



## Mentor Newsletter May 2014

Welcome to the final edition of the newsletter for the academic year 2013-14. This newsletter is designed specifically for mentors of Birmingham City University PGCE PCET trainees. As we enter the final term of this academic year these are busy times for your trainee.

### Full-Time Trainees

If your trainee is following the 1 year full-time route then they will be involved in the production of a poster presentation as part of assignment EDU 7182 (Analysis of Inclusive Learning Resources). The deadline for this is May 1<sup>st</sup>. Near the end of their course on June 2<sup>nd</sup> your trainee will need to have completed the Final Professional Profile and will need to have uploaded a new page on Mahara (the University e-portfolio)

Your trainee should be nearing the completion of their 8 observations and should have delivered **at least 150 hours** of teaching. Their final observation will be a joint one with you and your trainee's Professional Development Tutor. This will also be an opportunity for you, and the PDT, to complete the End of Placement Review form. If the final observation has already taken place, then you will receive an electronic version of the End of Placement Review form which we will ask you to complete and return.

### Part-Time 2<sup>nd</sup> Year Trainees

Again these trainees should be close to completing their last observations and be close to fulfilling the minimum teaching hour requirement. These trainees also have a deadline of June 2<sup>nd</sup> to complete and hand in assignment EDU 6121 (Record of Teaching Practice) as well as an assignment on Continuing Professional Development. They may require some assistance from you with this. Any help that you could give them would be appreciated. An electronic version of the End of Placement Review form will also be sent to you in the next month or so for completion.

### Part-Time 1<sup>st</sup> Year Trainees including ESOL/Literacy trainees

These trainees have a deadline of May 2<sup>nd</sup> for the presentation of 'Resources for Inclusive Learning' (ESOL/Literacy only). On June 30<sup>th</sup> your trainee will need to have completed and uploaded their assignment on 'Effective Teaching, Learning and Assessment'. By the time they reach the end of this term they should have completed approximately 100 hours of teaching and have been observed on 4 occasions; 5 if on the ESOL/Literacy route.

## **Mentor Training**

We are hoping that all mentors have received training by now and are coping with the roles and associated paperwork, however, if you feel that you would benefit from an updating session then please contact Matthew Waterhouse at:

[\(matthew.waterhouse@bcu.ac.uk\)](mailto:matthew.waterhouse@bcu.ac.uk).

It is anticipated that a number of update session will be on offer over the summer period, before the new trainees arrive on 22<sup>nd</sup> September.

We always welcome feedback from you about how we can improve the newsletter and we would like to extend this to include information from you about any events that are taking place at your institution that you would like to publicise through this newsletter.

## **Ofsted Inspection news from Karen**

The long anticipated Ofsted inspection took place on Monday, 31st March through to Thursday, 3rd April. Whilst, due to the moderation process, we cannot share grades at this point - given the challenges of the new inspection framework, we are pleased with the outcome. We will be sharing the report with you when it is released. Can I also take the opportunity to thank, once again, those managers, mentors and other staff who fully supported us through the process. One thing that was evident throughout the inspection was how supportive all of our partners are. For example, Damian Brant, Vice Principal from Joseph Chamberlain Sixth Form College, attended the initial welcome meeting with the OFSTED inspectors, who were then joined by Craig Tucker from Halesowen College. Clearly our vision for the future of PCET is to build, and extend, upon these partnerships to benefit the trainees.

However, I think it true to say that the shining stars were the trainees as all of them were involved in activities, from being observed in their teaching practice, attending individual or group meetings or being part of a teaching session that was being observed by inspectors.

## **Shareville College News from Karen**

Shareville College continues to be developed. Two new departments have been added:

- The Human Resources departments, which houses Careers and Continuing Professional Development and is led by Leslie Taylor from our own careers services.
- Quality Assurance led by Damian Brant.

These departments are being developed further to include activities that students can participate in, such as the Shareville College Ofsted Inspection Report, which will also prove particularly beneficial in familiarising trainees with the college inspection process prior to going out into employment. The filming of additional activities in the Prison Education department is due to take place in June.

Shareville College is open access to anyone, so do take a look via the link below and feel free to use any of the resources and activities.

<http://shareville.bcu.ac.uk/index.php?q=district/shareville-college-campus>

## **PGCE PCET Activities**

Throughout the year our trainees have been involved either individually or as groups in a wide variety of activities that make a positive contribution to their CPD.

- Earlier this year Jean Dyson of our F/T staff arranged a group visit to Birmingham Museum & Art Galleries Collection Centre in Duddeston. This is normally closed to the public and is where a huge collection of specimens are housed when not on display. The visit was deemed a great success by all who attended. Some of the specimens can be hired over short periods by educational institutions
- We were lucky enough to secure the presence of a number of guest speakers over the last few months including former trainees Gemma McPyke and Sarah Harwood. In addition Damian Brant, Ruth Lawton and Lesley Taylor from careers.
- Trainees have been getting involved, and taking advantage of, a wide range of activities, trips and events being held at their placements

## Useful Tips!

In order to successfully complete the PGCE course your trainee needs to have met the Professional and Minimum Core Standards. Please check with your trainee at your meetings if they require assistance with this

- Continue to check on the development of the trainee's subject specialist skills during your regular target setting meetings.
- An electronic version of the End-Placement Review (MPR) will be sent to you towards the end of May. To help you with its completion you can download and print off a copy of this form from the Partnership website. Whenever you observe your trainee you can note down on the MPR form the Professional and Minimum Core Standards that you have ratified on the Post-Observation Summary form. If you do this as each observation is carried out the completion of the electronic MPR will be much easier.
- You can obtain electronic versions of all documentation on the Post-Compulsory Partnership website at: <http://www.bcu.ac.uk/elss/school-of-education/partnerships-collaborations/pcet-partnerships>

Finally, on behalf of the University PCET team, let me register a massive vote of thanks to you for agreeing to support our trainees as a mentor. We know your time is valuable and we are extremely grateful to you for your efforts.

**Phil Bate      Professional Development Tutor**

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