COLEG Y CYMOEDD

• **Coleg y Cymoedd is now one of the largest Further Education provider’s in Wales**
• 10,000 enrolments and over 800 members of staff
• **Covering 2 local authorities (Caerphilly & Rhondda Cynon Taff)**
• **Across 4 campuses**
• **Offering a wide range of courses & qualifications (GCSEs, A Levels, WBQ, NVQs, BTECs, Foundation Degrees...)**
• **Formed by the merger of two existing FE Colleges in 2013 (Academic merger 2014/15)**
• **Multiple Main sites**
• **Human Resources recorded & organised CPD**
• **Onsite surgeries / drop-ins**
• **One to one staff support**
• **Group support for schools & departments**
• **Online support and guidance**
• **Staff induction program (introduction to all key College Systems)**
• **Curriculum and Business Support staff INSET days**
• One main campus
• ONSITE SUPPORT
• One to one support for staff and learners
• Delivering yearly learner inductions to College systems
• Classroom drop-in support
• Dealing with user system account issues
• Curriculum staff INSET days
• The same staff ‘faces’ every year
THE CHALLENGES. 2014/15 & BEYOND

• **NEW SYSTEMS** (FINANCE, DATA, VLEs, e-ILP, NETWORKS, IWBs - SMART / PROMETHEAN...)
• **NEW WAYS OF WORKING**
• **NEW WAYS OF MANAGING STAFF** (ACROSS MULTIPLE SITES AND LARGER SCHOOLS)
• **HOW TO MEASURE AND CAPTURE STAFF DEVELOPMENT NEEDS**
• **HOW TO RECORD CPD ACTIVITY**
• **HOW TO ENGAGE STAFF** (DIGITAL OR OTHERWISE)
• **HOW TO PROVIDE MEANINGFUL TRAINING THAT WAS THEN ADOPTED IN THE CLASSROOM**
FORMING KEY PARTNERSHIPS

• ILT always had an effective working relationship with IT Services
• Established strong links between ILT & Learning and Development (Human Resources)
• Co-ordinated the delivery of ad hoc ILT courses
• Co-ordinated the delivery of INSET day ILT courses
• Capturing staff development needs during annual Performance Reviews
• Centrally recording formal staff train & independent activity
• Set the same level of activity for ‘all’ staff (30 hours annually)
### Continuous Professional Development 
**Dafyddiad Profesynol Parhaus**

<table>
<thead>
<tr>
<th>Professional Qualifications</th>
<th>Cymwysterau Profesynol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Gwadd</td>
</tr>
<tr>
<td>Masters</td>
<td>Gredd Meistr</td>
</tr>
<tr>
<td>PhD</td>
<td>PhD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal CPD</th>
<th>Clythgronau am dillwyniad</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPP Memnol</td>
<td>Ethyglau Profesynol</td>
</tr>
<tr>
<td>External CPD</td>
<td>Clythgronau ymgohioigedd</td>
</tr>
<tr>
<td>DPP Allanol</td>
<td>Ymysigif Sbwthuredig</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSET Days</th>
<th>Dwrmodsiu HIMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental CPD</td>
<td>DPP Aduarnol</td>
</tr>
<tr>
<td>Lunch and Learn</td>
<td>Oino a Ddyg</td>
</tr>
<tr>
<td>Twilight Sessions</td>
<td>Sasianta guyl\’n hwy thr</td>
</tr>
<tr>
<td>Staff Induction</td>
<td>Salyddu Blaff</td>
</tr>
</tbody>
</table>

| Conferences/Exhibitions     | Cynnelefeddau/Arddangor| |
|-----------------------------|-----------------------|
| Industrial Placement        | Gwledydd            |
| Workshops                   | Ddewiwyddiadiu Cynniau |
| College y Cymoedd Courses  | Cynnu Coleg y Cymoedd  |
| Curriculum                  | Cyfrifciau            |
| BVB                        | BVB                   |
| WBL                        | WBL                   |
| Professional Body Updates   | Draddodiadau Cyffyl   |
| Best Practice Visits        | Ymwelioddiu Arfer Gorau|

<table>
<thead>
<tr>
<th>Webinars</th>
<th>Gwerninau</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOOCs</td>
<td>MOOCs</td>
</tr>
<tr>
<td>Binned Learning</td>
<td>Dysgu Cymdeithasol</td>
</tr>
<tr>
<td>E-Learning</td>
<td>E-Odysg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Learning Groups</th>
<th>Gwymuneddu Dysgu Profesynol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Shadowing</td>
<td>Gwepodi Wythiau</td>
</tr>
<tr>
<td>Peer Observations</td>
<td>Amony/ Gwynebwyd</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Gwydernu</td>
</tr>
<tr>
<td>Sharing of Best Practice</td>
<td>Rhyddu Arfer Gorau</td>
</tr>
<tr>
<td>Presentations by guest speakers</td>
<td>Gymuwieddu dysgu gwadd</td>
</tr>
</tbody>
</table>
CAPTURING STAFF CPD – PASSPORT TO SUCCESS

• NEW SYSTEM TO PROMOTE CPD AND MANAGE COURSES
• RECORD AND ASSESS THE IMPACT OF CPD PROGRAMMES
• ALLOWING STAFF TO BOOK AND REQUEST TRAINING
• ANNually BUILD A DIGITAL PROFILE OF THEIR CPD
• GIVING MANAGERS ACCESS TO THESE CPD PROFILES
• ENABLED A ‘DIGITISATION’ OF THE ANNUAL PERFORMANCE REVIEW PROCESS
• FURTHER PROMOTING THE ADOPTION OF DIGITAL ACROSS THE ORGANISATION
DIGITAL CPD – ONLINE COMPLIANCE

• Adoption of ‘online’ learning and development activities:
  • Equality & Diversity
  • Data Protection
  • Safeguarding
  • COSH
  • Freedom of Information Act
  • Lone Working
  • Information Security
  • DSE Interactive
  • Office Safety
STAFF DEVELOPMENT STATS 2015-16

• 92% of Performance reviews Completed, 66% in 2014-15
• Number of staff attending at least one activity – 678
• Internal Learning & development activities run – 113
• Attendees across all activities – 3188
• All staff attending internal learning & development activities – 82%
• Lectures who attended training – 83%
• Leadership & Management who attended training – 100%
• Business Support who attended training – 80%
BROADENING THE CAPABILITY OF STAFF BEYOND THE DAY TO DAY...
DIGIFEST 2016

You inspire your learners every day, but DigiFest2016 is here to inspire you.

DigiFest2016 will bring together all staff from across the college for a whole day of networking, enlightening talks and inspiring keynotes.

15th December 2016
Nantgarw Campus
9am - 3:30pm

Heart What's to like:
- Key Note Speakers
- Networking with Senior Leaders
- Support Staffs
- External Agencies
- Learning Zone Auditories
- Digital A&E Support

Follow us on:
- Staff Life
- DigiFest2016
• Key Note Speaker - Esther Barrett
• Networking with Senior Leaders
• 2 Learning zones
• Support Stalls
• Digital Workshops
DIGITALALKS
LEARNING ZONE A

10am  Pickers
10:15am  Introduction to Careers Wales online
10:30am  Padlet
10:45am  Use of interactive games
11am  Developing Moodle - Support for staff
11:15am  Twitter
11:30am  Class OneNote
11:45am  Accessibility in Microsoft Windows
1pm  Nearpod
1:15pm  Kahoot
1:30pm  Coleg y Cymoeddd online Helpdesk
1:45pm  The Virualisation of Information
2pm
2:15pm
2:30pm
2:45pm
3pm

Any and all changes to this schedule, during the event, will be posted on the DigiLes2016 Yammer Group.

DIGITALALKS
LEARNING ZONE B

10am  Marketing
10:15am  The Edge Network
10:30am  MOOC My Day, Punk!
10:45am  Visualising Information
11am  Kahoot
11:15am  Using Technology to Encourage Collaboration & Peer Learning
11:30am  ... -
11:45am  The Big Brother Chat
1pm  Using Technology & Social Media as a Creative & Engaging Tool in Teaching & Learning
1:15pm  Christmas Kahoot
1:30pm  Dynamics Active Dashboards
1:45pm  Accessibility in Microsoft Windows
2pm
2:15pm
2:30pm
2:45pm
3pm

Any and all changes to this schedule, during the event, will be posted on the DigiLes2016 Yammer Group.
DIGITAL WORKSHOPS

- Marking through Moodle, using PDF files
- Socrative
- MOOC my day, punk
- Digital Literacy
- OneNote
- Office 365
- Turnitin
- WEST Assessment (Wales Essential Skills Toolkit)
- Passport to Success
- Kahoot
STAFF EXPERIENCE OF DIGIFEST2016

- Teaching staff were training teaching staff
- Lots of different things to dip into
- Flexibility to book onto what interests you the most
- Providing new ideas on technology and the message not to be afraid of something new.
- Meeting other staff from other areas
- Listening to Esther Barrett and seeing colleagues demonstrating how they use technology in the classroom. Seeing the enthusiasm & engagement with some staff
- It was good to see so many enthusiastic colleagues wanting to improve our digital capabilities
- Learning new ways to bring ICT into my teaching
A DIGITAL STRATEGY?

- The College had no clear strategy on ‘digital’
- or staff CPD plan relating to digital capability
- the new ‘Teaching & Learning Strategy’ included ‘digital’ as suggested classroom activities
- It primarily focused on improving the ‘Quality’ of Teaching & Learning
- As well as the assessment & observation of teaching staff.
A DIGITAL (ILT) STRATEGY

- Post merger we created multiple drafts of:
- E-Learning Strategies, to focused on Teaching & Learning
- Broader ILT Strategies, and ILT & ICT Strategies...
- Dismissed as being to long and technical in their language
- However they did raise awareness of digital being a ‘whole’ College thing
- Further reinforced by the SLT proposal to merge the ILT Strategy & IT Infrastructure Strategy
STRATEGY VS VISION

• Took a step back
• ‘Strategies’ had traditionally failed to make an impact
• Often due to the ‘culture’ in the organisation
• Too long time wise in scope
• Not agile enough
THE TASK...

Develop a Digital Vision document/plan for Coleg y Cymoedd with clear milestones of achievement.
Digital Vision

Developing Digital Leadership

- Digitally informed and experienced leaders not only embrace its innovation, collaboration and flexibility, but also think things that are often laughed at the time. Creating an environment which allows digitally skilled and trained leaders at all levels.
- Digital has changed everything, including leadership. Today’s leaders need to embrace new ways of thinking and new ways of engaging with staff. They need to prove that a digital mindset is part of the organisation’s DNA.
- Openness to ideas, Transparency, Collaboration, Leading by example, Giving permission to fail, Data-driven, Agile, Learning, Planning for change.
- Trusting, supporting and encouraging those who are more digitally native.

Enabling People

Any successful transformation is about winning the hearts and minds of staff.

- To ensure this they must be equipped with the right skills, and the freedom to get on with what they do best through:
  - Formal training in new technologies, processes and new ways of thinking will give them confidence and skills.
  - Facilitating continuous learning and development to staff through a blend of online and face-to-face training.
  - Allowing staff to shape the means and resources to deliver the best for learners.
  - Giving staff the flexibility they need to achieve their learning outcomes.
  - Establishing clear service goals for staff when new systems are introduced.
  - Ensuring flexibility in hours, location and performance which will support staff’s development and retention.
  - Encouraging success and sharing, both within and across offices.
  - Continually informing staff that what they do helps deliver a greater purpose.

Source: TDC – Digital leaders Programme: 2016: 01

“Any successful transformation is about winning the hearts and minds of staff.”

Sir Ken Robinson

Ensuring the Organisation is Aligned to the Vision

Ensure that organisations are aligned to the define digital vision.

- Digital transformation
- Technology systems
- Project/operational structure
- Digital talent
- Strategic leadership
- Culture

“Never the ability to think about an idea for the first time is imagined or invented.”

- Sir Ken Robinson
• The college will undertake a programme of reforms and initiatives under the heading of ‘Digital Transformation’

• Embedding new ways of thinking, working and collaborating

• Building a belief in all staff that digital can help the organisation and learners to achieve a positive future

#DigitalTransformation
Including other occasional ‘virtual’ members, as we adopted Yammer as the means of focus and communication. A way of working that all groups and leaders are being encouraged and supported to adopt.
8 STEPS FOR SUCCESS

“vision: the ability to think about or plan for the future with imagination or wisdom”
DIGITAL VISION

1. Defining the organisation's digital values.
2. Assessing where we are now.
3. Investment in Technology.
4. Perfecting processes through collaboration & openness.
5. Enabling people.
6. Knowing it's not all about digital.
7. Developing digital leadership.
8. Ensuring the organisation is aligned to the vision.
WHAT HAVE WE TAKEN ON SO FAR.

- Published the Digital Vision following Digifest2016
- JISC Digital Capability Toolkit – cross college*
- Learner Digital Experience Tracker*
- Digital Vision Toolkit – Digital Maturity Rating / Benchmark*
- Print Assessment Project – Savings and new ways of working
- Establish clear procurement guidance for systems, services and applications
- Significantly investing in improving the current network, server and associated environment
WHAT HAVE WE TAKEN ON SO FAR.

- **DEVELOPING DIGITAL LEADERSHIP- JISC - DIGITAL LEADERS PROGRAMME / CYC LEADERSHIP ACADEMY & FRAMEWORK**
- **NEW WAYS OF PLANNING AND THINKING - CPD WORKSHOPS AND RESOURCES**
- **DIGITAL LITERACY QUALIFICATION FOR STAFF**
- **ESTABLISH A DEDICATED DIGITAL COMMUNICATION STRATEGY**
- **REPORTING ANALYTICS - SLT AND MANAGERS USING DYNISTICS ACTIVE DASHBOARDS**
- **SKYPE TARGETS FOR LEADERS AND MANAGERS (3 MEETINGS A MONTH)**
- **MICROSOFT IMAGINE ACADEMY - NEW ABERDARE CAMPUS SEPT 2017**
- **MICROSOFT EDUCATORY COMMUNITY - APPLICATION TRAINING, AND STAFF & CURRICULUM DEVELOPMENT**
JISC DIGITAL CAPABILITY TOOLKIT

• Invited all staff to assess their digital capability
• Full support from the SLT & CMT
• Open to academic and support, at all levels
• Online campaign
• Email campaign & reminders
• Lunchtime drop-in
• Results will be analysed by L&D to highlight areas and staff for CPD
• Gain an institutional view of digital capability
• Enhanced its development using the associated JISC resources, Framework, ‘role’ profiles, & six elements
• Better inform the direction of our digital vision
LEARNER DIGITAL EXPERIENCE

- Learner devices
- College devices
- Wifi
- Online course materials
- Online collaboration
- Digital skills
- Safe behaviour online
- What should we Start, Stop & Keep Doing?
- Feed into future planning and developments (Teaching & Learning, Staff CPD, Resources...)

Source: Jisc ‘Student digital experience tracker 2016*
ASSESS OUR DIGITAL MATURETY

- First Benchmark in June 2017
- Assisted by the data from the JISC Toolkit & Learner Experience tracker
- 5 Pillars of Digital Maturity:
  - Governance and Leadership
  - People and Culture
  - Capacity and Capability
  - Innovation
  - Technology
- 5 Levels of Maturity:
  - Minimal, Informal and Reactive, Transitional
  - Customer-driven, Transformed

DIGITAL LITERACY QUALIFICATION

- Open call to all staff from Sept 2017
- City & Guilds Essential Skills Wales Digital Literacy
- Level 1 or Level 2 where possible
- Delivered by the Essential Skills Department
- Covering the six strands of:
  - Digital Responsibility
  - Digital Productivity
  - Digital Information Literacy
  - Digital Collaboration
  - Digital Creativity
  - Digital Learning
PIONEER PROGRAMME - TEACHING & LEARNING R&D

- Take a course, programme, pull it apart
- Taking it back to basics with a fresh look at delivering it in new engaging ways
- Then testing it in the classroom/curriculum with other staff and learners before adopting it College wide
- Developing staff skills and capabilities (Digital and other)
- Involving other staff (Academic & Support) in providing advice, guidance and workshops
- Establishing ‘proactive’ R&D to improve the curriculum

Digital Vision - Pioneer Network • PRIVATE
Brining together practitioners and support staff from across the organisation to broaden the depth & breadth...
FUTURE CHALLENGES
WELSH GOVERNMENT

• Proposed FE Digital Strategy for Wales
• All Colleges meeting in March 2017
• Questions consider:
  • What are the benefits of having a Digital Strategy for FE in Wales?
  • Who may have a key role in this strategy?
  • What are the key elements or features that form part of a digital strategy for FE?
  • What continuum of digital learning from the school curriculum need to be considered?
  • How could we move forward to develop a Digital Strategy for FE in Wales?
# Digital Competence Framework

**Last updated:** 1 Sep 2016

## Reception

<table>
<thead>
<tr>
<th>STRAND</th>
<th>ELEMENT</th>
<th>With increasing independence learners are able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship</td>
<td>Identity, image and reputation</td>
<td>- recognise that actions have consequences and identify simple rules to keep them safe (offline and online), e.g. classroom rules/charters should incorporate digital and non-digital rules. - recognise that data can be shared online, e.g. with adult support, find images of themselves and others for instance on the school website/school social media.</td>
</tr>
</tbody>
</table>

## Year 1

<table>
<thead>
<tr>
<th>STRAND</th>
<th>ELEMENT</th>
<th>With increasing independence learners are able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship</td>
<td>Identity, image and reputation</td>
<td>- understand that some websites ask for information that is private and personal, e.g. identify private and personal information and discuss how to handle requests for private information – not disclosing full name, address, date of birth, school.</td>
</tr>
</tbody>
</table>

## Year 2

<table>
<thead>
<tr>
<th>STRAND</th>
<th>ELEMENT</th>
<th>With increasing independence learners are able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship</td>
<td>Identity, image and reputation</td>
<td>- understand that information put online leaves a digital footprint or trail, e.g. explain the meaning of digital footprint and encourage them to think critically about the information they leave online. - identify the steps that can be taken to keep personal data and hardware secure, e.g. understand usernames and passwords, who we have them and how.</td>
</tr>
</tbody>
</table>
THANK YOU.