

Delivery 2009

An overview of support for
Diploma consortia



department for
children, schools and families

A. Introduction

This guide provides an overview of support for consortia delivering Diplomas from 2009 and for those joining the Functional Skills pilot from September 2008.

A1. How you can access support

We have worked with 2008 Diploma consortia to create a package of support that can be tailored to your local circumstances, with three steps:

Step 1: Conversations to determine your consortium's support needs by end June

You and your 14-19 Partnership representative will receive feedback on your Gateway application from Cambridge Education, on behalf of the Department for Children, Schools and Families (DCSF). Cambridge Education will also discuss with you the support that will best meet your needs. Then there will be a more detailed conversation about your consortium's professional development needs with the National College for School Leadership (NCSL), the Centre for Excellence in Leadership (CEL),

and the Specialist Schools and Academies Trust (SSAT). The full range of professional development support on offer will be discussed at this meeting to ensure that it is appropriately targeted. Your Government Office and 14-19 Regional Adviser may also attend.

Step 2: Creating your development plan

Consortia tell us that successful planning for delivery is vital. Drawing on the timeline enclosed and the conversations in Step 1, we expect you to develop your Gateway application into an 18-month plan, ideally by the end of the summer term 2008.

Step 3: Refining your plan

As you implement your plans, we will provide a NCSL/CEL Consortium Leadership Consultant to meet with you termly to review your needs and signpost you to extra support as appropriate.

A2. The support package

The support package has two key themes:

- Preparing for teaching and learning
- Helping you lead, plan and communicate

We have highlighted a small amount of the support as **core**. By this we mean support that we expect you to access to give yourself the best chance of successful delivery. The rest of the support is optional and should be accessed in accordance with your needs.

This document describes the support available for your successful Diploma lines. Support for unsuccessful lines will be discussed at the professional development conversation (see Step 1).

B. Preparing for teaching and learning

B1. Functional Skills training for English, ICT, and Mathematics practitioners

Support for Functional Skills practitioners will begin with a **core Introduction to Functional Skills** regional event taking place in June 2008. This will be followed by locally negotiated support modules. Further information will be provided at the professional development conversation (see Step 1). Before

then we require details of a Functional Skills lead person in your consortium and nominated centres. See section E1 for details.

B2. Core event for Diploma line of learning leads

Your Diploma line of learning leads, for example, the person leading your consortium's Engineering team, will need to go to one of the **core** events being run by SSAT. These events will be held throughout June, July and September 2008. At the events Diploma line leads will develop their plans to:

- Build an effective team that matches skills and experience with those required to deliver the whole Diploma;
- Integrate Functional Skills and personal, learning and thinking skills within their line of learning; and
- Create sustainable employer links.

Your SSAT regional contact will be in touch shortly to discuss location, final content and dates to suit you.

B3. Support for Diploma practitioners

Support provided by SSAT

For those practitioners who are new to the Diploma, there will be a **core** introductory workshop entitled **'Inside the Diploma'**.

All practitioners will attend **core 'Inside the workplace'** workshops that will provide experience of a relevant occupational area and these will be locally tailored.

SSAT will also provide support to suit your needs on both generic aspects of all Diplomas and specific lines of learning. Support will include consultancy, tailored training, networking opportunities and materials, some of which will be available via a virtual learning environment.

Occupational Currency – Continuing Professional Development

A short, free, distance learning course will be available that will help your practitioners to get a better understanding of the employment sector relating to their Diploma line. It can be accessed in

the summer and autumn terms 2008. You can find further details at www.canterbury.ac.uk/education/ocpd.

Professional Development Placements (PDPs)

PDPs are a way for Diploma practitioners to experience a relevant employer setting. Placements last between one and five days and are organised locally, usually by Education Business Partnerships (EBPs), part of the National Education Business Partnership Network (NEBPN). For details see www.nebpn.org.

B4. Useful materials and guidance

Examples of materials and guidance available to support practitioners with their preparation include:

- Guidance for curriculum and timetable planners at both Diploma line of learning level and across the full 14-19 spectrum;
- Descriptions of different delivery approaches; and
- Information on applied learning.

Some materials are already on the Qualifications and Curriculum Authority website (www.qca.org.uk/Diploma).

To complement the guidance on curriculum modelling, focused Learning Visits will also be available.

B5. Support from Awarding Bodies

Awarding Bodies will supplement the generic and high-level line specific support with training and support for their qualifications, which will cover the detail of specifications and assessment approaches.

B6. Developing Information, Advice and Guidance (IAG)

IAG will be embedded into the **core** elements of the training available for Diploma practitioners (see section B3) and this will be complemented by IAG guidance materials and consultancy support. Focused IAG Learning Visits will also be available.

IAG support materials can already be found on the CEGNET website (www.cegnet.co.uk) and at www.iagworkforce.co.uk.

C. Helping you lead, plan and communicate

C1. Support for collaborative leadership and management

NCSL/CEL will provide a flexible programme of support for leaders and managers that will include:

- An on-going relationship with a Consortium Leadership Consultant (see Step 3 above);
- Consultancy days for your consortium to support organisational development and change management; and
- Support for teams and individuals including leadership coaching, action learning, and project/strategic planning.

C2. Planning your employer engagement

Support for planning employer engagement includes a Diploma Employer Engagement Handbook (available in May 2008), consultancy support and focused Learning Visits.

Each Diploma Development Partnership (DDP) provides its own employer engagement support for its line of learning. Examples include guidance materials and regional events where good practice is shared. Information on DDP materials currently available can be found on the DDP websites.

The Diploma Employer Champions Network is a group of employer advocates who help promote the Diploma to employers. By September 2008, there will be at least 90 employer champions who will be available to work with consortia to advise on how best to engage relevant sectors. To see a list of the current champions, visit http://www.dcsf.gov.uk/14-19/dsp_stakeholders.cfm?page_id=2.

In addition to providing Professional Development Placements for Diploma practitioners (see section B3), EBPs can also work with you to help you plan and deliver your employer engagement strategy. For details see www.nebpn.org.

C3. Support for exams officers: Diploma qualifications administration

The National Assessment Agency (NAA) support package for exams officers and their managers will:

- Assist exams officers in developing skills and new ways of working to deliver Diplomas; and
- Provide training and support for the new administrative infrastructure required for delivery – the Diploma Aggregation Service (DAS), the Learner Registration Service (LRS) and Unique Learner Numbers (ULNs).

In addition you will be able to access ongoing support and materials through the NAA's local centre support officers.

C4. Marketing

In order to help with your marketing, we have created a range of communications products and a dedicated Diploma website for young people. There is a set of tools to help your consortium develop its own communications and, by July 2008, materials will be available for use at events.

D. Keeping you up to date

An **online support calendar** is available at www.dcsf.gov.uk/14-19. It brings all support and resources provided by the DCSF and our partner organisations into one comprehensive, searchable calendar.

Delivery '09 is a monthly e-mail newsletter containing information from the DCSF and our partner organisations. To receive it, please subscribe here: www.dcsf.gov.uk/14-19/index.cfm?sid=30.

E. Providing us with information

E1. Nominated Functional Skills centres and lead person

In order to ensure that you are part of the Functional Skills pilot from September 2008, please provide details for the requisite number of **centres**, in accordance with the instructions on your management information account.

In addition, please provide us with the details of a **Functional**

Skills lead person. This person will be the key contact for pilot engagement and will cascade information to participating centres and co-ordinate Functional Skills professional development.

Please provide this information through your management information (MI) account (<https://gateway.camb-ed.com/apply>) between 1 April and **21 April 2008**.

E2. Contact details of Diploma leads

In order to ensure that we provide the right people with the right information in your consortium, please let us know the contact details of individuals leading particular Diploma areas, for example, professional development or communications. Please do this through your MI account (see link above) between 1 April and **6 May 2008**.

Reminder checklist

- Nominate your Functional Skills lead person and participating centres by 21 April 2008
- Provide contact details of Diploma leads by 6 May 2008
- Expect invitations for your feedback and professional development conversations
- Expect an invitation from SSAT for the core Diploma event for line leads
- Expect an invitation for a core Introduction to Functional Skills regional event

Timeline for delivery 2009

