Inverclyde Support for Literacies Volunteers

The information re supporting adult literacies  volunteers and staff as discussed:

All adult literacies volunteers/staff are required to undergo a PVG check – the cost for volunteers is met by the service

Travel expenses are offered to volunteers travelling to and from the learning sessions

All volunteers undertake the SALL (Supporting Adult Literacies Learners) training that is accredited at Level 6

The model of SALL has changed in terms of less training session time and more time in the sessions engaging with learners, experienced Volunteer Tutor Assistants and staff – the new timetable is attached.

I have also attached a sheet that Tricia has detailed re the support that she gives to our literacies volunteers, along with examples of the paperwork that is used.

In terms of staff support and training the following applies:

         Yearly appraisal

         6 month catch up of appraisal

         Monthly workplan meetings

         Team meetings 1 x monthly

         Protected time for CPD on a Wednesday morning

         Peer observation cycles

         Practice sharing meetings with other local authorities

         Open door policy in practice

         Development weeks – twice a year where staff set the agenda and facilitate the various training workshops and inputs

The expectation is that any staff who attend training will cascade that training to all other staff either on a Wednesday morning protected time or during the development week.

Have also attached the CPD booklet that I had started to do some work on – hopefully it will make sense.