

Learner's Journey Topics

1 Recruitment

Access to education
Interview practice
Marketing
Recruitment information, advice and guidance
Recruitment of disaffected learners
Recruitment of learners with learning difficulties and/or disabilities
Responding to local and regional priorities
Screening
Staff development
Working with employers (recruitment)
Working with schools (recruitment)

2 Initial assessment

Initial assessment

3 Induction

Additional learning support
Buddying
Code of conduct
Diagnosing learning styles
Diagnostic assessment
Employer induction
Equality and diversity awareness
Financial support
Handbooks (learner)
Ice-breaker exercises
Individual learning plan (ILP)
Induction (learner - health and safety)
Induction overview
Learning resource centre induction
Mentoring learners
Online learning induction
Progress review system overview
Support system overview
Tutorial system overview
Value added

4 Teaching, training, coaching and learning

4.A Planning and resources

Blended learning
Curriculum plan
e-learning materials: creating and adapting
e-learning materials: using
Inclusive learning
Learning resources
Lesson
Lesson plan
Personalisation of learning
Scheme of work
Teaching resources
Training plan

4.B Teaching and learning

Behaviour management
Checking understanding
Coaching learners
Developing self-confidence
Distance learning
Enrichment activities
Equality and diversity in the curriculum
Evaluation of own practice (staff)
Formative assessment
Giving feedback to learners
Independent learning
Mentoring learners
Motivating learners
On-the-job training
Practical work
Research (learners)
Summative assessment
Working with groups
Working with individuals

4.C Curriculum good practice

Curriculum good practice

5 Learner support

Additional language support
Additional learning support
Additional literacy support
Additional numeracy support
Childcare
Financial support
Personal support
Student union
Support for learners with learning difficulties and/or disabilities.
Support for remote learners
Support for the Able and Talented

6 Assessment

Diagnostic assessment
Formative assessment
Portfolios
Reflective practice
Summative assessment
Work-based assessment

7 Reviewing learners' progress

Attendance monitoring
Behaviour management
Equal opportunities monitoring
Formative assessment
Giving feedback to learners
Learner progress data
Learners' progress
Motivating learners
Progress reviews
Reflective practice
Target-setting (learners)
Tutorial

8 Retention

Retention improvement strategies
Retention rates

9 Achievement

Achievement rates
Achieving economic well-being
Attainment
Celebrating success
Enjoying and achieving
Job-outcome rate
Learning outcomes
Making a positive contribution
Qualifications
Success rates
Timely success rates

10 Progression

Information, advice and guidance
Positive progression initiatives
Progression rate

Leadership and management topics

11 Curriculum development

14-19
Curriculum planning
Development of teaching and learning resources
Meeting communities' needs
Meeting employers' needs
Sharing/using good practice

12 Data

'At-risk' learner monitoring
Achievement rates
Attendance monitoring
Benchmarking
Distance travelled measure
Early leavers
Equal opportunities (data)
Management information system
National pass rate
Performance measurement and management (staff)
Progress monitoring
Progression rate
Provider performance report
Qualification success rates
Retention rates
Subcontractors (data)
Success rates
Target-setting (organisational)
Timed-out rate
Timely success rates
Trends
Value added measure

13 Employers

Communication with employers
Marketing to employers
Meeting employers' needs
Working with employers (health and safety)
Working with employers (recruitment)

14 Equality and diversity

Access to education
Accessibility
Assistive technology
Equal opportunities monitoring
Equality and diversity awareness
Equality and diversity training
Handbooks (staff)
Interpreters
Marketing literature (equality and diversity)
Policy (equality and diversity)
Procedures and responsibilities (equality and diversity)
Promotion strategy (equality and diversity)
Social inclusion
Subcontractors (equality and diversity)
Working with employers (equality and diversity)

15 Financial management

Capital project planning and management
Contracts
Value for money

16 Health and safety

Being healthy
Child protection
Induction (learners - health and safety)
Monitoring (health and safety)
Policy and procedures (health and safety)
Risk assessment (health and safety)
Subcontractors (health and safety)
Working with employers (health and safety)

17 Inspection preparation

Evidence requirements
Inspection week communication
Managing a multi-site/national inspection
Ofsted inspection handbook
Ofsted inspection toolkit
Peer review
Preparation for inspection events
Self-assessment report evaluation
Using data

18 Leadership

Business planning
Governance
Managing change
Mission
Risk management
Strategic plan
Strategic planning
Succession planning (leaders)
Sustainable development
Training (leadership)

19 Management

Coaching staff
Curriculum management
Efficiency and effectiveness
Meetings
Mentoring staff
Project management
Quality management
Staff development

20 Partnership/ collaborative working

Collaborative projects
Curriculum development
Peer review

21 Quality improvement

21A Policies and procedures

Quality assurance policy and procedures

21B Evidence gathering

Employers' feedback
Evaluation of own practice
Evidence
Internal audit
Internal verification
Learners' feedback
Observation of assessments
Observation of teaching and learning
Peer review
Self-assessment
Staff feedback
Stakeholders' feedback

21C Judgements and reporting

Making judgements
Self-assessment report

21D Actions and outcomes

Development plan
Impact on learners
Milestone-setting
Monitoring improvements
Self-assessment report evaluation
Sharing/using good practice
Target-setting (organisational)

21E Management and training

Quality management
Staff training (quality assurance)
Subcontractors (quality assurance)
Working with employers (quality assurance)

22 Research

Research directories
Research funding
Research management
Research methods
Research organisations
Research policy
Social research

23 Management of Resources

Development of teaching and learning resources
Facilities management
Information Rights management
Information standards and interoperability
Learning resources centre
Managed learning environment
Management of ICT infrastructure
Management of learning resources
Management of teaching resources
Mobile technology and learning
Sustainability

24 Staff

Appraisal
Communication
Evaluation of own practice
Giving feedback to staff
Handbook (staff)
Induction (staff)
Job descriptions
Recruitment (staff)
Retention (staff)
Staff development
Succession planning (staff)

25 Subcontractors

Handbook (subcontractors)
Pre-contract capability check
Service level agreement
Subcontractors (equality and diversity)
Subcontractors (health and safety)
Subcontractors (quality assurance)