

Curriculum SAR Development Tool



Purpose of the Tool

This tool is designed to help managers who have responsibility for producing Sector Subject Area (SSA) Self Assessment Reports. Used effectively it will help managers to produce accurate and well structured reports.

The tool is a word document linked to internet based support information.

How the tool works.

This tool is designed to be used as an electronic document. It is divided into a series of sections which reflect the Common Inspection Framework structure. In order to complete each section of the report, the user can refer to guidance. Guidance on what to include in each section, can be accessed by clicking on the [hypertext section headings](#). Hypertext is obvious because if the user moves their mouse over the text, they will see something like this:



<http://portal4learning.co.uk/lectora/SARTool/Quality/Teach/index.html>
Ctrl+Click to follow link

The user can complete the various sections of the report without being connected to the Internet, but they will not be able to access any guidance if they are not online. The reason for using this approach is, to create ease of access to specific information. When the user clicks on a report section heading, they will be given guidance specific to that section of the report.

Benefits

This tool helps managers because it provides:

- a straightforward step by step approach to completion of the report
- very clear guidance on the type of data it is useful to include and formats for this
- a very clear structure for them to produce the report within
- detailed information for each section, which will help them understand the types of things they have to write
- just the information required for a given section without the need to trawl through large paper based or electronic documents to help them

Product Details

Report Tool Components

Report Introduction

Managers are given support to produce text which provides a clear picture of what type of provision is delivered in this SSA.

Demographic and Logistics data

Managers are given support to complete relevant tables depending on the type of provision they manage.

Outcomes for learners

Managers are given support to complete Attainment Table or tables in Appendix 1. They are then guided through 5 sections covering essential aspects of the CIF. At the same time they are given guidance on evaluative evidence based writing, and how to develop judgements. They are also given help to produce both a Safety grade, and an overall grade for Outcomes.

Quality of SSA Provision

Managers are given support to complete relevant process data tables. They are then guided through 3 sections covering essential aspects of the CIF. They are constantly reminded to write in an evaluative style, and given support to produce a grade for Quality.

SSA Leadership and management

Managers are given support to complete 3 sections covering essential aspects of the CIF. This section does not ask managers to address CIF criteria which are essential cross organisation matters. There is support to produce a grade for leadership and management.

Overall Judgements

Managers are then encouraged to identify key strengths and areas for improvement for the SSA as a whole.

Managers are also encouraged to reflect on and record what has been improved in the last 12 months.



11.27	1.8%	202	12.4
85.95	4.8%	2231	36.71
505.00	0.8%	14	7.55
92.00	-0.3%	61797	2.45
11.75	1.4%	26209	57.00
3.72	-6.7%	676	290.00
0.00	7.5%	260	19.50
20	-3.2%	2348	0.20
0	-0.8%	46677	21.00
0	0.0%	577	19.96
4.3%	100	250	37.05
			35.6

