

Appendix J

Conclusions from the action research - IT workshop 'change-management' slides, disseminated during consultation phases of college amalgamation.

LEARNING MANAGEMENT POLICY OF THE ITWS

- To continue staffing model and policy for FL Management.
- To continue operating and coordinating as an I.T. team of practitioners.
- To staff and be responsible for ITWS activities (ITWSManager).
- To staff and run autonomously the generic ITFM's up to NVQ3.
- To be able to share/delegate 'specific I.T. modules' to other domains, e.g., programming, etc.

Needs:-

Personnel
&
Staffing

Author: Steve Coombs	Date: 7th January, 1993	Ref:
----------------------	-------------------------	------

St Austell College

SC/HR/E0/SAC/9.92

ADDITIONAL REQUIREMENTS FOR THE ITWS

- An extra suite of 'annexed' rooms for formal/CL training/teaching sessions.
- Extra staff hours for any additional generic I.T. NVQ formal requirements.
- A central budget to invest in hardware and software requirements, etc.
- A central budget to invest in staffing model to pay for cross-college support.
- A courseware development budget for production of learning resources.
- To be located centrally with other 'core-FL-workshops' and library.
(Perhaps to be re-sited in 6th form college as suggested by Mick Underwood).

St Austell College

Author: Steve Coombs

Date: 7th January, 1993

Ref:

SC/HR/E0/SAC/9.92

In summary:

ITWS manager to continue with following duties

- To coordinate staffing rôles and activities inside the ITWS, i.e., responsible for timetabling of self and tutors for delivering open-access support and ITFM courses.
- To help coordinate I.T. INSET programmes for staff and manage I.T. Cert. Ed. module.
- To continue with production and delegation of I.T. courseware across ITWS tutorial team.
- To assist with induction/I.T. programmes } FL based in ITWS
CL based in annexed training rooms
- To coordinate and provide staff (where possible) for any external formal generic I.T. NVQ modules.
- Primary purpose of ITWS manager is to support generic I.T. FL curriculum deploying a flexible staffing policy team-approach.

St Austell College

Author: Steve Coombs

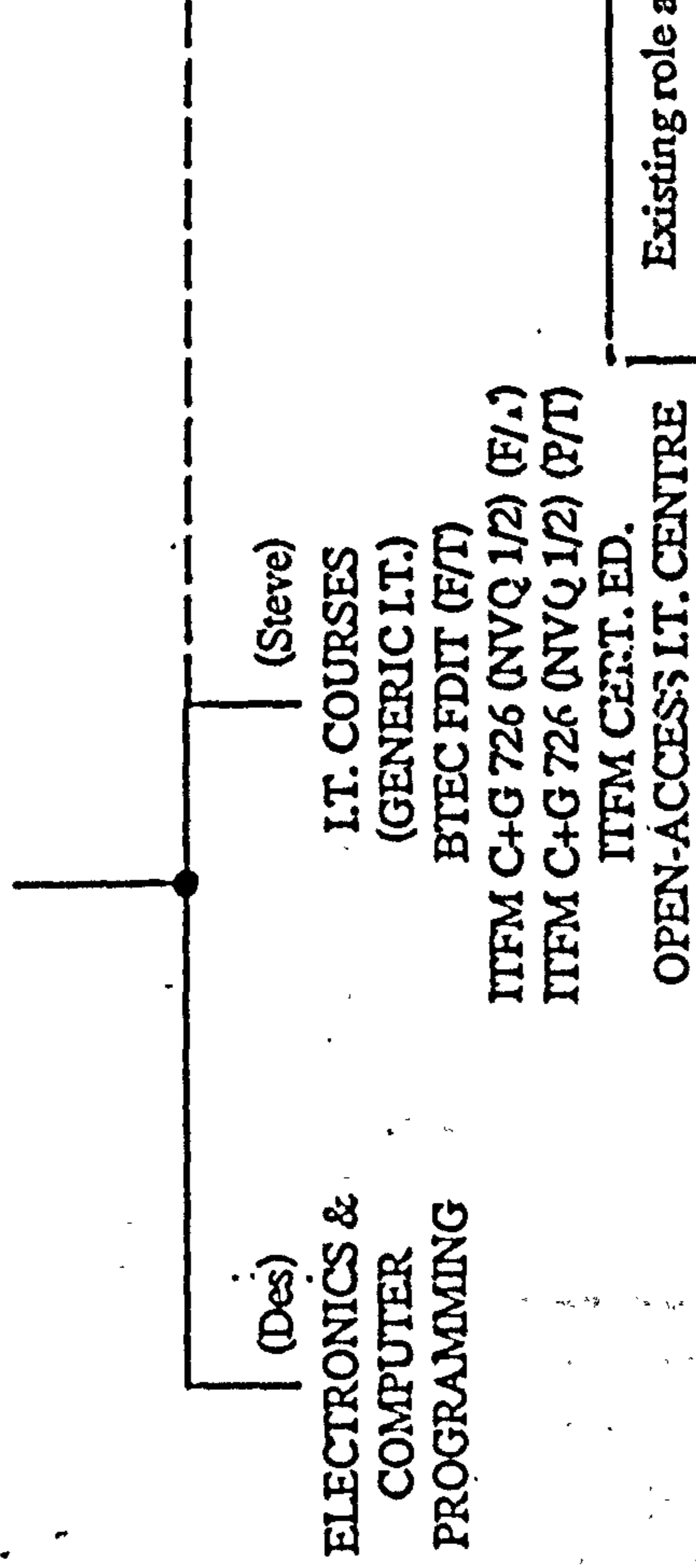
Date: 7th January, 1993

Ref:

SC/HR/E0/SAC/9.92

I.T.W.S. : EXISTING HEIRARCHY OF MANAGEMENT STRUCTURE

DEPARTMENT OF TECHNOLOGY (Alan)



Author: S. COOMBS

Date: 25TH SEPT. 92

Ref: EITWS3

St Austell College

SC/HR/E0/SAC/9.92

WHAT'S EDUCATIONALLY RIGHT BY HAVING AN INDEPENDENT 'GENERIC I.T.' SECTION?

GNVQ's put Maths, Comm's and I.T. as stand-alone 'bores' for the NVQ Curriculum up to level 4 ⇒ Maths, Comm's and Generic 'I.T.' should each have independent status in order to service the whole curriculum without prejudice of resource allocation.

The ITWS can easily integrate itself as an open access servicing facility supporting the whole GNVQ Generic I.T. Curriculum including the attachment of the official Generic I.T. Training Areas delivered both flexibly and conventionally. This will need a facility as proposed in the ITWS 3 year development plan.

The Generic Curriculum at present includes running two f/t courses plus p/t courses and teacher training. As a 'high profile' section in-its-own-right, I.T. would expand the f/t and p/t IIFM C+G '7261' modular curriculum up to NVQ level 3/4 with GCSE & GCE support options (Maths/English) as alternative to BTEC. Also to expand the vertical 'BTEC' route to include NDDIT and HNDIT, subject to development funding and staffing support.

Innovative solutions are required to solve the problems of delivering the newest and constantly changing I.T. curriculum.

St Austell College

Author: S. COOMBS

Date: 25TH SEPT. 92

Ref: EITWS4

SC/HR/E0/SAC/92

**SINCE THE ITWS HAS BEEN AN INDEPENDENT SECTION FROM LOMBARD HOUSE,
WHAT HAS THE ITWS MANAGER AND TEAM ACHIEVED?**

ITWS STAFFING MODEL
BASED ON 'CSHL'
'SYSTEMS-7' APPROACH.
CREATING A TEAM FROM
A ZERO BASE

CREATED 'NEW'
TEAM TEACHING
APPROACH MYSELF
AND 6 P/T TUTORS
AND SUPPORT
STAFF

THE PROPER SETTING-UP OF
AN OPEN ACCESS I.T.
CENTRE (ALBEIT TOO SMALL
IN SIZE) TO INCLUDE
SUPPORT STAFF IN THE
FORM OF TUTORS AND
ASSISTANTS, I.E.,
RECEPTIONIST SERVICE AND
TECHNICIAN SUPPORT.

THE SETTING-UP
FROM SCRATCH OF
THE ITEM GENERIC
CURRICULUM
BASED ON C+G
'7261' I.T.
MODULES, SO FAR
UP TO NVQ LEVEL
'2, COVERING, W.P.,
D.B., S.S.H., DTP.,
GRAPHICS FOR F/T
AND P/T
STUDENTS.
INTEGRATING P/T
EXTERNAL
STUDENTS FOR
FIRST TIME INTO A
F/T PROVISIONS

OBTAINED
FROM
SERVICING FOR 726
ELECTRONICS,
MATHS AND BUS.
STUDIES

MANAGE BTEC FDIIT
COURSE FROM ITWS
SERVICING 50% OF
UNITS INSIDE ITWS
AND 50%
CONTRACTED OUT.
MANAGED ALL W.PL's
FOR BTEC NDC, FDIIT
AND C+G 726 F/T
COURSES.

RUN ITFM CERT. ED.
MODULE PLUS
PIONEERING
INNOVATIVE
FLEXIBLE
LEARNING
CURRICULUM
DEVELOPMENT
PROJECT

St Austell College

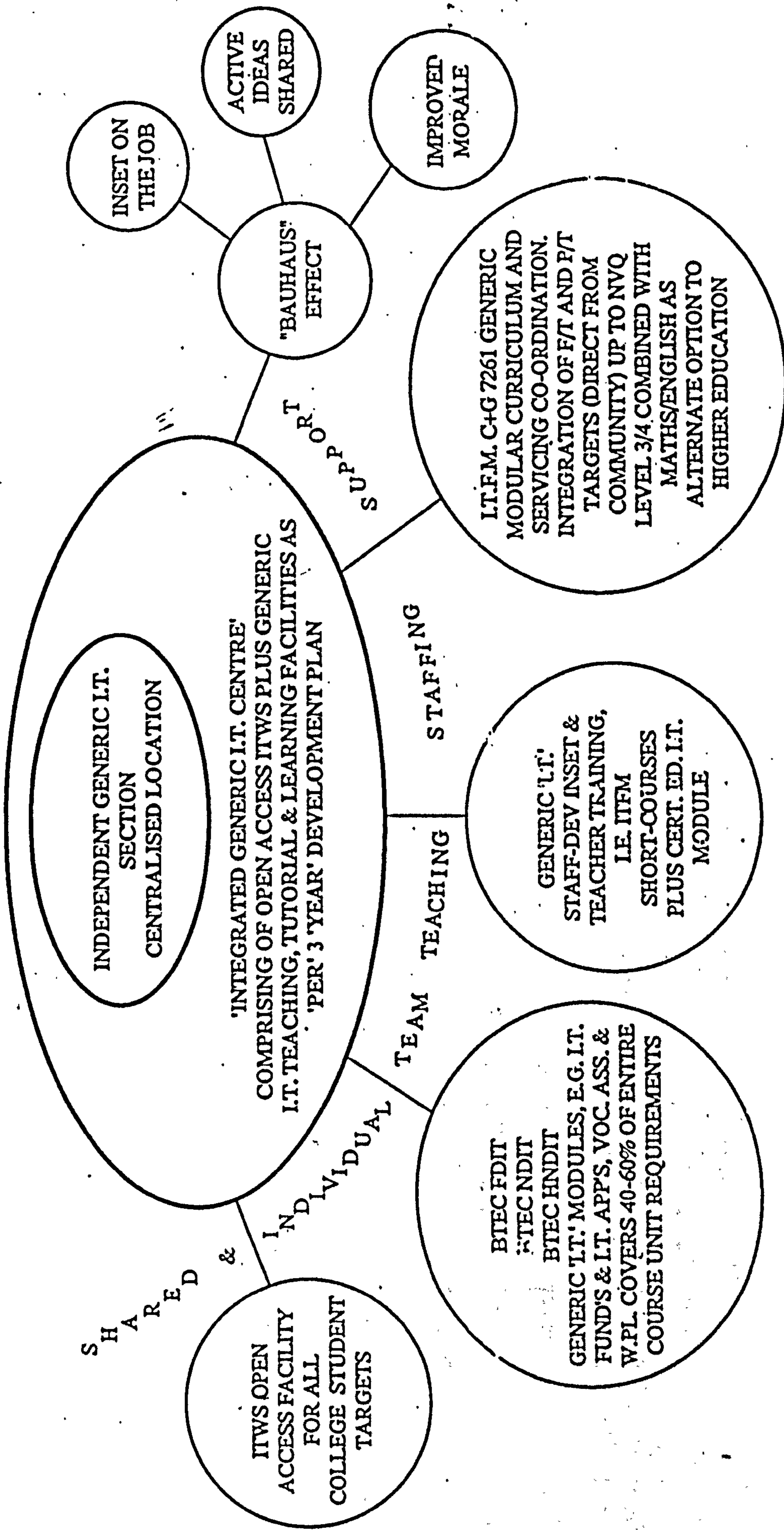
Author: S. COOMBS

Date: 25TH SEPT. 92

Ref: EITWS6

SC/HR/E0/SAC/92

I.T.W.S.: PROPOSED MANAGEMENT STRUCTURE



St Austell College

Author: S. COOMBS

Date: 25TH SEPT. 92

Ref: EITWS2

SC/HR/ED/SAC/9.92

STAFFING MODEL REQUIREMENTS FOR THE ITWS

- A receptionist to coordinate access and perform centre admin.
- A technical assistant resident in the ITWS to help staff and students.
- Two tutors available at all times to run both full-time and part-time ITFM generic I.T. caseloads via FL management model, plus help technical assistant to deal with open-access 'caseload' ad-hoc support.
- ITWS manager responsible for autonomous management of entire section and coordination across the team. Contact hours and remission to be retained inside the ITWS as per precedent.

St Austell College

Author: Steve Coombs

Date: 7th January, 1993

Ref:

SC/HR/E0/SAC/9.92