

# Appendices



# **Appendix I**

## **Pre-Conference Information:**

Email flyer

Associated web pages

**Copy of conference flyer sent by email around East Midlands networks.**

## **East Midlands Sfl Conference - Register Now**

From **eastmidlandscpd** (admin@eastmidlandscpd.co.uk)

Sent: 04 February 2009 16:51:52

To: Administrator ([emcpd@live.co.uk](mailto:emcpd@live.co.uk))

### **East Midlands Regional Skills for Life Conference 2009**

**Date:** Friday 13th March 2009 - 9.30am to 4.00pm

**Venue:** Eastwood Hall, Mansfield Rd, Eastwood, Nottinghamshire NG16 3SS

This conference aims to provide all those engaged with the Literacy, Language and Numeracy (LLN) curriculum - Practitioners, Curriculum Managers, Team Leaders and Teacher Trainers in the East Midlands - with an opportunity to think about the issues around why barriers to numeracy, or maths learning, develop and discover ways to widen participation - not just within numeracy provision but across a variety of contexts.

#### **The Conference will focus on:-**

- . Skills for Life policy changes and future direction
- . How barriers to numeracy develop and how to overcome them
- . Promoting good practice in numeracy teaching within a variety of contexts

#### **There will be 12 Workshops, which will include:-**

Embedding Maths in Different Contexts; Barriers to numeracy for adult learners; Training to Teach/Support Numeracy and CPD Surgery; Functional Skills - Making Learning Functional; Boosting Capacity for Numeracy Delivery - Training Literacy & ESOL Tutors.

#### **ALL WELCOME**

This Conference will be of interest to all those working in Literacy, ESOL, Numeracy, Family Learning, Train to Gain, E2E, across all of the adult learning sector including:- Voluntary Sector, Adult Community Learning, Workbased Learning, FE and Offender Learning.

To Register Your Interest, please click on the link to enter our on-line booking system  
<http://www.eastmidlandscpd.co.uk/conference.asp>

**Places at this conference are FREE - REGISTER NOW!**

Please forward onto any colleagues you think may be interested in attending. Registration closes on February 22nd, 2009.

**\*\*Please do not reply to this email\*\***

Screen Print of the 'Introduction' page on the [www.eastmidlandscpd.co.uk](http://www.eastmidlandscpd.co.uk) website for the Regional SfL Conference 2009.

Welcome Administrator last visited: 20/04/2009 visited: 723 times Log out Search site

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**Hot Topics**

**LSC** East Midlands Skills for Life Conference 2009 derbyshire partnership forum  
Employment & Skills Board

The East Midlands Skills for Life Conference 2009 will be held at Eastwood Hall in Nottinghamshire on Friday 13th March, 2009 – 9.30am to 4.00pm.

**Your special menu options:**

[Family Learning Admin](#)

[Administration](#)

[Train the Trainer Course Information](#)

**Forthcoming Events:**

20/05/2009 1 day  
E-Guides Plus Workshops 2008-2009  
Contact: NIACE

19/06/2009 9.30am to 12.30pm and 12.30pm to 3.30pm  
The power of storytelling as a teaching tool  
Contact: [NIACE](#)  
[View Further Information](#)

Internet | Protected Mode: Off 100%

Screen Print of the 'Conference Notes' page on [www.eastmidlandscpd.co.uk](http://www.eastmidlandscpd.co.uk) made available for delegates after the event.

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**Hot Topics**

**On-line Resources**

**Conference Notes for East Midlands Regional SfL Conference 2009**

If you can't see the workshop notes you are looking for listed here, please visit this page again later this week or next as we will keep adding notes, as facilitators send them through to us.

[1. Letter of Welcome](#)  
[2. Contributor Details](#)  
[3. Workshop Outlines](#)  
[Keynote Speaker - Jane Peacock - The Regional Challenge](#)  
[Keynote Speaker - Norma Honey - Tackling the Numeracy Challenge](#)  
[Keynote Speaker - Norma Honey - The Numeracy Challenge presentation](#)  
[Presentation - BBC Raw Skills for Everyday Life](#)  
[Workshop B - Boosting Capacity for Numeracy Delivery: Training Literacy & ESOL Tutors Handout](#)  
[Workshop B - Boosting Capacity for Numeracy Delivery: Training Literacy & ESOL Tutors Presentation](#)  
[Workshop C - Learning Chunks – Entry 2 numeracy](#)  
[Workshop C - Learning Chunks – Entry 3 numeracy](#)  
[Workshop C - Linking resources to delivery: numeracy](#)  
[Workshop C - Mini-task: Budgeting](#)  
[Workshop C - Move On to World Class Skills numeracy promotional pack](#)  
[Workshop C - Progress check: Entry 3 numeracy, Budgeting](#)  
[Workshop C - Some skills critical to progression in maths](#)  
[Workshop C - Supporting numeracy in the lifelong learning sector](#)  
[Workshop C - Teacher guide to the Entry 3 Numeracy Learner Route – preparing and practising for the National Certificate in Adult Numeracy](#)  
[Workshop D - \(Almost\) No paper Numeracy](#)

**Your special menu options:**

[Family Learning Admin](#)

[Administration](#)

[Train the Trainer Course Information](#)

**Forthcoming Events:**


20/05/2009 1 day  
E-Guides Plus Workshops 2008-2009  
Contact: NIACE

10/07/2009 3 days  
Conference: Facing the future - responding to changes in ESOL  
Contact: [NATECLA](#)

10/07/2009 9.30am to 12.30pm and 12.30pm to 3.30pm

Internet | Protected Mode: Off 100%

Screen Print of the 'Registration' page on the www.eastmidlandscpd.co.uk website for the Regional SfL Conference 2009.



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### Hot Topics

## East Midlands Skills for Life Conference 2009 Registration

First Name:  \* required Surname:  \* required Title:

Organisation:  \* required

Position Held:  \* required

Telephone:  \* required

Mobile No:

Email:  \* required

Re-type email:  \* required

Sub Region You work in:  \* required

Special Dietary Requirements:

Additional Requirements: (e.g. access, audiovisual, etc)

**Your special menu options:**

- [Family Learning Admin](#)
- [Administration](#)
- [Train the Trainer Course Information](#)

**Forthcoming Events:**

- 11/05/2009 9.30am - 4.30pm**  
Freedom to teach, freedom to learn  
Contact: NIACE
- 20/05/2009 1 day**  
E-Guides Plus Workshops 2008-2009  
Contact: NIACE
- 19/06/2009 9.30am to 12.30pm and 12.30pm to 3.30pm**

Additional Requirements: (e.g. access, audiovisual, etc)

**Now choose from the following workshops \* required**  
**Hover over a workshop to see further information**

All 12 workshops will be duplicated am and pm. You will be able to attend 2 workshops during the day, one in the morning and one in the afternoon.

	First Choice	Second Choice	Third Choice	Fourth Choice
Embedding Maths in Different Contexts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The 4 Rules (Well two of them anyway!)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can't Learn Maths - Won't Learn Maths: Barriers to numeracy for adult learners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching Maths at Entry 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(Almost) No paper Numeracy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training to Teach/Support Numeracy and CPD Surgery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functional Skills - Making Learning Functional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regional Skills for Life Strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Count Me In	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching Numeracy to ESOL learners: dissemination of an action research project funded by the NCETM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Boosting Capacity for Numeracy Delivery: Training Literacy & ESOL Tutors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Centre for Excellence in Teaching Mathematics: An Active Resource for Numeracy Teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would you like to join the eastmidlandscpd website?  
As a member of this website you will receive email updates about events, news, jobs and other items of interest regarding SfL in the East Midlands.

If you do not wish to be a member, please un-tick this box

Done

Email Web Master || Email Web Content Manager || Website developed and maintained by Ark ICT Solutions Ltd

## **Appendix II**

### **Delegate Pack:**

Copy of information provided in the delegate packs

Front Sheet

Welcome Letter

Contributor's Details

Workshop Details

# east midlands

## Regional Skills for Life Conference

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Friday 13<sup>th</sup> March 2009  
Eastwood Hall, Nottingham

### Objectives:

- ❖ To update on Skills for Life policy changes and future direction
- ❖ To identify how barriers to numeracy develop and how to overcome them
- ❖ To promote good practice in numeracy teaching within a variety of contexts

### Itinerary:

- 9.30 am Registration (Coffee & Stalls)
- 10.00 **Welcome**  
Lisa Armitage, Skills Development Manager (Skills for Life), for the East Midlands LSC
- 10.05 **Keynote Speech** by Jane Peacock, Skills Development Director (Strategy), for the East Midlands LSC
- 10.30 **Keynote Speech** by Norma Honey, Assistant Director - FE, National Centre for Excellence in the Teaching of Mathematics
- 11.00 Coffee & Stalls
- 11.30 Workshops
- 12.45 pm **Lunch** - Buffet Lunch in the Orangery Restaurant and opportunity to visit stalls
- 1.45 Post Lunch Energiser
- 2.20 Workshops
- 3.35 BBC Raw Money demonstration in the main hall
- 3.50 Closing remarks
- 4.00 Conference Ends

All notes from the Speakers and Workshops at this conference will be made available on the East Midlands CPD website [www.eastmidlandscpd.co.uk](http://www.eastmidlandscpd.co.uk). See Conference 2009 listed under **Information** in the menu bar.



Leading learning and skills

## East Midlands Regional Skills for Life Conference

13<sup>th</sup> March 2009

Dear Skills for Life Colleagues,

Welcome to the 2009 East Midlands Regional Skills for Life Conference hosted by the Derbyshire Employment & Skills Board - Skills for Life & Work Theme Group on behalf of the East Midlands Learning and Skills Council.

We hope that today will give all of you the opportunity to update your knowledge and share best practice. Your workshops for the day are noted on your badge, please refer to the Workshop Details in your delegate pack.

We value your feedback and as a little enticement to complete the evaluation form enclosed, we have attached a raffle ticket to your form. The draw will take place at the end of the conference. For the lucky winners we have *Collaborative Learning in Mathematics* by Malcolm Swan; 1 set of Quick Reads; 2 sets of The Numbers Game - family learning resource; Mathematics dominoes; Write on - wipe off dice and 2 Niace books - *Discovering Potential and Signaling Success*.

We hope that you find today enjoyable and informative.

Best wishes

**The Skills Development Team**  
East Midlands LSC

## Copy of the - Contributor's Details

East Midlands Regional Skills for Life Conference 2009  
Friday 13<sup>th</sup> March, Eastwood Hall, Nottingham

### Contributor's Details

**Conference Chair: Lisa Armitage, Skills Development Manager (Skills for Life), for the East Midlands LSC**

Lisa began her teaching career in 2001 when she taught Sociology, Study Skills, Personal Development, Literacy and Numeracy. She also spent some time supporting learners with additional needs such as Dyslexia and ADHD, and in later years went onto spend a lot of time working with vocational teachers supporting with embedding and raising awareness of the importance of SfL. Soon after completing the specialist qualifications in literacy and numeracy Lisa moved into teacher education and spent 2 years delivering the specialist courses to other SfL teachers. Lisa has worked for the East Midlands LSC as the Skills for Life Skills Development Manager for nearly 2 years, although continues to teach adult literacy and numeracy part-time.

**Contact:** [lisa.walsh@lsc.gov.uk](mailto:lisa.walsh@lsc.gov.uk)

**Keynote Speaker: Jane Peacock, Skills Development Director (Strategy), for the East Midlands LSC**

Jane has worked in the education sector in the East Midlands since 1983. Her first post was as an English teacher in a Sixth Form College, she then moved into FE where she broadened her experience to working with adult literacy and teacher training. For much of the 1990s Jane worked in management and teaching in secure establishments, both with adults and young people. In 2000 Jane moved into working in LLDD settings. Prior to joining the LSC in 2005, Jane was a facilitator on the Skills for Life Quality Initiative. Jane's responsibilities at the LSC include policy lead for Skills Accounts, Skills for Life and the Offenders' Learning and Skills Service.

**Contact:** [jane.peacock@lsc.gov.uk](mailto:jane.peacock@lsc.gov.uk)

**Keynote Speaker: Norma Honey, Assistant Director (FE) for the National Centre for Excellence in the Teaching of Mathematics**

Making mathematics accessible and enjoyable is my passion. Having spent 30+ years teaching in schools and colleges along with significant consultancy, my aim has always been to 'switch learners on' to the joys of success in mathematics.

I have been privileged to be involved in the successful 'subject learning coaches' programme as regional co-ordinator and cohort leader and latterly NCETM Assistant Director where we worked with practitioners on improving teaching and learning using the 'Improving learning in Mathematics resource' and in extending the dissemination of 'Thinking through Mathematics', an acknowledged 'must have' for all numeracy teachers. Following on from this we worked with DIUS on developing a numeracy strategy, which forms the basis of the work we are looking at today.

My key role now is that of Director of the LSIS Post-16 STEM programme, which continues the work of providing CPD for teachers but incorporating the wider dimensions of science and engineering. I firmly believe that by joining forces with all those involved in working with learners will make a difference both in achievements and in changing the culture and attitudes to mathematics.

**Contact:** [norma.honey@tribalgroup.co.uk](mailto:norma.honey@tribalgroup.co.uk)

**Lunchtime Energiser: John White – "Henry VIII", Tutbury Castle**

John White is an historian and has considerable experience speaking to groups of all ages, including lots of school children, both at Tutbury Castle, all over the United Kingdom and also in America. He has acted as a consultant on costume for several T.V. programmes and has also appeared in programmes himself. John's talks are both informative and witty and he always appears in full authentic costume and certainly looks like the real Henry VIII. **Contact:** [info@tutburycastle.com](mailto:info@tutburycastle.com)

**BBC Raw Presentation: Sophia Ramcharan, Learning Project Manager, BBC**

Regional BBC Learning Project Managers are responsible for the local implementation of the BBC's strategy for learning which has three specific priorities: 1. Stimulate informal learning across a full range of subjects and issues for all audiences. 2. Engage audiences in activities targeted to achieve specific outcomes that benefit society. 3. Promote and support formal educational goals for children and teenagers and support adult education, especially related to essential skills development.

Contact: [Sophia.ramcharan@bbc.co.uk](mailto:Sophia.ramcharan@bbc.co.uk)

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**Workshop Facilitators****A: Functional Skills – Making Learning Functional**

**Louise Lowe and David Howden – West Nottinghamshire College**

Louise came to skills for life as a Key Skills deliverer; then progressed to working as a Co-ordinator and Key Skills Manager. Since becoming the Cross – College Skills for Life Manager she has taken a keen interest in Functional Skills and as such has delivered workshops and seminars on Functional Skills around the country. David has an extensive and diverse vocational background; he is experienced in adapting skills for life courses to give vocational relevance and supporting others with embedding. Functional Skills is now one of his priorities and he has honed these skills to develop tasks and scenarios appropriate for delivery in a multitude of situations.

Contact: [louise.lowe@wnc.ac.uk](mailto:louise.lowe@wnc.ac.uk) and [david.howden@wnc.ac.uk](mailto:david.howden@wnc.ac.uk)

**B: Boosting Capacity for Numeracy Delivery: Training Literacy & ESOL Tutors**

**Steve Pardoe – Consultant for Leicestershire and Leicester City Learning Partnership**

Having entered basics skills almost by accident some 23 years ago, Steve went on to teach & manage skills for life in a variety of organisations in London and across the Midlands, and was part of the East Midlands team that rolled out the Adult Numeracy Core Curriculum training back in 2001. Now self-employed, he has been involved with the Skills for Life Improvement Programme for the last 2 years, helping organisations develop a whole organisational approach to Skills for Life and embedding. Throughout, he has maintained a particular interest in his specialist subject – numeracy - and is currently leading the delivery of a level 5 numeracy specialist diploma at the University of Warwick, as well as working with LLCLP to develop capacity in Leicestershire to deliver adult numeracy.

Contact: [s.pardoe@virgin.net](mailto:s.pardoe@virgin.net)

**C: Teaching Maths at Entry 3**

**Stewart Smith – Move On Advisor, Tribal Group**

Stewart has worked as the Move On Adviser based in the West Midlands, for the last two and a half years. In this developmental role he has been able to pull together and build on strands of his previous experience, which has included working with the LSC, as well as teaching and managing in both Adult & Community and Further Education establishments.

Contact: [stewart.smith@tribalgroup.co.uk](mailto:stewart.smith@tribalgroup.co.uk)

**D: (Almost) No paper Numeracy**

**Fiona Plackett – Derbyshire County Council Adult Community Education**

Fiona has worked for Derbyshire Adult Community Education as a numeracy tutor for about six years. She has an interest in information technology and interactive numeracy.

Whilst taking a degree as a mature student, she began working as a volunteer tutor with adult learners in Derbyshire and had initially intended to train to teach in schools, but found working with adults in the community setting very inspiring and interesting.

Contact: [fiona.plackett@derbyshire.gov.uk](mailto:fiona.plackett@derbyshire.gov.uk)

**E: Teaching Numeracy to ESOL Learners: Dissemination of an action research project funded by the NCETM  
Colleen Molloy, Judith Winter and Sally Wan – Leicestershire County Council ACLS**

Colleen and Judith have more than 20 years experience teaching and managing Skills for Life in an ACL context. Judith has been teaching Maths from entry level to GCSE for most of her teaching career. Sally has been teaching numeracy, from family learning to GCSE for the past 6 years.

**Contact:** [c.molloy@leics.gov.uk](mailto:c.molloy@leics.gov.uk) and [jawinter@leics.gov.uk](mailto:jawinter@leics.gov.uk)

**F: Count Me In**

**Brenda Ainsley – Senior Assistant Director LLN, NIACE**

Brenda is a member of the LLN team in NIACE and leads on mathematics. Before working for NIACE, Brenda was part of the Developing Effective Practice team at the former Basic Skills Agency. At the BSA Brenda led development of 'Many Right Answers', a CPD resource for teachers of mathematics. In NIACE, Brenda leads on the national campaign 'Maths Takes You There' for the LSC. This is aimed at 'intermediaries': Union Learning Reps and people working in IAG. NIACE is currently developing a range of materials and approaches aimed at helping non-specialist numeracy practitioners including vocational tutors, intermediaries and SfL literacy tutors to confidently approach mathematics and numeracy through a range of approaches.

**Contact:** [brenda.ainsley@niace.org.uk](mailto:brenda.ainsley@niace.org.uk)

**G: Training to Teach /Support Numeracy and CPD Surgery**

**Alison Wedgbury, Development Officer and Elaine Scott, SfL Consultant – SfLIP**

Alison leads on national workforce development projects for teachers and teacher-educators of numeracy, literacy and ESOL at the NRDC. These include the Skills for Life Improvement Programme (SfLIP), Train to Gain Effective Practice Projects, TUC and ESOL for Work. She also teaches one day a week on the Institute of Education's new Post-compulsory PGCE for refugee teachers. Her background is in SfL consultancy, teacher-education, e-learning, resources development and work-based learning.

Elaine is a knowledgeable SfL specialist, with experience as a teacher, a manager and as a teacher trainer in the Learning and Skills sector. Since 2001 Elaine has worked as a Skills for Life Consultant and has advised on professional development for Skills for Life teachers and trainers in a range of settings, including staff delivering learning in the workplace.

**Contact:** [a.wedgbury@ioe.ac.uk](mailto:a.wedgbury@ioe.ac.uk) and [elaine.scott@edu-co.co.uk](mailto:elaine.scott@edu-co.co.uk)

**H: NCETM: An Active Resource for Numeracy Teachers**

**Ray Sutton – Regional Coordinator, NCETM**

Ray taught mathematics in secondary schools in the South East and Humberside before helping to set up Franklin College in Grimsby. The college developed adult courses, and, as deputy principal, Ray was responsible for growing and developing community based provision, including skills for life.

In the East Midlands, he has coordinated a network of subject learning coaches from all parts of the FE sector since 2005, following the distribution of the resource 'Improving Learning in Mathematics'. Based on the same principles for effective learning, the resource 'Maths4Life: Thinking Through Mathematics' followed in 2007. Since then the network, supported by the National Centre for Excellence in the Teaching of Mathematics, has reached out to a much wider audience of teachers of mathematics at pre entry level and above to support them in their professional learning.

As well as continuing in this role within the LSIS Teaching and Learning Programme for Science Technology Engineering and Mathematics (STEM), Ray is a development adviser with the LSIS Skills for Life Improvement Programme (SfLIP) and an adviser with the LSIS Improvement Advisory Service (IAS). He retains a passion for active learning in mathematics!

**Contact:** [ray.sutton@ncetm.org.uk](mailto:ray.sutton@ncetm.org.uk)

**I: Regional Skills for Life Strategy**

**Lisa Armitage – Skills Development Manager (Skills for Life), for the East Midlands LSC**

**J: Can't Learn Maths – Won't Learn Maths: Barriers to Numeracy for Adult Learners**

**Rachel Stone and Jackie Ashton – Numeracy Teacher Trainer Consultants, LLU+**

Rachel has worked at LLU+, London South Bank University for the last 6 years as a teacher trainer and consultant in Numeracy Professional Development. This has included managing and teaching initial teacher education courses for numeracy practitioners, as well as developing and delivering a "Training the Trainers" M-level programme. She has also been involved in a number of national projects relating to Skills for Life, for example writing pedagogical guidance for teachers and contributing to SfLIP training events. Prior to joining LLU+, Rachel worked for a number of years as a numeracy teacher in both FE and community settings.

Jackie has worked at LLU+, London South Bank University for the last 3 years as a teacher trainer and consultant in Numeracy Professional Development. This has included teaching initial teacher education courses for numeracy practitioners and managing training classes that formed part of the initial teacher training programmes. She is currently managing and delivering a programme of regional numeracy pedagogy workshops as part of the Skills for Life Improvement programme. Jackie has also been involved with the revision of the Adult Numeracy Core Curriculum, design of entry assessments for initial teacher training and the design of the Office of Fair Trading 'Skilled To Go' Consumer Education Toolkit. Prior to joining LLU+, Jackie worked as a teacher trainer on the Adult Numeracy Subject Specialist course; for several years as the Family Numeracy Project Manager for CALAT in Croydon and for twelve years as a numeracy teacher in a range of settings.

**Contact:** [r.stone@lsbu.ac.uk](mailto:r.stone@lsbu.ac.uk) and [j.ashton@lsbu.ac.uk](mailto:j.ashton@lsbu.ac.uk)

**K: Embedding Maths in Different Contexts**

**Chris Toon, Diana Smith, Sharon Hawkins and Katie Stafford – Derby College**

Derby College consolidated its Skills for Life team as part of a Whole Organisational Skills for Life strategy in 2005. The team now numbers well over 100 staff that deliver literacy, language, numeracy and ICT from pre entry to level 5 and 6, through its suite of SfL professional Development qualifications. Learners that access the provision come from a range of backgrounds including 14 – 19 and adults in college, the community and the workplace. The provision was recognised as outstanding by Ofsted in 2008.

**Contact:** [chris.toon@derby-college.ac.uk](mailto:chris.toon@derby-college.ac.uk)

**L: The 4 Rules (Well two of them anyway!)**

**Lesley Way, Numeracy Consultant**

Lesley's original career was as a chemist and, like many Skills for Life teachers, she started as a volunteer. She has been teaching numeracy for over 20 years in a range of settings from sophisticated teaching rooms in universities to storage huts on building sites. She has had a variety of roles in that time within the classroom, management and research and development, but has always got the most enjoyment from working with learners, particularly those who have had a bad experience in learning maths in the past and now see it as a barrier.

**Contact:** [ways2teach@ntlworld.com](mailto:ways2teach@ntlworld.com)

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## **Exhibitors**

### **East Midlands LSC – Skills Accounts**

Contact: [gerarde.manley@lsc.gov.uk](mailto:gerarde.manley@lsc.gov.uk)

### **The National Centre for Excellence in the Teaching of Mathematics (NCETM)**

Contact: [Julie.johnson@tribalgroupp.co.uk](mailto:Julie.johnson@tribalgroupp.co.uk)

### **National Research and Development Centre for Adult Literacy and Numeracy (NRDC)**

Contact: [r.bull@ioe.ac.uk](mailto:r.bull@ioe.ac.uk)

### **NIACE - National Institute of Adult Continuing Education**

Contact: [alistair.lockhart@niace.org.uk](mailto:alistair.lockhart@niace.org.uk)

### **LLUK – Lifelong Learning UK**

Contact: [macsandal@lluk.org](mailto:macsandal@lluk.org)

### **EMCETT – East Midlands Centre for Excellence in Teacher Training**

Contact: [joanneb@slcollege.ac.uk](mailto:joanneb@slcollege.ac.uk)

### **NANAMIC – National Association of Numeracy and Mathematics in Colleges**

Contact: [ways2teach@ntlworld.com](mailto:ways2teach@ntlworld.com)

### **Get-On**

Contact: [Tribal Education Ltd](#)

### **Move-On**

Contact: [Tribal Education Ltd](#)

### **Skills for Life Improvement Programme (SfLIP)**

Contact: CfBT Education Trust

### **Campaign for Learning**

Contact: [jking@cflearning.org.uk](mailto:jking@cflearning.org.uk)

### **BKSB**

Contact: [bksbenquiries@bksb.co.uk](mailto:bksbenquiries@bksb.co.uk)

### **LLU+ at London South Bank University**

Contact: [k.canning@lsbu.ac.uk](mailto:k.canning@lsbu.ac.uk)

### **Avanti Books Limited**

Contact: [hilary@avantibookscp.com](mailto:hilary@avantibookscp.com)

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### **Derbyshire Employment & Skills Board – Skills for Life and Work Theme Group**

Contact: [diane.jeffery@ddep.co.uk](mailto:diane.jeffery@ddep.co.uk)

### **East Midlands Continuing Professional Development Website -CPD for SfL practitioners**

Address: [www.eastmidlandscpd.co.uk](http://www.eastmidlandscpd.co.uk)

Contact: [admin@eastmidlandscpd.co.uk](mailto:admin@eastmidlandscpd.co.uk)

## Copy of the - Workshop Details

East Midlands Regional Skills for Life Conference 2009  
Friday 13<sup>th</sup> March, Eastwood Hall, Nottingham

### Workshop Details

Workshop Title	Room Name	Brief Outline
<b>A</b> <b>Functional Skills - Making Learning Functional</b>	Main Conference Hall (Lawrence Suite)	This workshop will provide delegates with tasks and experiences used to deliver Functional Skills. It will contain a case study of English, Maths and ICT tasks created to support a group of diploma learners through Functional Skills. There will be an activity to raise awareness of teaching and learning activities that are or are not functional, then delegates will have the opportunity to turn the non-functional activities into functional ones. There will be a pack of activities and hints and tips for delegates to take away with them to promote the delivery of functional skills within their organisation. <i>(Louise Lowe, David Howden – West Nottinghamshire College)</i>
<b>B</b> <b>Boosting Capacity for Numeracy Delivery: Training Literacy &amp; ESOL Tutors</b>	Annersley	This workshop will look at approaches developed in Leicestershire to re-focus the Skills for Life workforce by providing first-steps training in numeracy delivery for existing Literacy and ESOL teachers. There will be opportunities to examine the content of CPD packages developed, and to discuss the rationale and issues behind the approaches taken. <i>(Steve Pardoe – Consultant LLCLP)</i>
<b>C</b> <b>Teaching Maths at Entry 3</b>	Alfreton	This practical workshop will look at methods and resources to support best practice teaching approaches at Entry 3. Participants will have the opportunity to consider their own practice and identify strategies they would like to use more and the support they may require. The workshop will also showcase Move On resources and discuss how organisations have successfully used Move On materials and approaches to increase numeracy participation and achievement in a range of settings. <i>(Stewart Smith – Move On part of Tribal Group)</i>

<b>D</b>	<b>(Almost) No paper Numeracy</b>	Barber	<p>This workshop will consider the move away from worksheets and textbooks towards Interactivity, Discussion and Collaboration that is occurring in Numeracy. There will be hands-on activities that support this type of learning environment, with minimal paper, plus adaptable, low preparation ideas across the numeracy curriculum. Mostly of interest to numeracy tutors, but all welcome. The emphasis will be on the activities themselves rather than on calculating.</p> <p><i>(Fiona Plackett – Derbyshire County Council ALS)</i></p>
<b>E</b>	<b>Teaching Numeracy to ESOL learners: dissemination of an action research project funded by the NCETM</b>	Burrows	<p>This workshop aims to share the energy and enthusiasm generated by tutor collaboration to deliver a small action research project. The project aims were to investigate the linguistic and cultural barriers for ESOL learners achieving in Numeracy and ways to overcome these. <i>Outcomes will be shared including Top Tips for teaching numeracy to speakers of other languages.</i> We hope to have some QIA CPD film footage of Leicestershire ESOL learners learning fractions.</p> <p><i>(Colleen Molloy, Judith Winter, Sally Wan – Leicestershire County Council ALS)</i></p>
<b>F</b>	<b>Count Me In</b>	Clifton	<p>There is a large and growing demand for mathematics courses, but limited capacity to deliver. We will look at *Confidence and competence of colleagues, including the role of strategic leaders. *Some new and emerging materials from NIACE aimed at extending capacity through vocational tutors, literacy tutors and intermediaries.</p> <p><i>(Brenda Ainsley – Niace)</i></p>
<b>G</b>	<b>Training to Teach/Support Numeracy and CPD Surgery</b>	Croft	<p>There will be a short presentation about developments in teacher training in the East Midlands, especially around numeracy. The rest of the workshop will be interactive; participants will analyse how specialist numeracy teachers can help learners in different contexts and the links with teacher qualifications.</p> <p>For individual questions about participants’ own career paths, Elaine Scott will run a professional development ‘surgery’ alongside this workshop, focusing on recommended training pathways <i>for people delivering in the workplace including Train to Gain.</i></p> <p><i>(Alison Wedgbury, Elaine Scott – SfLIP)</i></p>

H	<b>National Centre for Excellence in Teaching Mathematics: An Active Resource for Numeracy Teachers</b>	Denby	<p>This workshop will showcase activities and projects that have been part of the Subject Learning Coaches Programme (Now LSIS Teaching and Learning Programme). The workshop lead will also demonstrate the NCETM portal and share with people how they can be supported as numeracy teachers.</p> <p><i>(Ray Sutton – NCETM)</i></p>
I	<b>Regional Skills for Life Strategy</b>	Scargill	<p>The aim of this workshop is to provide an overview of the changing direction of Skills for Life nationally and the impact upon provision within the region. The Regional Skills for Life Strategy will be showcased and delegates will be given the opportunity to discuss and debate plans for meeting the challenging Leitch ambition.</p> <p><i>(Lisa Armitage – LSC)</i></p>
J	<b>Can't Learn Maths - Won't Learn Maths: Barriers to numeracy for adult learners</b>	Highclose	<p>This workshop will explore some of the reasons why adult learners might be reluctant to engage with mathematics/numeracy learning, and look at strategies for motivating and engaging them. Presentation with practical activities and opportunities for discussion and questions.</p> <p><i>(Rachel Stone, Jackie Ashton – LLU+ at London South Bank University)</i></p>
K	<b>Embedding Maths in Different Contexts</b>	Holroyd	<p>The workshop will briefly consider the concept of embedding before 3 practical sessions. * Embedding numeracy within vocational contexts * Delivering numeracy to ESOL learners * Embedding numeracy in the workplace. The workshop will conclude with 'Top Ten' tips for embedding.</p> <p><i>(Chris Toon, Diana Smith, Sharon Hawkins, Katie Stafford – Derby College)</i></p>
L	<b>The 4 Rules (Well two of them anyway!)</b>	Langley	<p>Many adult learners got 'stuck' when they reached long multiplication and division at school. Even in these days of calculators and computers many of these learners feel that until they overcome this barrier they will not be able to progress. Many have a confusion of half learnt methods so in this workshop we will look at different ways of carrying out multiplication and division calculations. This workshop will include some information on how these have been taught in schools in the past and how they are taught now and hence the problems learners may bring with them.</p> <p><i>(Lesley Way – Numeracy Consultant)</i></p>



## **Appendix III**

### **Delegate Feedback:**

Blank copy of the Evaluation Form.



Leading learning and skills

# east midlands

## Regional Skills for Life Conference

### EVALUATION

We would be grateful if you could take a few minutes to complete the following questionnaire. Your comments will be treated in the strictest confidence and will be of value when assessing needs for future events.

**About the day**  
What were the outcomes you hoped to gain by attending this conference?

Do you feel these were met?  
Yes  No  No view

Do you feel you have benefited from attending:  
Conference  Workshops  Networking

What attracted you to the conference:  
Speakers  Workshops  Free place  Other

**Please rate the following by circling the appropriate number:**

	Excellent	Good	Fair	Poor
Conference Chair – Usa Armitage	1	2	3	4
Keynote Speaker – Jane Peacock	1	2	3	4
Keynote Speaker – Norma Honey	1	2	3	4
Post Lunch Energiser – Henry VIII	1	2	3	4
BBC Raw Money Demonstration	1	2	3	4

**Please rate the Workshops you attended by circling the appropriate number:**

	Excellent	Good	Fair	Poor
Embedding Maths in Different Contexts	1	2	3	4
The 4 Rules (Well two of them anyway!)	1	2	3	4

Can't Learn Maths – Won't Learn Maths	1	2	3	4
Teaching Maths at Entry 3	1	2	3	4
(Almost) No Paper Numeracy	1	2	3	4
Training to Teach/Support Numeracy and CPD Surgery	1	2	3	4
Functional Skills – Making Learning Functional	1	2	3	4
Regional Skills for Life Strategy	1	2	3	4
Count Me In	1	2	3	4
Teaching Numeracy to ESOL Learners	1	2	3	4
Boosting Capacity for Numeracy Delivery	1	2	3	4
NCETM – An Active Resource for Numeracy	1	2	3	4

**Please rate the following by circling the appropriate number:**

	Excellent	Good	Fair	Poor
Clarity of pre-conference details	1	2	3	4
Overall content of Conference	1	2	3	4
Management of the event	1	2	3	4

**Please rate the following aspects of the venue:**

	Excellent	Good	Fair	Poor
Accessibility	1	2	3	4
Parking	1	2	3	4
Catering	1	2	3	4

If you have any other comments about the conference and/or ideas for future events, please detail:

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Please indicate with a ✓ in the following box if do not wish your comments to be used in future publicity

## **Appendix IV**

### **Delegate Feedback:**

Delegates comments given in response to the question:  
What were the outcomes you hoped to gain by attending this conference?

**East Midlands Regional SfL Conference – Evaluation**

**Comments given in response to the question: What were the outcomes you hoped to gain by attending this conference?**

Methods to teach at students level

Find out what recent changes are both regionally and nationally in SfL and strategy for numeracy

To keep up to date with current thinking and know where we are going in the sector

Updates, knowledge inputs, networking, resources

Practical activities for teaching numeracy, help with developing a strategy for delivering numeracy in family learning

Update on current resources and policy

Up to date information on policy and strategy

Information about the development of SfL and resources

Improve understanding of strategies for numeracy and embedding to contexts

Future development within SfL and the impact on the programmes we deliver

Insight into SfL developments

More of a comprehension of the future changes in SfL and sharing best practice

To increase confidence in delivery of numeracy particularly at EL3

SfL strategy, funding and qualifications

Greater awareness of SfL

Understanding of national and LSC targets

Knowledge and practical information about functional skills

Learning other calculation techniques to relay to learners and making relevant to everyday situations

Networking with colleagues. Practical ideas for teaching. Update on national policy and regional targets.

Learn new ideas and concepts

To learn more

To gain more understanding of national and regional strategy. Looking to focus on functional skills and organisational development towards 2010.

To be brought up to date on the latest numeracy initiatives, national and regional.

Greater understanding of issues and strategies to improve quality of delivery of numeracy in relation to family learning - CPD for tutors.

To learn more about the national strategy

As stated.

Different methods for multiplication and division /Entry 3 resources

Understanding how to apply resources for Entry Level 3 learners in numeracy. Also to have a better understanding of ESOL learners when learning maths

To be kept updated with SfL.

How to get hold of the newest resources

An overview of provision and training opportunities within Post16 provision. Resources to improve my mathematics teaching.

An updating of general SfL information and developments for 2009. Involvement in the aspects of numeracy in the SfL and other educational projects especially in EM.

General awareness of the big picture practical ideas and understanding

An update on the SfL government policy and availability of new / effective resources. To visit the stalls.

To learn more about strategy for SfL. Teaching maths to hard to reach learners and network.

Added knowledge of SfL and how functional skills will impact on our provision (in the workplace)

Ways to embed numeracy as I teach ESOL

Update knowledge

Ideas on teaching

To gain more information on new initiatives and information on literacy and numeracy.

Gain new ideas, strategies and learn more about CPD and chance to network

To find out about resources for numeracy

Improve understanding of numeracy strategy and approaches

Find out more about the teaching of numeracy. Network with colleagues and increase sector knowledge.

Functional skills knowledge

Sharing of good practice and update of national initiatives.

Networking

Awareness raising re issues relating to professional development

Ideas for teaching Entry 3 and good resources

SfL policy

To learn about different resources, different methods of teaching, pooling of tutor ideas.

Latest information on Numeracy teaching including methods and government policies.

Update on SfL strategy. Learn more about functional skills. Meet other practitioners and compare notes

Awareness of SfL strategy

Overview of best practices and new strategies for future projects.

Getting information on SfL and networking

To learn of numeracy courses available - strategies for teaching maths  
Update SfL strategy. Ideas on new methods and features  
To understand more about functional skills. To update on current developments in SfL. To network with colleagues old and new.  
To extend my bank of resources suitable to teach maths to dyslexia learners.  
Update on priorities and aims for SfL over next few years. Chance to discuss / find out about different ideas for teaching numeracy.  
Gaining ideas, information, resources  
Learn of new resources and pool ideas. Find out about new policies /strategies.  
More understanding of functional skills and new teaching qualifications.  
Learning new strategies / funding networking  
Updated awareness of developments in SfL  
Be able to gain knowledge about new methods of delivery in numeracy.  
Updates on SfL issues  
To discover new strategies for delivering numeracy. To understand staff training developments.  
A greater understanding of the expectations of and resources available to SfL tutors.  
New information, functional skills.  
To learn more about movement to functional skills  
Networking. Practical ideas for meaningful group activities.  
Up to date information on SfL  
To learn/ find out about new/ different approaches to numeracy/ maths teaching.  
Knowledge of numeracy in teacher training. Develop own knowledge / skill for delivery.  
Update skills, new ideas  
More numeracy strategies  
Networking , ideas for strategies and resources, update on SfL changes.  
Information regarding the developments in SfL (functional skills, new strategy) Practice ideas re: embedding maths.  
To gain better understanding of the SfL strategy (updated)  
Fresh ideas, approaches to teaching numeracy. Information re useful website, resources.  
Up skilling  
To keep abreast of the latest thinking in SfL  
Knowledge update about current SfL strategy and info about functional skills.  
Networking, improve knowledge and understanding.

Update on skills for life agenda  
Info on blending ESOL/Numeracy  
Up to date information, new and innovative teaching ideas.  
To update knowledge of policy and get ideas for delivering numeracy to ESOL students.  
To be more confident at delivering numeracy also to gain ideas/ experience from other colleagues.  
To get a regional picture of SfL targets and achievements; To update myself on key SfL initiatives; To capitalise on networking and learning from colleagues.  
Ideas to teach learners using practical and tactile activities. Gain more understanding of how to teach multiplication and division and how these are taught in schools.  
Networking with regional colleagues.  
New good practice ideas.  
To get some ideas for embedding numeracy and using practical activities.  
Networking. Policy update.  
Awareness of current SfL issues, particularly relating to numeracy.  
The national and regional overview  
News of new SfL strategy and importance of numeracy  
Update on strategy and regional direction  
Greater clarity on functional skills. Understanding of target short fall in maths.  
Update knowledge on functional skills  
Networking. Keeping up to date.  
More about functional skills. Ideas for teaching maths  
Learning about the refresh strategy  
Awareness of current policy. Interchange of ideas for delivery.  
Available resources. 'Better ways' of offering provision.  
Networking - finding out about numeracy delivery and getting workforce skilled in numeracy.  
To understand all the new aims and outcomes (expected) for next few years. Plus how to make maths less paper based.  
Updates. New resources.  
Information about future directions, contacts, inspiration.  
Further knowledge on SfL initiatives.  
Raising awareness of SfL. Seeing how we could integrate them into my organisation.  
More confidence about functional skills and maths  
Networking

New ideas. Learning resources.

Lots of practical information and creative ideas.

Look at different ways to interest kinaesthetic learners. Talk to others involved in numeracy and ESOL learning.

Know about the new changes in SfL strategy.

Some new info re SfL generally

Wanting to know about the new legislation / policies for SfL.

Teaching resources, new information.

More confident with maths

Update knowledge of policies and keep pace with any future changes/ proposals. Also identify new resources and availability.

To gain knowledge of government targets

Networking and updates

Update on strategy and policy. Update on numeracy in relation to ESOL.

Numeracy delivery / ideas

Networking

I wanted to learn more about functional skills and new targets within SfL numeracy, literacy and ESOL

How to embed functional skills

Update on current developments in SfL and networking

Learn more about recent developments

To find out about new developments in numeracy provision.

New ideas, chance to network, update.

Resources; Networking; Numeracy priorities.

## **Appendix V**

### **Delegate Feedback:**

Delegates comments about the conference and/or ideas for future events.

## East Midlands Regional Sfl Conference - Evaluation

### Comments about the conference and/or ideas for future events:

Very informative and enjoyable day.

Brilliant conference

Found this really useful

Smaller venues, local access work better than national events - today was really good in all aspects

I will recommend that we attend each year. This was excellent for a first event.

The conference met my own objectives as an independent consultant bringing me back into line with current thinking across the Sfl spectrum.

I really enjoyed the conference and hope it is one of many. Great networking and sharing of information opportunity.

Glad I attended.

This was a fantastic event and very well worth attending. Keep up the good work!

Very informative conference

Many networks to follow up - thank you (need to lose background music on RAW video)

Excellent keep up the good work. Well planned and excellent timing. BBC RAW good information, workshops excellent. Lots of ideas to use in my work teaching in the prison working with young offenders.

You showed real flexibility and understanding in accommodating me at this event so I thank you.

Well organised, lots of workshops to choose from, lots of information. Very good!

Very well organised and attracted a variety of organisations/sectors. Would like to see this as an annual event. The information shared and content of workshops are essential for anyone or organisation involved in Sfl.

An excellent day - well planned, excellent content very well worthwhile.

Thank you. Enjoyed the day very much. Perhaps after lunch session could have been 10-15mins, but good to try something different!

Everything was great.

I really appreciate the quality of info on the stalls.

Excellent day. Very vibrant and enthusiastic audience.

Please do more - but what did Henry have to do with Sfl?

Excellent organisation, good day. Energiser very good but irrelevant and too long.

It was very full and busy which was a positive reflection on the attitude of Sfl teachers / managers - workforce in the area. Henry quite interesting but too much sitting down.

Thank you - overall informative and useful in terms of awareness of resources, having stands - great! Henry VIII - good but how relevant?

An activity relating to a shortened talk by Henry VIII would have worked well eg matching key moments in life to dates or number of years on sets of cards. Raffle was a good idea to try and keep people to the end.

The RAW DVD would be so much better without load background music

Timings out so felt rushed for workshops - felt missed out a bit on some application of functional skills as outlined in workshop overview. Bit rushed but still useful.

The RAW money demo would have been more suitable as a post lunch energiser.

I felt that the post lunch energiser was extremely good at what he does but this was too much and too boring for my personal taste. BBC RAW had to cut short which was unfair.

Some talks and the energiser went on too long.  
It was a shame that the introduction and energiser over-ran as this meant our workshop leaders and RAW demo admitted to being rushed, but was still an informative and enjoyable conference.  
Feel if we were running late it would have been preferable to cut short Henry VIII rather than the workshops.  
I enjoyed the 'energiser' but it wasn't energising - if we were over running I would rather have cut this short instead of losing time from the second workshop. Would have liked time to attend more workshops.  
Energiser not energising or relevant - waste of time.  
Energiser wasn't - 5 mins would have been ok, but did not energise and meant very interesting workshop on E3 maths had to be shortened.  
I would like more workshops and less speeches please.  
Henry VIII energiser went on too long, thus failing to energise.  
Very focused on targets, not practical enough. Sharing best practice would have been useful. But very enjoyable day - well organised.  
Delegate names can be put on the website so that people can organise car share to travel to these events.  
More events with less delegates please. Wasted half of lunch time queuing (and chatting). Too much sitting and inactive. Had hoped for more interaction.  
Henry good but pointless.  
Henry was good but too long.  
The energiser should have been cut to give room for the afternoon workshops as things ran behind time. Otherwise the event was very useful.  
Keynote - Jane gave good information but poor timing. Henry was okay but I felt it inappropriate as an energiser. Shame BBC Raw hadn't enough time.  
Have a feeling that getting away from the venue may take some time! What a shame the whole pace of the day was ruined by Henry VIII.  
Could have been more time for workshops.  
Concerned for group of learners, learning disabled who struggle to attain E1 or E2 never mind a level 1.  
My hoped outcomes for the day were only partly met as conference was aimed mainly at adult learning.  
I understand that numeracy has to recruit new tutors but did we need the whole emphasis of today on numeracy! ESOL and Literacy tutors need to refresh their skill, this was only achieved by networking today!  
Henry was good but for too long - one guy fell asleep! Wanted the BBC Raw demo to last longer, if it had been the energiser that would have been better.  
Functional skills (am session) the session was mainly discussion about how/ why functional skills and no practical ideas about delivery in the classroom, which would have been much more relevant and useful.  
Didn't see reason for Henry VIII, actor was good but saw no numeracy or energising  
Henry VIII - What was it for? The actor was fine, but the exercise was pretty pointless, as history lesson. Not if you knew it all already - as so many of us did!  
Workshops need to be longer - Henry very good but I couldn't see the point. Too long and then you cut the workshops short, bad move to end of excellent day.  
Although Henry was entertaining, it really shouldn't have gone for so long. I came on a work day to learn not to be entertained. I was looking forward to the afternoon session, but it was cut short - very disappointing.  
Late start after lunch was unnecessary  
Greater clarity of workshop content would have been useful. Not cutting short workshop times. Revitalising activity a waste of time.  
Workshops cut short would rather have less introduction and keynote and more time on this eg two workshops in the morning and one in the afternoon  
Workshops need to be a bit longer. Henry very interesting but I would have preferred the time spent in context of numeracy - second workshop cut a bit short.  
If Henry's voice wasn't so loud I would have fallen asleep. What was the objective of this?  
More explanation of workshop content pre-conference.

Pity the afternoon workshop was reduced in time, more time would have been advantageous. Everything too hurried during the afternoon session.  
Henry very good but too long. BBC Raw too rushed.  
Although Henry was very entertaining I do think that i would have benefited from another workshop.  
Henry Viii was too long - cut into workshop session.  
Post lunch energiser went on for too long which cut into the time for the second workshop  
Session after lunch was an absolute waste of time. Meant afternoon workshop cut very short. People felt very disappointed.  
I was very disappointed to find that I didn't have a seat as I had booked. Workshops relative to voluntary/community sector.  
Time management of the event was very poor, everything was rushed. I liked the idea of the after lunch energiser bit it did not energise. Had he not talked for so long and got the audience to do things it would have been great.  
An excessive proportion of the day taken up by refreshment, lunch, energiser. An extra workshop could have been fitted into the 10-4 duration.  
I found the Henry Viii energiser somewhat pointless, it went on too long when we could have utilised the time more effectively.  
I failed to see the point of the Henry Viii episode. It overran and had no apparent relevance. Talking at an audience of teachers does not model good practice.  
Henry not appropriate, pm workshop session should have been left at 1 hour - in future more workshops  
My email said arrive at 9am nothing happened until 10am. Henry entertained, but went on too long and I'd preferred to go to a workshop.  
Can you please limit organisations to a max number of attendees so that more organisations can be included - first come is not a fair system. I'm trying to differentiate between the conference and the awful post lunch energiser. Given we are ambassadors of teaching and learning, how could anyone think that 45mins of monotone ranting is acceptable.

**Comments about Venue:**

Always a pleasure to attend at Eastwood.  
Excellent venue  
I'm a blue badge holder and had a very long walk, not enough BB spaces.  
Although the menu was varied by the time we actually managed to get in to the restaurant, there really wasn't a lot left.  
Catering service was not quite up to standard. Staff needed more care in customer skills. Are they NVQ qualified? A CPD opportunity for someone perhaps?  
Few disabled spaces (none available).  
Not enough cups available for refreshments.  
Lunch was very good food, poor seating - would have been better with two sittings, getting food, seat, cutlery a bit hit and miss.  
Insufficient disabled parking.  
Restaurant ran out of cold salad/ meats and not refilled as promised.

## **Appendix VI**

### **Delegate Feedback:**

Email sent following the conference asking for reflective comments.

**Copy of follow up email sent out to gather reflective comments.**

**Follow up to the 2009 East Midlands Regional SfL Conference**

Dear Colleague,

Follow up to the 2009 East Midlands Regional SfL Conference

As part of the evaluation for the 2009 Conference we would like to add some reflective comments from delegates who attended, to help us gain a more rounded view as to how the conference has benefited you and to inform planning for a possible future conference next year.

**We'd be pleased to hear your thoughts on the following:**

1. What have you gained or learnt from attending?
2. On reflection, what have you followed up on or will you follow up on to develop your teaching practice?
3. Any other comments regarding the workshops you attended, exhibitor stalls, keynote speakers, etc.

If you are happy to help with this evaluation. Please email your responses to [angelina.jenkins@ddep.co.uk](mailto:angelina.jenkins@ddep.co.uk) by 20 April 2009.

Any comments you provide will only be used as information for the evaluation of the conference and will be kept confidential. A summary report of the evaluation will be made available on the conference2009 page on the eastmidlandscpd.co.uk website.

We look forward to hearing from you and thank you for your help.

**Diane Jeffery  
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