

Capita's National Conference

Further Education and Skills Inspections

Friday 19th March 2010 – Central London

Chair: Geoff Russell, Chief Executive, Learning and Skills Council

Speakers Include:

John Landeryou
Director of Further Education
Department for Business
Innovation and Skills

Peter Mayhew-Smith
Vice-Principal
Lewisham College

Tony Davis
Ofsted Inspector

Nick Gadfield
National Adviser for Cross
Remit Safeguarding
Ofsted

Marcus Hutchings
Technical and Craft Training
Manager, Apprentice Academy
Atomic Weapons
Establishment

Lynsi Hayward-Smith
Principal Officer, Adult
Community Learning
Essex County Council

education
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A Capita Conference

Further Education and Skills Inspections

Friday 19th March 2010 – Central London

Capita's Further Education and Skills Inspections Conference examines the new Ofsted inspection framework and how institutions can raise performance, standards and their grades.

Understanding and preparing for the new criteria is essential to ensure further education and skills providers can deliver excellent outcomes for all learners. This event will offer expert advice and practical case studies from outstanding providers covering the following key areas:

- The **new inspection criteria** and how this is being **implemented by Ofsted**
- Writing an effective **Self Assessment Report** and evidencing **capacity to make sustained improvements**
- Meeting a wider range of **learner outcomes**
- Promoting high ambitions amongst learners and staff through **effective leadership and management**
- Meeting the individual needs of learners and employers and **providing value for money**
- **Safeguarding** learners and promoting **equality and diversity**

New rules mean shorter notice of an inspection, so attend now to ensure you are inspection-ready at all times. Interact with colleagues and speakers to develop improvement strategies to implement in your organisation where they are needed most.

Sponsorship and Exhibitor Opportunities

We offer a range of flexible packages which offer your organisation a platform to network and communicate with key organisations in the public sector.

For further information please contact Alice Stuart on 020 7960 7721 or email alice.stuart@capita.co.uk

About us

Capita Conferences is one of the UK's leading conference providers to the public sector. For over 15 years we have attracted diverse and cross-cutting audiences from across the police, education, central and local government, health and the voluntary sector to our events. We provide neutral forums for learning as well as excellent networking opportunities and the chance to provide feedback on policy direct to the highest levels. We pride ourselves on our thoroughly researched, incisive programmes and have secured speakers including leading politicians, Government ministers, senior civil servants, directors of charities, expert practitioners and renowned academics. We have built our reputation by working in partnership with, and on the advice of, key government departments, experts and pressure groups.

Benefits of Attending

- Hear a strategic policy update from the **Department for Business Innovation and Skills** on supporting the **delivery of further education and skills**, and advice on how to **engage employers**
- Get expert guidance on how to **write an effective Self Assessment Report**
- Understand how to **demonstrate outstanding leadership and management** skills to maximise your Ofsted grades
- Get to grips with **meeting the new limiting grade criterias for safeguarding and equality** to ensure you do not limit your overall grade
- Hear from a provider involved in the **pilot inspections** on how to **listen to learners and engage them in the inspection process**
- Explore how to demonstrate you have the **capacity for continuous improvement** with lessons from an outstanding apprenticeship academy



Who Should Attend

Representatives from skills providers, local authorities, further education colleges, sixth-form colleges, independent specialist colleges and higher education institutions, including:

- College Chief Executives and Principals
- Chief Education Officers
- Heads of Jobs and Skills Services
- Heads of Education Services
- HR Directors and Managers
- Directors of Employer Engagement
- Vocational Partnership Coordinators
- Teaching and Learning Advisors Post 16
- Apprenticeship and Skills Managers
- Equality and Diversity Managers
- Safeguarding Teams
- Curriculum Directors and Heads
- Quality Directors and Managers

Including representatives from the following different types of provision:

- Education and training for learners aged 16–18 and 19+
- Apprenticeships
- Train to Gain
- Informal adult learning
- Nextstep
- Employability programmes
- LSCs
- Connexions
- Regional Development Agencies
- Education Business Partnerships

Forthcoming Events for 2010

14-19 Reform – 25th February – Manchester

Skills and Apprenticeships – 16th March – Central London

Raising Standards in Education for Disadvantaged Pupils
22nd March – Central London

Capita's event management service

Our event management service offers you the opportunity to tap into the resources and skills of a renowned market leader in the UK conference business. With ten years event management experience, we have a proven track record in co-ordinating a diverse range of events, from breakfast seminars to large-scale national policy conferences. Whether you require a complete package or selected aspects, Capita will tailor its services to meet your organisation's specific requirements. Contact Liz Brownbill on 020 7227 6569 or email liz.brownbill@capita.co.uk

CPD

To receive your certificate of attendance for CPD points please email capita.conferences@capita.co.uk quoting your name, booking reference number and the title of the event.

Programme

09.10 Registration, Tea and Coffee

09.45 Chair's Opening Remarks

Geoff Russell, Chief Executive, **Learning and Skills Council**

09.50 **The Future Direction of Further Education, Skills and Training**

- Skills investment strategy and supporting further education and skills training for post 19 learners
- Encouraging investment in skills by employers
- Ensuring quality in further education and skills provision through a robust inspection process

John Landeryou, Director of Further Education
Department for Business Innovation and Skills

10.20 Questions and Discussion

Limiting Grades

10.30 **The Inspection of Safeguarding and Equality in the New Inspection Framework**

- Inspection requirements for safeguarding and equality
- Evidence further education and skills providers will need to supply
- The impact limiting factors will have on reducing grades for other areas inspected

Nick Gadfield, National Adviser for Cross Remit Safeguarding
Ofsted

11.00 Questions and Discussion

11.10 Tea and Coffee

11.30 **Embedding Equality and Diversity in Education Provision**

- Engaging those considered marginalised or hard to reach
- Delivering a range of equality and diversity education through FE colleges
- Accommodating every potential learner
- How the education programmes help to meet the demands of the Common Inspections Framework

Liz Rees, Education Manager, **Unionlearn TUC**

12.00 Questions and Discussion

Extended Interactive Session

12.10 **Writing an Effective Self Assessment Report and Quality Improvement Plan**

- The key changes and new areas to the SAR
- How to evidence impact and sustained improvement
- Presenting the evidence
- Involving learners, staff and employers
- Writing the Quality Improvement Plan (QIP)
- Ensuring the SAR and QIP guide future improvement

Tony Davis
Ofsted Inspector and
Former Manager, **Ofsted Good Practice Database**
Bring your own examples of self assessment documents and pre-inspection preparation materials for this session

13.00 Lunch

Case Studies

14.00 **Improving Outcomes for Students: Listening to the Learner's Voice**

- New ways of capturing the views of learners
- Assessing whether the college is meeting the needs of all students
- Lessons learnt from taking part in the pilots for Ofsted's new inspection framework

Peter Mayhew-Smith
Vice-Principal
Lewisham College

14.25 Questions and Discussion

14.35 **Achieving Outstanding Results: The Capacity to Improve and Quality of Provision**

- Measuring and benchmarking your own progress
- Introducing mock inspections and yearly quality reviews
- Holding the academy to account to ensure it meets the needs of its target industry
- Improving relationships with local colleges
- Ensuring performance improvement is embedded into work ethic and culture

Marcus Hutchings
Technical and Craft Training Manager, **Apprentice Academy Atomic Weapons Establishment**

2009 has seen The Atomic Weapons Establishment achieve outstanding provision by Ofsted, be awarded Beacon status and be voted Employer of the Year at the Learning and Skills Council's South East awards

15.00 Questions and Discussion

15.10 **Demonstrating Excellence in Leadership and Management**

- Raising expectations and promoting ambition throughout the organisation
- Ensuring governors and supervisory bodies provide leadership, direction and challenge
- Promoting safeguarding, equality and diversity
- Engaging with users to support and promote improvement
- Using self-assessment to improve the quality of the provision and outcomes for learners
- Using resources efficiently and effectively to secure value for money

Lynsi Hayward-Smith
Principal Officer, **Adult Community Learning Essex County Council**

Ofsted's 2009 report highlights how ACL's leadership and management and overall effectiveness is outstanding

15.35 Questions and Discussion


15.45 Chair's Closing Remarks and Close of Conference

Booking Form


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Easy ways to book

 **FAX** your completed form to 0870 165 8989

 **ONLINE** www.capitaconferences.co.uk

 **POST** your completed form to: Capita Conferences Administration, 4th floor, Dean Bradley House, 52 Horseferry Road, London, SW1P 2AF

 **ENQUIRIES** 0870 400 1020

****Book a 3rd delegate @ 1/2 price**
This offer may not be used in conjunction with other discounts

BOOKING REF CODE: MKRG

DELEGATE DETAILS (Please use BLOCK CAPITALS and complete in full)

Correspondence address

Organisation
Address
Post code

Invoice address (if different from above)

Surname	Title
Forename	
Job Title	
Organisation	
Address	
Post code	
Telephone	

1st Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Email	
Telephone	
Fax	

Dietary/Access requirements

2nd Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Email	
Telephone	
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Dietary/Access requirements	

Payment details

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Public Sector (non Central Govt) @ £399.00 plus VAT No. of delegates

Central Govt and Agencies @ £445.00 plus VAT No. of delegates

Private Sector @ £545.00 plus VAT No. of delegates

****Concessionary Discount @ £225.00 plus VAT** No. of delegates

Only charities registered with the Charity Commission are eligible for this discount.

Charity Commission Registration No.

TOTAL NUMBER OF DELEGATES

TOTAL COST £

Cheque enclosed

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Call our credit card hotline 0870 160 7630

or make an online payment at: www.capitafinance.co.uk

I have read the terms and conditions and understand the cancellation policy.

Signature

Documentation*

If you are unable to attend the event but would like to receive the supporting documentation, this can be supplied as either a hard copy (by post) or a PDF file (supplied by email). Please post or fax this form with contact, address and payment details

Please send me	<input type="checkbox"/>	PDF @ £95 - plus VAT	NB: Documentation will be sent out after the event
	<input type="checkbox"/>	Paper @ £95 - VAT not applicable	

Methods of payment

All payments must be received before the Conference date.

By Cheque: Payable to **CAPITA BUSINESS SERVICES LTD.**

Please ensure delegate name(s), organisation and invoice number are written on the back.

By BACS: Bank: Barclays Bank Plc. Sort Code: 20-67-59. Account No: 60864978. Account Name: Capita Business Services Ltd. BACS remittance forms required as payment confirmation.

By Credit/Debit card: On receipt of your invoice – Call our credit card hotline 0870 160 7630 or make an online payment at: www.capitafinance.co.uk

Please send payments to: Capita Business Services Ltd. Accounts Receivable, PO Box 212 Faverdale Industrial Estate, Darlington DL1 9HN and quote

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Change of details

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Hotel accommodation

The conference fees do not include accommodation. For special accommodation rates, please contact Capita Business Travel on Tel: 0871 521 9816 or email capexternal@capita.co.uk You must quote the title of the Conference for preferential rates.

Documentation

*Invoices issued after the event when order processed. Payment by credit/debit card or BACS can be made upon receipt of invoice. If paying by cheque, invoice will act as a receipt.

Discounts

**Special offers may not be used in conjunction with other discounts.

Terms & conditions

Venue and registration details will be sent within 14 days of the event date. We cannot be held responsible for non arrival of this information, if you have not received within 7 days of the event date, please call us on 0870 400 1020.

Cancellations confirmed in writing 14 days before the conference date will be refunded, minus an administration fee of £50.

We regret that no refund can be made after that date, although substitutions can be made at any time.

Capita are not able to offer refunds for cancellations arising from events outside of our control.

Programme Amendments: Capita reserves the right to alter the programme or venue without notice due to unforeseen circumstances.

Data protection

Capita Business Services Ltd may use your details to send you information about our further conferences and services. If you would prefer not to receive this information, please tick this box.

Personal data provided on this form will not be passed to any external bodies.

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