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## **PROFILE**

I am an experienced strategic and operational learning and skills consultant with wide ranging research and evaluative, training, project management and writing skills. I specialise in community engagement, partnership building, improving teaching and learning, professional and managerial development, Skills for Life, and learning and skills policy. I also have a Research Master's Degree in Educational and Social Research, and extensive experience working with local communities and excluded groups.

## **ACHIEVEMENTS AND EXPERIENCE**

### **1. Project Start-Up, Management and Evaluation**

I have a track record of successfully planning and establishing new projects, delivering outcomes to budget and timescale, practical evaluation and disseminating best practice. I have also supported and trained other organisations to develop their staff in these skills areas, and provided materials to help with this.

#### **Evaluations**

- A wide range of individual learning and cultural project evaluations
- The national Functional Skills pilot
- The future role of Skills for Life, and the introduction of fees in ESOL learning
- The effectiveness of 14-19 sector pilots, and the use of 14-19 routes into HE
- The future of entry level learning for post-16 learners

#### **Project management, including monitoring, reporting and evaluation frameworks**

- LDA/NIACE project working with employers and the community & voluntary sector to develop organisational capacity to deliver learning (including staff and management training, research, case studies and good practice evaluation)
- St Mungo's project across seven London hostels, training and developing staff to plan, develop, run and evaluate sustainable learning for homeless residents in partnership with external agencies and organisations
- LSC/SEEDA project linking the voluntary sector into Train to Gain private companies and providing training and development for brokers
- Annual project management of Adult Learners' Week across London and the South-East, including partnership building, event coordination, managing awards and evaluation of effectiveness/recommendations for future action

#### **Event planning and management**

- Professional development workshops and conferences for teachers, managers, the voluntary sector, Local Authorities and the Unions
- Launch events for new initiatives
- Celebrations of achievement
- Dissemination of good practice events

## 2. Training and professional development

In addition to teaching learners, I have expertise of writing and delivering a range of training and development for managers, teachers and front-line staff in a variety of settings.

### Writing and delivering training workshops

- › Training third sector organisations whose main business is not learning to develop partnerships and design / deliver / evaluate learning programmes
- › Training for learning organisations, unions, museums and the third sector around how to plan and run adult learning workshops
- › Writing a series of bite-sized training sessions for the Careers Service on understanding literacy, numeracy and language, and how it impacts on careers advice
- › Training teachers and senior management to implement Functional Skills, including staff development, assessment, planning and integrating curriculum areas
- › Training employers and unions to implement government priorities around Train to Gain, vocational pathways, Level 2 and Skills for Life targets, including training on best practice, liP, embedding Skills for Life and improving quality assurance
- › Writing training and reference materials on the impact of the Equality Act 2010 for the National Careers Service including practical workshops on changing behaviour and complying with the Act

### One-to-one and organisational support

- › Working with senior FE College managers to develop a Whole Organisation Approach to delivering Skills for Life and Functional Skills
- › Coordinating and delivering professional development Subject Learning Coach Networks across London for managers and teachers in adult learning and the voluntary sector
- › Working with organisations to identify training needs around learning, quality assurance, bid writing and effective evaluation
- › Supporting Local Authority managers to assess local educational and skills needs and turning these into plans at organisational, borough and sub-regional levels
- › Supporting Local Authorities managers to embed training across the organisation, including techniques for implementing cultural change and adapting policies around recruitment, staff development, signage, staff reviews, health and safety and equality and diversity
- › Supporting organisations to write and implement delivery plans around Government strategies such as the *Skills for Life Strategy*, the *Skills Strategy* and *Recognising and Recording Progress and Achievement (RARPA)*

### Teaching

- › ESOL learners in FE
- › Literacy learners in adult education and the voluntary sector
- › Online tutoring for McDonald's employees as part of Apprenticeship training

## 3. Partnership Building and Working

I have extensive experience of establishing, facilitating, co-ordinating and evaluating partnership networks.

- › Creating effective partnerships to address community engagement, neighbourhood regeneration, widening participation, vocational pathways and capacity building. I have done this in association with the LSC, ESF, SRB and local borough councils. These plans have often linked learning opportunities to other developments in employment, housing, arts and culture, sports and leisure, festivals and organised religious activities
- › Establishing and running high level strategic steering groups of local learning providers, third sector organisations, employers, employer groups and regional representatives (such as LDA and Government Office for London) to inform the Learning and Skills Council in its implementation of the Skills Strategy

- › Establishing and running a cross-sector adult learning policy partnership in London to share research and information around the impact of Government policy

#### **4. Strategic and Operational Planning**

I have a wide experience of strategic and operational planning with individual learning institutions, key planning/funding organisations and diverse partnerships.

- › Writing organisational strategic plans and sub-regional adult learning and skills plans, ensuring that they reflect local, regional and national strategic priorities. These have included quality improvement plans and strategies for marketing and communication
- › Planning and implementing a Whole Organisation Approach to Skills for Life in Local Authorities. This involved joint planning with the Regional Assembly, Regional Development Agency, government programmes and Local Government organisations
- › Working with the LDA and Sector Skills Councils to develop learning project plans for specific vocational areas
- › Working with Tribal Education to produce a published guide for employers, Government Office regions, Trades Unions and Sector Skills Councils on the importance of Skills for Life in the workplace

#### **LEARNING AND SKILLS CONSULTANCY EXPERIENCE**

##### **Clients since 2004**

NIACE	National Careers Service
Tribal Education	LSIS
Learning and Skills Network	Colas Rail
St Mungo's	CfBT
South London Business	Institute of Education
SERTUC and Unionlearn	London Development Agency
The City Lit	Cambridge Training and Development
Richmond Adult Community College	South London Learning Partnership
The Network at Lancaster University	Central London Learning Partnership
DfES Standards Unit	McDonald's Restaurants
East of England Development Agency	DfES Skills for Life Strategy Unit
East of England Regional Assembly	Specialist Schools and Academies Trust
Prospects Services	
Learning and Skills Council (national, regional and local)	
Department for Business, Innovation and Skills (BIS), and its predecessors DIUS and DfES	

#### **PREVIOUS CAREER SUMMARY**

<b>2001-2004</b>	<b>Learning and Skills Council (London South)</b> Adult Learning and Skills Manager: Led on strategic planning and partnerships for adult learning and workforce skills development. Sector responsibilities included Skills for Life, IAG, community and voluntary sector, adult and community learning, learning partnerships, FE, employer engagement, workforce development, Centres of Vocational Excellence and liP
<b>1998-2001</b>	<b>Croydon Continuing Education and Training Service (CETS)</b> Assistant Head of Service: Led on strategy and funding, including strategic planning, management information, self-assessment, quality improvement, regeneration, widening participation and community engagement. Developed and managed discretionary funding streams
<b>1996-1998</b>	<b>Woolwich College of Further Education</b> Planned, launched and managed tourism training centre in area of multiple deprivation using ESF and SRB funding
<b>1992-1996</b>	<b>Teaching</b> TEFL (in UK and Spain), ESOL and adult literacy classes
<b>1988-1991</b>	<b>BP Oil UK Ltd</b>

Marketing, market research, advertising and promotions

## **RELEVANT QUALIFICATIONS**

2010 Certificate in Teaching in the Lifelong Learning Sector with ESOL specialism  
2008 Master of Research Degree in Social and Educational Research Methods at  
Institute of Education  
1996 9281 City and Guilds Certificate in Teaching Basic Skills (Literacy)  
1992 RSA Certificate in Teaching English as a Foreign Language  
1988 BSc (Hons) Government, Politics and Modern History (2.1) - Brunel University  
and State University of New York.

## **OTHER RELEVANT TRAINING**

2011 Public sector tendering  
2010 LSIS Safeguarding Online for tutors  
2009 Child Protection in Further Education  
2009 Diversity in the Workplace  
2007 Using excel for research; working with long word documents; powerpoint for  
research presentations; using EndNote

## **REFERENCES**

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