

LC Education & Training Ltd



Educational Services

LC Education & Training provide a range of services and resources for education providers including colleges, independent training organisations, awarding bodies and schools.

Professional Service, Personal Touch, Positive Outcomes

Contents

➤ Webinars – *page 2*

We can provide a bespoke webinar for your organisation or you can access a pre-recorded or open webinar on a variety of topics of interest.

➤ Embedding English & Maths in Vocational Subjects – *page 3*

This subject is an important Ofsted requirement and by embedding English and maths in sessions you can help students to see the importance of English and maths as well as improve their skills.

Available in various formats.

➤ Embedding Equality & Diversity in Sessions – *page 4*

This topic deals with helping staff to embed E&D in their session plans and within their sessions as a whole to benefit students and to assist with inspections.

➤ Functional Skills Tuition Pack – *page 5*

These packs are designed for use by teachers in sessions but could also be used by students for more stand-alone study such as apprentices studying remotely. The packs contain workbooks for each of the main subjects with questions to practise. The add-on packs contain Powerpoints and interactive materials such as manipulatives and quizzes, which can be used by tutors for group teaching.

➤ Staff Development English & Maths – *page 6*

We can help your staff upskill either to obtain a L2 qualification in English or maths or just improve their own skills helping them to be confident in supporting students.

Webinars

Pricing

- £100 for a one hour customised webinar of one of the topics below (or a bespoke topic) for your staff. Can be recorded for future use.
- £5 per person or £50 per organisation for access to a pre-recorded webinar on one of the topics below. Accessed at a time of your choice.
- Live open webinars – prices vary.

Embedding English & Maths in Vocational Subjects

This one hour webinar is aimed at vocational staff and gives examples of how to embed English and maths into various vocational subjects and makes reference to Ofsted requirements and feedback.

Embedding Vocational Subjects in English & Maths

This one hour webinar is aimed at Functional Skills and GCSE staff who want to embed vocational elements into their teaching. There will be some examples for both subjects with activities or discussion topics.

Understanding the Functional Skills Exams

This one hour webinar is designed for staff who are not very familiar with the requirements of the level one and level two English and maths Functional Skills exams and want to learn more. The webinar will focus on examples from Edexcel and City & Guilds. At the end, staff should feel confident supporting students studying for the qualifications.

Embedding Equality & Diversity in Sessions

This one hour webinar is aimed at English and maths staff and gives examples of embedding in both subjects. The discussion will be around ensuring the material is relevant for the session and helps staff to understand how to reference embedding on their session plans. Bespoke webinars could be arranged for staff from other vocational areas.

Embedding English & Maths in Vocational Subjects

Half Day Session

Part One

Talk on embedding for up to 70 staff. Within the talk various examples will be given of how English and maths can be embedded and reference made to previous Ofsted reports where embedding is either praised in the report or highlighted as an area to improve.

Includes suggestions on how to include English and maths on session plans and schemes of work.

The talk lasts between 1.5 and 2 hours.

Part Two

Small group supported workshop of 1.5 hours with a maximum of 12 staff. The workshop gives staff the chance to either update schemes or session plans with embedding references with support or integrate English and maths into their lesson materials such as Powerpoints, worksheets, manipulatives etc.

Price

£200 (travel expenses to be negotiated). Includes printed materials for the workshop.

Full Day Session

Option One

A talk and workshop in the morning for one group of staff and a talk and workshop in the afternoon with a further group.

Option Two

One talk with all staff in the morning and various interactive workshops throughout the day with smaller groups of up to 12.

Price

£400 (travel expenses to be negotiated). Includes printed materials for the workshops.

Also available as a webinar – see webinar page for details.

Embedding Equality & Diversity in Sessions

Two Hour Session

This session consists of a group talk giving examples to staff on how they can embed equality and diversity. There will be specific examples for a range of vocational areas and will help staff to embed E&D in their session plans and schemes of work.

Pricing - £200 (travel expenses to be negotiated)

One Hour Session

The session is the same as the above but will be tailored to suit one specific vocational area.

Pricing - £100 (travel expenses to be negotiated)

Small Group Workshop

Following the talk, small group one hour workshops can be arranged to help staff generate their own ideas and record them on their plans and schemes.

Pricing - £100 per workshop

A full day consisting of a talk followed by up to four workshops would cost £400

Also available as a webinar – see webinar page for details.

Functional Skills Tuition Packs

These materials should become available in 2017. There will be versions for L2 English and maths Functional Skills. L1 should be available at a later date.

The packs are designed to allow independent study of the topic so are ideal for apprentices who do not access regular lessons or for students who are working from home due to illness etc. They can be used by tutors in teaching sessions to supplement normal teaching or given out as homework.

Each curriculum topic has a workpack. Each pack asks students to self-assess their abilities at the start and finish allowing students and supervising staff to see their areas of strength and weakness and then identify further materials.. Every workpack contains an explanation of the topic and shows worked examples before giving practice questions for students to try. A separate answer sheet is provided with each workpack. The examples in the packs are varied so can be used by students studying any vocational subject or students studying maths and English as stand-alone qualifications.

A separate add-on pack is available containing materials teachers can use for delivery. Each curriculum topic has a Powerpoint presentation and at least two activities. Activities include: quizzes, matching cards, follow me cards and research tasks. The activities may be interactive for a whiteboard or will need to be printed onto card or laminated and cut out.

Pricing

Each tuition pack can be used by one tutor and copied for their students. It should not be shared with other tutors. The packs cost £10 per tutor.

To buy the rights to one pack for your whole organisation costs £100.

The add-on packs also cost £10 per tutor.

To buy the rights to each add-on pack for your whole organisation costs £100.

To buy the tuition pack and matching add-on pack together for one tutor is £17.

The organisation rights to buy one tuition pack and matching add-on pack together costs £170.

Packs are sent digitally in pdf format.

Staff Development English & Maths

This course is for those staff who do not have a formal qualification in maths and/or English, or would like to brush up their skills to enable them to better support their students.

There are two models:

Intensive

Staff study for four full days with revision and the exam on the fifth day. This can be completed in one week (perhaps in a holiday) or spread over a few weeks.

Weekly

Staff complete 2-2.5 hours per week on the subject over a period of weeks until they are ready to sit the exam. For each component (English/maths) the suggested study time to complete one subject is 30 hours.

Some organisations choose to run these courses as 'after work' options for employees to study on work premises but outside of their regular work times.

Pricing

Price to be negotiated depending upon group size, delivery model and timescale.

About Us

We are a small company meaning we can spend time discussing your organisation's individual needs and tailoring our resources to suit you. You will receive personal but professional service at all times and can be assured that all of the team are fully trained teachers each with over ten years' experience within education.

Managing Director Lyn Calver has worked in education for over twelve years and has a PGCE in FE, QTLS, a 2:1 BA honours degrees, Level 4 English subject specialism, Level 5 maths subject specialism and qualifications in business management, mental health, digital and social media marketing and equality and diversity. She has worked with a number of high profile employers including Toyota, Coors, Argos and Waterstones to improve the skills of their staff.



About Our Courses

All courses are held on your own premises for your convenience. If you prefer offsite training, we can book a training venue in either Burton upon Trent or Derby or source one in another area of the country. There will be an additional cost for hiring the venue.

A certificate of attendance can be produced for staff for their CPD records if desired.

Booking Information

To book, or enquire about, training for your organisation please get in touch either by phone, email or using our website enquiry form.

- Visit our website <http://lceducation.co.uk> and complete the contact form.
- Email enquiries@LCEducation.co.uk
- Call 05603845859