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

Needs:

- 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.

Personnel & Staffing

St Austell College

Author: Steve Coombs Date: 7th January, 1993 Ref:
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).
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.
WHAT'S EDUCATIONALLY RIGHT BY HAVING AN INDEPENDENT 'GENERIC I.T.' SECTION?

GNVQ's put Maths, Comm's and I.T. as stand-alone 'cores' 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 ITFM C+G '7261' modular curriculum up to NVQ level 3/4 with GCSE & GCE support options (Maths/English) as alternative to BTEC. A fleece to expand the vertical 'BTEC' route to include NDIT 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
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
- THE PROPER SETTING-UP OF AN OPEN ACCESS IT. CENTRE (ALBEIT TOO SMALL IN SIZE) TO INCLUDE SUPPORT STAFF IN THE FORM OF TUTORS AND ASSISTANTS, IE., RECEPTIONIST SERVICE AND TECHNICIAN SUPPORT.
- CREATED 'NEW' TEAM TEACHING APPROACH MYSELF AND 6 P/T TUTORS AND SUPPORT STAFF
- MANAGE BTEC FDIT COURSE FROM ITWS SERVICING 50% OF UNITS INSIDE ITWS AND 50% CONTRACTED OUT. MANAGED ALL W.P.L.'S FOR BTEC NDC, FDIT AND C+G 726 P/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/EO/SAC/9.92
ITWS.: PROPOSED MANAGEMENT STRUCTURE

INDEPENDENT GENERIC I.T. SECTION CENTRALISED LOCATION

'INTEGRATED GENERIC I.T. CENTRE'
COMPRISING OF OPEN ACCESS ITWS PLUS GENERIC I.T. TEACHING, TUTORIAL & LEARNING FACILITIES AS 'PER' 3 'YEAR' DEVELOPMENT PLAN

INSET ON THE JOB
ACTIVE IDEAS SHARED
IMPROVED MORALE

ITWS OPEN ACCESS FACILITY FOR ALL COLLEGE STUDENT TARGETS

BTEC FDIT
BTEC NDIT
BTEC HNDIT
GENERIC 'I.T.' MODULES, E.G. I.T. FUND'S & I.T. APP'S, VOC. ASS. & W.P. COVERS 40-60% OF ENTIRE COURSE UNIT REQUIREMENTS

GENERIC 'I.T.' STAFF-DEV INSET & TEACHER TRAINING, I.E. ITFM SHORT-COURSES PLUS CERT. ED. I.T. MODULE

IT.F.M. C+G 7261 GENERIC MODULAR CURRICULUM AND SERVICING CO-ORDINATION. INTEGRATION OF F/T AND PT TARGETS (DIRECT FROM COMMUNITY) UP TO NVQ LEVEL 3/4 COMBINED WITH MATHS/ENGLISH AS ALTERNATE OPTION TO HIGHER EDUCATION

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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.