

Outline plans - two day intensive workshops for staff taking literacy and numeracy tests

Author's notes

These intensive 2 day staff workshops were developed as part of the whole organisational approach, for staff who are nearly ready for the numeracy and literacy tests.

The workshops were run over 2 days (i.e. 2 days for literacy and 2 for numeracy), at the end of the summer term, during Wiltshire College's staff development time. Some people did both literacy and numeracy, others did one subject.

Approximately 1 month before the workshops, the Staff Development Officer emailed out to all staff and included the Move-On and BBC Skillswise websites in the email.

Staff were invited to contact him and book an interview and initial assessment with me, at one college site and my counterpart, Dawn Parr, at the other (these interviews were done the day before the workshops).

Each person did a mini-test and we talked them through the content to see that they felt comfortable with doing such an intensive course. Those who didn't have subsequently joined other provision, either a conventional SfL course or a discrete workshop put on for their particular faculty.

The exam was held on the working day following the workshop.

The College provided lunch and refreshments for the participants and they really appreciated this gesture.

All who participated in the summer passed and another shorter set of workshops has run since (in December). 90% of the December participants passed. Whilst everyone was extremely tired as these workshops took place at the end of what had been tiring terms, I think it is fair to say that all enjoyed them (including the trainers).

If you want to discuss anything please email me at campfj@wiltscoll.ac.uk

Kind regards,

Fiona

Programme Leader: Literacy, Numeracy and Outreach (Wiltshire College)

Web sites

Move On downloadable hot topics, mini-test, printable and on-screen practice tests at Level 1 and 2. <http://www.move-on.org.uk/>

BBC Skillswise interactive activities and printable worksheets aimed at Entry 3 and Level 1 literacy and numeracy.

Outline for 2 day Literacy Workshop at Wiltshire College, Trowbridge

Day 1

0930	Register Welcome Housekeeping and course outline (PPT) Introductions
1000	Purpose of text
1045	Coffee /comfort break
1100	DA (Diagnostic Assessment)
1215	Marking and feedback
1230	Lunch
1330	Recap a.m. session and outline p.m. session
1335	BBC Skillswise and Hot Topics intro. Format and structure
1500	Coffee / Comfort break
1515	Spelling activities on BBC Skillswise
1625	Recap, outline next session and close

Outline for 2 day Literacy Workshop at Wiltshire College, Trowbridge

Day 2

0930	Register and recap
0945	Verbs and tenses
1045	Coffee /comfort break
1100	Punctuation – handout and Skillswise activities
1200	Exam tips (from Skillsworkshop and participants)
1230	Lunch
1330	Recap a.m. session and outline p.m. session
1335	Individual choice of areas to work on using BBC Skillswise
1445	Coffee / Comfort break
1500	Practice test under exam conditions
1615	Marking and feedback
1625	Recap, evaluation, goodbye and good luck

Outline for 2 day Numeracy Workshop at Wiltshire College, Trowbridge (July 07)

Day 1

0930 –	Register Welcome Housekeeping and course outline (PPT) Introductions
1000	Mean, mode, median and range – house price investigation
1045	Coffee / comfort break
1100	DA
1215	Marking and feedback
1230	Lunch
1330	Recap am session and outline pm session
1335	BBC Skillswise and Hot Topics intro (tables, graphs & charts)
1500	Coffee / Comfort break
1515	Matching fractions, decimals and percentages
1625	Recap, outline next session and close

Outline for 2 day Numeracy Workshop at Wiltshire College, Trowbridge (July 07)

Day 2

0930	Register and recap
0945	Ratio
1045	Coffee /comfort break
1100	Scale
1200	'Best calculations' – methods investigation BODMAS/BI DMAS
1230	Lunch
1330	Recap a.m. session and outline p.m. session
1335	Addition, subtraction, multiplication and division of decimals
1445	Coffee / Comfort break
1500	Practice test under exam conditions
1615	Marking and feedback
1625	Recap, evaluation, goodbye and good luck!

Outline for 2 day Numeracy Workshop at Wiltshire College, Trowbridge (Dec 07)

Session 1 (half day)

1330	Register
	Welcome
	Housekeeping and course outline (PPT)
	Introductions
1400	Mean, mode, median and range – house price investigation
1500	Coffee / comfort break
1515	DA
1630	Marking and feedback
1655	Recap, outline next session
1700	Close

Outline for 2 day Numeracy Workshop at Wiltshire College, Trowbridge (Dec 07)

Session 2 (half day)

0930	Register
	Recap last session and outline this session
0940	BBC Skillswise and Hot Topics intro (tables, graphs & charts)
1045	Coffee / comfort break
1100	Fractions, decimals and percentages
1215	Any questions
1230	Recap, outline next session and close

Outline for 2 day Numeracy Workshop at Wiltshire College, Trowbridge (Dec 07)

Sessions 3 & 4 (whole day)

0930	Register and recap
0945	Ratio
1045	Coffee / comfort break
1100	Scale
1200	'Best calculations' – methods investigation BODMAS/BIDMAS
1230	Lunch
1330	Recap a.m. session and outline p.m. session
1335	Addition, subtraction, multiplication and division of decimals
1445	Coffee/Comfort break
1500	Practice test under exam conditions
1615	Marking and feedback
1625	Recap, evaluation, goodbye and good luck!