policy</li> <li>• Health and Safety Policy</li> <li>• Bullying and Harassment of Employees</li> <li>• Communication Policy</li> <li>• Disciplinary Procedure</li> <li>• Employee Recruitment and Selection</li> <li>• Employee Sickness Leave Procedure</li> <li>• Grievance Procedure</li> <li>• Maternity Leave Procedure</li> <li>• Mental Health Policy</li> <li>• Parental Leave Procedure</li> <li>• Redundancy Policy</li> <li>• Staff Appraisal / review and Development Procedure</li> <li>• Stress Policy</li> <li>• Whistle Blowing</li> </ul>
Information Systems Procedure Policy	Learner Attendance Procedures Policy	
Learner Support Services Policy	Lone Working Policy	
Mental Health Policy	Non Core Funding Working Practises	
Procurement Policy	Procurement Strategy	
Protection of Vulnerable Adults and Children Policy	Provision Planning Framework Policy	
Quality Assurance Systems Procedures	Risk Management Policy (Including Risk Register)	
Secure Systems Policy	Sustainable Development Policy	
Travel Policy	Welsh Language/Bilingual Policy	



## 7. Health & Safety Statement

YMCA Wales Community College abides by the health and safety regulations laid down by the Welsh Assembly Government and accepts the responsibility, under the Health and Safety at Work Act 1974, to ensure the health, safety and welfare of all employees, learners and visitors.

### **The College asks all tutors to: -**

- work safely with due regard for the health and safety of themselves and others, including learners and members of the public
- familiarise themselves and conform to the College's health and safety policy and venue health and safety regulations
- report all accidents and incidents which occur whilst working for YMCA Wales Community College
- report any unsafe or unhealthy conditions to the appropriate person
- continue to check for hazards that might occur from time to time, such as locked doors, trailing cables, broken furniture, etc....
- inform learners of any health and safety issues

The College has a Lone Working Policy to protect employees who may at times find themselves in situations where they are working alone. The College recognises that in such situations employees may be concerned about risks to their personal safety, and seeks to minimise this by ensuring that all employees are aware of the potential for problems, as well as how to minimise the risks when working alone.

**A copy of both the Health and Safety Policy and the Lone Working Policy can be found in Appendix A.**



## **Protection of Children and Vulnerable Adults Policy**

YMCA Wales Community College (the College) is committed to ensuring that the welfare of children and vulnerable adults is safe guarded by its staff.

It is recognised that all staff employed by the College have a duty to prevent the physical, sexual or emotional abuse of all children or vulnerable adults with whom they come into contact. The College will seek to plan its work so as to reduce to a minimum any situations that might give rise to concern.

The College complies with the Data Protection Act 1998 that allows for the disclosure of personal data where it is necessary to protect the interests of a vulnerable adult.

The College recognises its responsibilities under the Children Act 1989 and the Protection of Children Act 1999 and the responsibilities under the act of the education and training providers that the college works with, in partnership or collaboration.

**A copy of the Protection of Children and Vulnerable Adults Policy can be found in Appendix A.**



## 8. Disability Statement

The College will support learners with learning difficulties and disabilities to access it's provision wherever possible.

### **Arrangements for these learners may include:-**

#### **ADMISSION PROCEDURES**

- information on courses and policies
- guidance and assessment of learners' needs prior to enrolment
- opportunities for learners to discuss individual needs with tutors / families / carers / support agencies

#### **EDUCATIONAL FACILITIES AND SUPPORT**

Courses are structured to ensure that, wherever possible, learners receive support relevant to their learning needs.

#### **ASSESSMENT / EXAMINATION ARRANGEMENTS**

To ensure all learners are given a fair and reliable assessment, individual needs will be taken into consideration prior to and during the assessment / examination process.

#### **COMPLAINTS AND APPEALS**

The complaints and grievance procedure for all learners is outlined in the Learners Charter.

#### **SPECIALIST GUIDANCE**

The College will seek specialist advice and guidance from outside agencies when specific support is required.

#### **PHYSICAL ACCESS**

Where access is not available, learners will be advised of alternative facilities where this is practical.



## Additional Learning Support

### Visual Impairment/Dyslexia

There are some simple methods which can improve the accessibility of learning materials for learners with visual impairments or dyslexia related conditions.

- Choose the right font: The choice of font in a handout can dramatically affect its readability. Most people find simple Sans-Serif fonts far easier to read than complex Serif fonts. The four examples below are recommended:

Arial - *Comic Sans* - Century Gothic - Courier

- Avoid fonts that mimic handwriting - they can be confusing and irritating, particularly for learners with poor eyesight. Also avoid using too many different fonts in a document - one or two is usually sufficient.
- Choose the right font size: Avoid using a font size less than 10pt. Below this size it becomes difficult to read even with perfect eyesight. 12-14pt is much more comfortable to read.
- Consider changing your line spacing. 1.5 to double spacing makes for a clear, easy to read document.
- The following techniques are useful for attracting attention or highlighting points, but can be distracting and difficult to read for many people if used extensively: coloured backgrounds; white text on a dark background; italics, underlining and bold; Despite this however, note that some people with Dyslexia find coloured backgrounds make reading easier. Always check learner's preferences.
- Large blocks of text can be hard to follow. Try breaking up large sections into bullet points or numbered points. A shorter summary of a large section could be just as informative.

### Hearing Impairments

There are a number of simple suggestions that can easily improve the learning experience for Deaf and hearing impaired learners. Once again, many of these tips will be equally helpful for learners without additional needs.

- Always make sure your face is visible: everyone lip reads to some extent, and a deaf person will be unlikely to be able to understand you at all if they can't see your mouth.
- Make sure the room is well lit - position yourself so that the light source is in front, rather than behind you.



- Don't assume that if someone has a Hearing Aid they can hear you. Hearing Aids often only give an impression of sounds and can be unclear.
- Don't shout! Shouting is completely counter productive. It looks aggressive to lip readers, and hearing aids can amplify loud noises to uncomfortable levels.
- Speak clearly and not too fast, but keep it natural. Provided that your mouth is visible and you speak at a normal pace lip readers should be able to understand you. Exaggerating your lip movements will make it harder to follow what you are saying.
- Avoid background noise and other distractions.

The college may be able to arrange for translators and lips speakers for learners who require them. Please contact the college for more details.

### **Mobility Impairments**

It is possible to improve classroom accessibility by following some simple guidelines:

- Make sure that the room is laid out suitably to allow for good wheelchair access.
- Ensure that other learners do not obstruct walkways with bags/coats or other belongings.

Unfortunately not all venues are as readily accessible as others. The following pages contain a listing of venues currently used by YMCA Wales Community College and information on their accessibility.

### **Using Technology**




It may be useful to allow learners to change their preferences when using a computer. Using the 'Display Properties' option found in the Control Panel it is possible to change background colours, fonts and text sizes. For information on how to do this, visit





[www.abilitynet.org.uk /myway/](http://www.abilitynet.org.uk/myway/)

The College also has access to special equipment for use by learners with additional needs. This includes trackball mice and large screen monitors. Contact us for details of what is available if you believe a learner would benefit from additional equipment.

**Information about additional support arrangements can be found on the College website.**

Venue Accessibility Listings

- Specific Toilet Facilities 
- Lift available 
- Ramps available 

Venue	Accessibility	Contact Details
Barry Community Enterprise Centre Skomer Road, Barry, Vale of Glamorgan, CF62 9DA	All Facilities on ground floor  	01446 733034
Powys Dance Arlais Road, Llandrindod Wells, LD1 5HE		01597 824370
South Riverside Community Development Centre Brunel Street, Riverside, Cardiff, CF11 6ES		02920 220309
Western Vale Integrated Children's Centre Station road Llantwit Major South Glamorgan CF61 1ST	Excellent Access   	
YMCA Wales Community College, Cleeve House 6 Cleeve House, Lambourne Crescent, Cardiff Business Park, Llanishen, Cardiff, CF14 5GP	Good Access  	02920 755444

The College may operate courses in different venues to the ones listed above, if tutors are aware of any issues that may effect the accessibility of the venues please contact the College directly.



## 9. Data Protection Statement

The College will endeavour to apply the principles of the Data Protection Act of 1998 to all data.

### **Data Collection Notice**

Please ensure that you read the statement below relating to data protection and the use of data by the YMCA Wales Community College (the institution), the Welsh Assembly Government Department for Children Education, Lifelong Learning and Skills (also known as DCELLS) and awarding bodies.

The YMCA Wales Community College collects information about all its staff and learners for various administrative, academic and health and safety reasons. Under the Data Protection Act 1998 (DPA), we need to obtain your consent for this. Since we cannot operate the institution effectively without processing information about you, this consent must be given as part of the employment procedure.

In signing the contract of employment, you agree to the YMCA Wales Community College processing personal data contained in the tutor registration form, and other data which the institution may obtain from you or other people, whilst you are an employee of the institution. You agree to the processing of such data for any purpose connected with your employment or your health and safety or for any other legitimate reason.

The institution will handle all such information in accordance with the DPA and with due regard to confidentiality. Under the DPA 1998 you have the right to a copy of the data held about you by the institution for a small fee. Data subject requests should be addressed in the first instance to the institution.

Some information about you may be passed on to the relevant Awarding Organisation for their own internal processing.

If you have any concerns about, or objections to, the use of data for these purposes by the institution, please contact a member of staff at the *YMCA Wales Community College, Unit 6, Cleeve House, Lambourne Crescent, Cardiff Business Park, Llanishen, Cardiff, CF14 5GP.*

Some information held by the institution about you is sent in coded and anonymised form to DCELLS annually. Your record is added to a database which is passed to central government departments and agencies and devolved administrations which require it to enable them to carry out their statutory functions under the Education Acts.

You may wish to note that your **name and contact details will not be made available** to DCELLS and precautions are taken to minimise the risk that you will be able to be identified from the data.

Under the Data Protection Act 1998 you have the right to a copy of the data held about you. Because the data held about you by DCELLS is anonymised and a subset of that held on you by the institution, data subject requests should be addressed in first instance to a member of staff at the institution. If you have any concerns about, or objections to, the use of data for these purposes, please contact DCELLS at [www.new.wales.gov.uk](http://www.new.wales.gov.uk) or by writing to **DCELLS, Ffynnon Las, The Orchards, Ilex Close, Llanishen, Cardiff, CF14 5EZ.**



## 10. Equal Opportunities Statement

YMCA Wales Community College is committed to an active Equal Opportunities Policy.

The policy promotes an environment free from discrimination, harassment and victimisation for both learners and staff.

All staff and learners will be treated with equal respect and, wherever possible, they will be given equality of access to work and education.

### **Financial Contingency Fund**

The Financial Contingency Fund (FCF) is made available to YMCA Wales Community College learners whose learning may be compromised by financial hardship.

#### Categories of Support

Learners may receive financial support towards the following:

- assistance with disability costs
- examination / awarding body registration fees
- books / equipment that are essential for the learner to participate in course activities
- childcare
- transport

If you identify a learner who may benefit from the FCF, please speak to a Provision Development Manager.

**A copy of the Equal Opportunities Policy and the Financial Contingency Fund Policy can be found in Appendix A along with FCF Application Form in Appendix D.**



## 11. Complaints Procedure

The College promotes good working practice and it is hoped that any disagreement can be settled through discussion.

The College will consider any complaint related to its Further Education provision.

### **In the event of a complaint the following procedure should be followed:-**

- a) On issues relating to educational provision the complainant should initially speak to the tutor who is responsible for his / her course. On matters relating to the course venue the complainant should initially speak to the Centre Manager. On matters concerning provision the complainant should speak to the Head of College or their representative.
- b) If in either of the above instances the complainant is not satisfied with the outcome he / she should contact the Head of College by telephone on 029 20 755444, or in writing at **Unit 6, Cleeve House, Lambourne Crescent, Llanishen, Cardiff, CF14 5GP.**

All complainants will be acknowledged in writing and an investigation will be made into each complaint by the Head of College in consultation with the Chair of the Governing Body.

Complainants will receive notification of the outcome of the investigation within 14 days of receipt of the complaint.

- c) If the complainant is dissatisfied with the outcome he / she may contact the Department for Education, Lifelong Learning and Skills (DCELLS) by writing to **DCELLS, The Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ.**
- d) As a last resort the complainant may contact the **Assembly Minister responsible for Education and Lifelong Learning at the Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ.**



## 12. Quality Assurance

YMCA Wales Community College is mindful that all of its educational provision should be delivered to the highest possible standard.

Courses are visited regularly by a representative of YMCA Wales Community College to sample the quality of teaching and learning. Tutors may or may not be told when the visit will take place.

During the visit the tutor and learners are encouraged to comment on the effectiveness of the teaching and learning.

Wherever possible the Course Tutor will receive verbal feedback immediately after the assessment visit. Following the visit the representative will record comments on the YMCA Wales Community College Assessment of Teaching and Learning Form.

These comments are made available to the members of the Curriculum and Quality Standards Committee who have overall responsibility for the quality of the provision.

If any cause for concern over the quality of teaching and learning is expressed the representative of the College will meet with the tutor and discuss the relevant findings.

Tutors are encouraged to self evaluate each session and to record their findings.

Wherever possible learners are asked to complete the College's evaluation forms and give verbal feedback to their tutor. All evaluation forms should be returned to the YMCA Community College offices for presentation to the Curriculum and Quality Standards Committee.

Where appropriate courses are also subject to internal and external moderation by the relevant examination and / or accreditation body. The College has an Academic Misconduct Policy which aims to support and maintain the integrity of its assessment processes.

### **MODERATION**

Internal and external moderation play an integral part of the quality control and the College has developed systems to ensure moderation is effective.

All tutors must familiarise themselves with the system, and complete and return the correct documentation within the specified time frame to ensure the process runs smoothly.

**A copy of the Quality Assurance Policy and the Academic Misconduct Policy can be found in Appendix A.**



## 13. Sustainable Development

YMCA Wales Community College (the College) seeks to develop, amongst its stakeholders, an understanding of environmental and sustainability issues, and an appreciation of the College as an environmental agent. Measures to enhance sustainability are to be implemented where it is both practical and viable.

In line with the colleges Sustainable Development Policy the College has appointed an ESDGC Champion **Becky Watson**. The role of ESDGC Champion is to:

- Keep up to date with ESDGC developments e.g. reviewing relevant websites and publications on a regular basis
- Raise awareness and share information e.g. forwarding information to appropriate staff, reporting to SMT, writing newsletter articles, developing and maintaining website information
- Contribute to professional development of staff and tutors e.g. developing a tutor toolkit, creating an ESDGC CPD workbook.

**A copy of the Sustainable Development Policy can be found in Appendix A.**



## 14. Welsh Language

YMCA Wales Community College (the College) supports the principle established by the Welsh Language Act that, in the conduct of public business and administration of justice in Wales, the Welsh and English language should be treated on a basis of equality.

The College acknowledges the equal value of Welsh and English languages and plans to move to a position where no governor, employee, or learner, is disadvantaged by language.

The College aims to allow access to Welsh Language materials, e.g. Youth Work Level 3 learner packs in Welsh, and tutors are encouraged to use Welsh Language materials and where possible offer Welsh Language materials to support the learners.

The College is always seeking to improve its Welsh Language provision. Please let the college know if you have any ideas or suggestions. The College has a certain amount of money available to help develop Welsh Language skills and teaching.

The College now employs a Welsh Language translator who is translating the College website, policies and supporting documentation throughout 2010-2011. If tutors are aware of any documents, or sections of the website for priority translation please contact the College directly.

**A copy of the Welsh Language and Bilingual Policy  
can be found in Appendix A.**



## 15. Basic Skills Support

The accepted definition of basic skills is *“the ability to read, write and speak in English/Welsh and use mathematics at a level necessary to function and progress at work and in society in general”* (The Basic Skills Agency).

A learner may avoid written and / or number work, and forget to present assignments. As the tutor you may think that a learner needs help. Of course, one should never assume a need exists; this can be a sensitive area for the individual and requires tact and diplomacy on the part of those wanting to help.

On the other hand, it might not be so apparent that someone needs help with his or her basic skills. If someone is struggling with their learning and you feel you wish to discuss the situation contact **Nicola Campbell**. You should also use the Skills for Learning and Work Checklist which is available on the College [website](#) or on paper from the College.

There are a number of ways in which you, as a YMCA Wales Community College tutor, can provide help and support for a learner. The College website features a [study skills help section](#), the [Skills for Learning and Work Checklist](#) and a downloadable [brochure](#) on providing learners with additional support.

### **You can organise your teaching approach and materials so that:-**

- your teaching is pitched at a level that includes all learners in the group
- plain language is used, avoiding jargon
- a “reader friendly” font is used (Arial 14 point is recommended)
- the text is not too dense
- a glossary of key words is provided
- I.T. is used to develop teaching materials (for continuity of presentation)
- lower case is used (it is easier to read).

**A copy of the ‘readability’ handout from the BSA can be found in Appendix B, with the Skills for Learning and Work Checklist found in Appendix D.**



## 16. College Procedures & Resources

### **LEARNER ENROLMENT**

All courses should have a minimum of **10** enrolled learners before it can commence, unless other wise agreed with the Provision Development Manager.

If learner numbers fall below **10** your College representative **MUST** be informed. The course may be cancelled or amalgamated with another course.

### **LEARNER WITHDRAWALS**

It is good practice to encourage learners to complete their course. It is suggested that a tutor follows up absent learners by telephone or asks the College to contact learners on their behalf. The College's Learner Attendance Policy recommends action to take if learners are absent.

A learner is considered to be withdrawn from the course if they : ~

- inform you that they do not intend to return; or
- are absent for **3** consecutive sessions and have not indicated any intention to return.

It is the tutor's responsibility to inform the College of all withdrawals.

Within one week the tutor **MUST** complete a Learner Withdrawal form for each withdrawal and return it to the College.

### **CHANGE OF COURSE INFORMATION**

Please let the College know if the class is postponed or another tutor is standing in for you.

The Change of Venue / Time form only needs to be completed if the change is permanent.

### **PURCHASE AND LOAN OF RESOURCES**

Any request to purchase resources must be made using the purchase request form. Tutors will be informed of the decision within one week. No money can be refunded if items are purchased without prior approval.



Equipment can be borrowed from the College resources by completing and returning a Loan Resource form. All resources must be collected by the learner or tutor from the YMCA Wales Community College office and returned by the agreed date.

## **Equipment and Resources**

Equipment and resources can be borrowed from the College by completing and returning a loan form. All equipment and resources must be collected by the learner or tutor from the YMCA Wales Community College office and returned by the agreed date.

The following equipment and resources are available from the College:

- Laptop computers
- LCD projector
- Projector screen
- Video camera and tripod
- Digital cameras and accessories
- Flip chart stands
- Overhead projector
- Laminator
- Comb binder
- Display boards
- A limited range of books and teaching resources (full details are available via the College website)

Additional equipment and resources may be requested. Any purchase requests must be made by completing and returning a purchase request form. Purchasing is conducted in line with the College's Procurement Strategy.

## **Sustainable Procurement**

Sustainable procurement is a process whereby the College meets its need for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits, not only to the College, but also to society and the economy, whilst minimising damage to the environment.

YMCA Wales Community College has a Procurement Strategy. A copy of the Strategy can be found on the College website or you can contact the College to request a copy.

## **Photocopying**

The College can arrange photocopying of course materials. Please contact the office for information about this service. Please contact the College **BEFORE** making any arrangements to photocopy at teaching venues.



## 17. Course Procedure

It is vital that all the relevant documentation is returned to the office within the following timeframe: -

### **START OF THE COURSE**

1. Tutor completes the **course registration form** and **security, health and safety form**.
2. Learners complete an **enrolment form** and an **Individual Learning Plan (ILP)**.  
*(The **Individual Student Learning Agreement (ISLA)** is only to be completed by learners attending designated courses for those with a learning difficulty or disability)*
3. Tutor **returns** the following completed forms to the College **immediately**: -
  - Course registration form
  - Security, health and safety form
  - Scheme of work
  - Enrolment forms
4. Tutor/learners retain the **Individual Learning Plans (ILP)**.

### **DURING THE COURSE**

5. Tutor sends any **late enrolments** to the College as soon as they are completed. Under normal circumstances learners are not able to enrol after 3<sup>rd</sup> week of the course.
6. Tutor uses the **learner withdrawal form** to inform the College of any learners who withdraw from the course. Learners who do not attend for 3 consecutive weeks without explanation are deemed to have withdrawn.
7. Tutor revisits the **Individual Learning Plan (ILP)** with learners to plan and record progress.
8. Tutor uses the **formative assessment form** to keep track of each learner's portfolio of evidence. A formative assessment form should be placed in the front of each portfolio.
9. For Agored Cymru accredited courses, tutors must complete an **accreditation advice note** recording the names of all learners being put forward for accreditation. Please send a completed accreditation advice note to the College two weeks before the end of the course.



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## **END OF THE COURSE**

10. For Agored Cymru accredited courses, all **learner portfolios** must be retained for internal moderation.
11. Tutor sends completed **learner evaluation forms** to the College.
12. Tutor sends completed register to College – The College requires this information in order to collate and report attendance data.
14. Tutor will have the opportunity to complete course review documentation when attending internal moderation meetings.



## 18. College Proforma

The following forms have been developed to support the work of the College: -

COLLEGE PROFORMA	COLOUR	EXPLANATION...
Course Registration Form	White	<i>tutor to complete this form for each course – details on reverse of form</i>
Enrolment Form	White	<i>must be completed by each learner on the course</i>
Security, Health & Safety Form	Pink	<i>to be completed with venue information for each course</i>
Scheme of Work	White	<i>to be completed for each course outlining the learning planned</i>
Attendance Register	Yellow	<i>to be kept up to date and returned to the College each month</i>
ILP	White	<i>to be completed by each learner</i>
Learner Evaluation Form	White	<i>To be completed by each learner</i>
Accident Report Form	Pink	<i>to be completed in the event of an accident and returned to the College</i>
Tutor Claim Form	White	<i>to be completed and returned to the College with a register by the <b>20<sup>th</sup></b> of each month</i>
Learner Withdrawal Form	Yellow	<i>to be completed if a learner withdraws from the course</i>
Purchase Request Form	Blue	<i>to purchase equipment/resources to support learning</i>
Resource Loan Form	Blue	<i>to borrow College resources</i>
Change of Venue / Time Form	Pink	<i>to inform the College of changes in course details</i>
Formative Assessment Form	White	<i>to record assessment evidence for each learner - to be shown at the front of each learner file</i>
Accreditation Advice Note	White	<i>to be completed two weeks before the end of the course</i>

These forms need to be returned to the College following the 1<sup>st</sup> session



## 19. Pay

Tutor to complete pay claim and attach the register (corresponding to the claimed dates).  
Centre Manager signs the pay claim.

There is a requirement to claim pay each month.

The College must receive a register each month to keep records up to date.

**Completed pay claims must be received at the College by  
10.00a.m. on the 20<sup>th</sup> day of the month.**



## 20. Training

The College recognises the importance of tutors maintaining specialist curriculum knowledge and developing skills to support key curriculum themes or priorities. However, we realise that many of our tutors do not live in South Wales and that travelling to attend central training events can be difficult. In response, the College has launched a CPD Voucher Scheme.

A voucher for £250 can be redeemed against training or self-study activities that contribute to professional development as a tutor with YMCA Wales Community College. These vouchers can be redeemed against training that relates to the development of your subject knowledge, improvement of your teaching skills or the development of expertise in key curriculum theme or priority areas such as basic skills, ESDGC or bilingualism. The professional development may take the form of a training course or self-study resources. The voucher can be redeemed against the cost of a single activity or several smaller activities.

Please note that tutors will be asked to complete and return an evaluation form for any CPD activities. It is good practice to keep records of all CPD activities. The CaPtured site (accessible from the College website) will be available to help you plan and record your CPD activities.

**A copy of the CPD Voucher and CPD Handout can be found in Appendix D.**



## 21. College Website

The college encourages all tutors, learners, staff and partners to visit the College Website regularly for updates on college activities and resources.

A number of useful documents and information can be found though the Tutor section of the website.

The College website is also updated throughout the year with relevant news stories, documentation relating to courses and policies.

The College welcomes any suggestions as to website content, tutors can contact Becky Watson with any ideas or comments.

Some website content that may be relevant to tutors: -

- FCF Form
- Form Store
- Library
- Newsletter Archive
- Policies
- Standardised Course Outlines
- CPD Information
- Tutor FAQ
- Tutor Links

To develop an online presence the College is currently designing a Facebook (YMCA Wales Community College) and a Twitter (@YMCACollege) page to engage with tutors and learners on a more informal basis.



## 22. College Forms

**You have been supplied with the following (see Appendix D) : -**

- 2 x Accident Report Forms
- 2 x Resource Loan Forms
- 1 x Purchase Request Form
- 2 x Learner Withdrawal Forms
- 1 x Change of Venue/Time Form
- 10 x Tutor Claim Forms

### **Course Pack : -**

- 1 x Course Registration Form
- 10 x Enrolment Forms
- 2 x Attendance Registers
- 1 x Induction Checklist
- 1 x Security, Health and Safety Form
- 1 x Scheme of Work Form
- 10 x Individual Learning Plan (ILP)
- 10x Learner Evaluation Forms

### **Accreditation Pack : -**

- 1 x Accreditation Advice Note
- Formative assessment sheets can be requested.

Forms for both FCF and CPD application can also be found in Appendix D.

You will find all College forms on the College website  
[www.ymca-wales.ac.uk](http://www.ymca-wales.ac.uk).

If you require this service please contact the College to obtain a password.

If you do not have access to the Internet please contact the College and speak to a member of staff.