



Disability Discrimination Act Phase 2 Regional action research projects

Site final report

Project title: Staff development: champions and reaching part-time staff

Region: London

Organisation: Bromley Adult Education

Executive Coordinator: Caroline Stacey

Sites: Bromley Adult Education, Greenwich Community College, Lambeth College, Hammersmith and Fulham Adult Education, College of North West London

June 2006

The main criterion for including projects on this website is that they are all developmental or action research projects undertaken as part of DDA: taking the work forward. The projects aimed to help providers implement the DDA and to improve practice to meet the requirements of learners with learning difficulties and disabilities more effectively. They do not necessarily reflect good or best practice.

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Final Report

Project Number and Title: Working with inclusive Learning Champions and reaching part-time staff

Module: To develop DDA training modules and guidance materials for ongoing support to tutors

Final Report from: Ian Bevan

Organisation: Bromley Adult Education College

Other people contributing to the Report: Cathy Faulkner

Date: 12th July 2006

Summary of progress

Module 1 - The first module of the project was completed on time in 2005. This consisted of a DVD to illustrate what could be achieved by an experienced tutor in a class of learners with various disabilities and a presentation for staff on how to view disability support.

Module 2 - Draft guidance leaflets for tutors were prepared and reviewed internally within the College. The revised draft leaflets were then submitted to specialist agencies for their comment. Most responded and where they did so, their advice was incorporated into the final leaflets. There was some delay in completing this module due to staff sickness / accidents and so progress was slow. However, the leaflets are now ready for publication.

Module 3 – A copy of the current 7407 module on DDA etc. was obtained for reference purposes. This did not cover the issues in sufficient depth and so a new presentation was prepared. This was piloted at the College Staff Day and feedback was very positive. This new presentation is ready to be added to the more general session currently part of the 7407 programme.

A copy of the completed Action plan is attached.

Form B: Updated Action Plan

**Disability Discrimination Act: taking the work forward
Research and development projects 2005/6**

Organisation name: Bromley Adult Education College Name: Ian Bevan Date: 12th July 2006

**Project Title: Working with Inclusive Learning Champions and reaching part-time staff
LONDON REGION**

Overall aims/goal(s):

To develop DDA training modules and guidance material for ongoing support to tutors

Success criteria:

Module for 7407 implemented
Guidance materials developed and made available for tutors.
General training module piloted and evaluated

Action required:	Responsible person	By when	Resources required	Evidence and Evaluation
Identify tasks to be included in the project	MW /CA / CF / IB	31/03/05	1 hour x 4	Completed - List of tasks prepared
Detailed development of Action plan	CF / IB	12/04/05	3 hours x 2	Completed - Draft Action plan prepared; evaluation by Regional project team
Review of Action plan based on Project team comments	CF / IB	25/04/05	1 hour x 2	Completed - Final plan submitted to Regional coordinator
MILESTONE 1 – Submission of Action Plan		25/04/05		
Setting up of Learner forum(s)	CF / IB	19/05/05	2 hours x 2; Accommodation for meetings, handouts (suitable resources for each learner), presentation equipment, refreshments	Completed - Introductory learner forum meetings held
TRAINING MODULE				
Consultation with specialist	CF /IB	31/05/05	1 day x 2	Completed - Advice / guidelines

agencies (e.g. MENCAP, Autistic Trust, RNIB, RNID)				
Development of general module for training tutors	CF / IB + Learner Forum	30/06/05	1.5 days x 2 + Learner Forum meetings - Accommodation for meetings, handouts (suitable resources for each learner), presentation equipment, refreshments	Completed - Module produced
Piloting and evaluation of training module	CF / IB	31/07/05	0.5 day x 2	Completed - Revised module available
<u>1st INTERIM REPORT</u>				
Preparation of Interim Report	CF / IB	30/06/05	1 hour x 2	Completed - Interim report prepared and sent
MILESTONE 2 – Short Interim report to Regional Coordinator				
<u>GUIDANCE LEAFLETS</u>				
Preparation of guidance leaflets on effective ways to support specific disabilities	CF / IB	Target - 23/11/05 (completed 31/12/05)	2 days x 2; + Learner Forum meetings - Accommodation for meetings, handouts (suitable resources for each learner), presentation equipment, refreshments	Completed - Draft leaflets have been prepared based on published literature and circulated internally for comment. This was delayed due to staff involvement in the College inspection
Consultation with specialist agencies (e.g. MENCAP, Autistic Trust, RNIB, RNID)	CF / IB	30/04/06	1 day x 2	Completed - Responses received from most agencies; some responses not received
Piloting and evaluation of guidance leaflets	CF / IB	31/05/06	1 day x 2	Completed - Revised leaflets available
<u>2nd INTERIM REPORT</u>				
Preparation of Interim Report	CF / IB	22/04/06	1 hour x 2	Completed - Interim report prepared and sent
MILESTONE 3 – Short Interim report to Regional Coordinator				

7407 Module				
Review of current 7407 DDA module	CF /IB	31/01/06	1 day x 2	Completed - Copy of current 7407 module received and reviewed
Preparation of training module for 7407	CF / IB / LS /Learner forum	30/05/06	1.5 days x 2 + Learner forum meetings - Accommodation for meetings, handouts (suitable resources for each learner), presentation equipment, refreshments	Completed - Training module prepared
Piloting and evaluation of 7407 module	CF / LS / IB	30/06/06	0.5 day x 2	Completed – module piloted at Staff Day
FINAL REPORT				
Preparation of final report for submission to Regional Coordinator	CF / IB / CA / MW	12/07/06	1 day x 2; 1 hour x 2	Completed - Report produced
MILESTONE 4 – Final report to Regional Coordinator		12/07/06		

Personnel:

CF – Cathy Falconer ()

CA – Carol Arnfield (Deputy Principal)

LS – Laima Speakman-Brown (7407 Co-ordinator)

MW – Michael Wheeler (Principal)

IB – Ian Bevan (DDA Project Coordinator)

Successes and Challenges

The main successes have been:

- production of the video and presentation, involving disabled learners in the production process
- creation of guidance leaflets for tutors
- positive feedback and advice received from specialist bodies on the quality of the leaflets
- creation of the 7407 PowerPoint presentation and exercises for inclusion in the 7407 programme

The main difficulty has been lack of time for project participants due to pressure of other work and complicated by:

- illness and accidents
- the College inspection
- one participant is no longer primarily based at the College and continuity has therefore been difficult

Outcomes and benefits

The main deliverables have been the deliverables (DVD, leaflets, presentations) but further benefits have accrued from the positive feedback from outside agencies, tutors and management.

It has also been evident that there is a good knowledge of the implications of the DDA and the support issues that need to be considered with regard to disabled learners (following the College's initial DDA project and ongoing initiatives).

Emerging themes

- There is a good general awareness among tutors of the needs of disabled learners which will be supplemented by the deliverables from this project.
- There is never enough time to devote to projects like this due to the many pressures on College staff

Useful resources or sources of advice

- one of the project members has many years experience of working with learners with a range of disabilities
- advice from specialist agencies was invaluable

Key messages

- Look at the person not the disability
- The best person to advise on the support that might be needed is the individual learner – always ask the learner!

Finance

The money provided was used for:

- the provision of materials e.g. photocopying, documentation
- cost of meetings
- the DVD
- time spent by a freelance member of the team

Future Work

To keep the programmes up to date

Further comments