

# Luton

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## Adult Learning

### Policy and Procedure

#### Teaching and Learning

#### How to contact us

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## Introduction

Luton Adult Learning Service develops and delivers a wide range of high quality learning programmes which match the needs and interests of local adults, employers and the wider community, engage the excluded, widen participation and provide pathways for progression. Provision offered is as follows:

- English for Speakers of Other Languages
- Family Learning programmes
- Apprenticeships
- A wide range of vocational training
- Functional Skills in Maths and English
- A range of leisure courses
- Opportunities and support for active engagement in the community
- Discrete programmes for learners with a mild to moderate mental health condition.

In order to achieve this Luton Adult Learning staff:

- deliver high quality teaching and training
- have good demographic knowledge and understanding of the local context
- carry out comprehensive needs analyses and mapping of provision
- have established effective partnerships

## Outcomes for Learners

*Key aim: all learners achieve and enjoy their learning.*

We expect all learners to **exemplify** core values

The Service achieves this by:

- ensuring that the curriculum offer is well designed and planned, attractive, accessible and relevant to the needs of learners,
- promoting and monitoring equality of opportunity and needs supporting all learners to ensure that their work meets or exceeds the requirements of the qualifications, learning goals or employment
- supporting all learners to progress relative to their ambition, prior attainment and potential
- ensuring that all learners feel safe in the learning environment enabling learning to take place

## Quality of Provision

*Key aim: teaching, training and assessment is of high quality and effectively supports learning and development*

The Service achieves this by ensuring that:

- interesting and appropriate teaching and learning methods and resources inspire and challenge all learners and enable them to extend their knowledge, skills and understanding so they become productive members of British society
- technology is used effectively to promote and support learning, where appropriate
- staff have appropriate qualifications, skills and expertise to provide good quality teaching, learning, assessment and information and support services for each learner
- assessment of learners' performance is timely, fair, consistent and reliable
- learners receive constructive feedback on their progress and how they might improve
- learners receive help to develop literacy, numeracy, and language skills to support the attainment of their main learning goals
- learning, teaching, training and assessment promote equality and recognise diversity by developing the social, moral, cultural and spiritual (SMCS) needs of each learner

*Key aim: the provision meets the needs and interests of all learners*

The Service achieves this by:

- planning a curriculum supported by the effective use of learner feedback
- delivery of learning supported by the effective use of learner feedback
- planning a curriculum supported by the effective use of data to analyse participation, retention, achievement and progression
- planning a curriculum that provides co-ordinated progression routes
- planning a curriculum that develops the social, moral, cultural and spiritual (SMCS) needs of the learners
- providing a variety of learning modes (to include on-line and blended programmes) and activities
- ensuring equitable access to learning opportunities
- ensuring equality and diversity in curriculum design
- prioritising the safety of all staff and learners
- pro-actively engaging with local communities and employers to form and maintain purposeful partnerships
- developing new programmes that respond to the needs of learners, partners and employers and are mapped to the local context
- providing staff development opportunities for all teachers, assessors and learning support staff informed by staff and learner feedback and the actions identified in the observations of teaching, learning and assessment
- implementing a comprehensive Service planning and review process

*Key aim: learners receive effective care, guidance and support to help them attain their learning goals*

The Service achieves this by:

- providing clear and accessible information in a variety of media
- identifying and supporting learners who are at risk of dropping out
- putting in place intervention strategies where learners are not making progress
- providing tutorial arrangements, as appropriate
- offering support in literacy and numeracy and ICT, as appropriate
- ensuring that training is in place to increase teachers'/assessors' knowledge of the curriculum and progression routes and to update their subject and pedagogy expertise
- providing additional learning support, where needed
- providing financial support, where available (i.e. DLSF)

## **Leadership and Management**

*Key aim: leaders and managers promote high standards in teaching and learning*

The Service achieves this by:

- planning to meet or exceed all learner number, achievement and funding targets as agreed with our funding agencies and Luton Borough Council.
- ensuring all staff complete paperwork accurately, comprehensively and in a timely manner and in line with audit requirements.
- consistently improving the quality of teaching and learning, e.g. through action points following observations of teaching, learning and assessment, in-house training opportunities for teachers and assessors, peer observations, etc.
- planning and delivering a programme of learning to maximise funding, to ensure efficiency and effective use of all resources within the allocated budget
- Fostering an ethos and climate that promotes 'core values'. We expect all staff and learners to exemplify core values
- creating a culture of continuous self assessment and quality improvement that supports the Service's progression towards its aim of achieving and sustaining excellence