Working together online
Technical specifications

Introduction

Articulacy, alongside Next Steps South West (NSSW), offer schools/colleges a one-day workshop and five-day programme to inspire students to become confident and articulate individuals. This year there may be a need for you to opt for online versions of your Articulacy offer. The options have been specially modified to help develop speaking and presenting skills in an online setting, be it at home or in a school/college virtual learning environment. Moving our sessions online means that we now have different technical requirements compared with our standard set up.

This document includes everything you need to know about getting the right set up and the school support necessary for a virtual 'Future Me' and 'Articulate Your Way to HE'.

Our sessions are high energy and individual focused

- ✓ We want everyone to be heard and understood regardless of their background.
- ✓ We ensure that all the students we work with receive specialist communication support.
- ✓ We help students build their communication and oracy skills so that these are no longer a barrier to higher education.
- ✓ We help students effectively build their confidence and self-esteem, enabling better future communication, speaking, and progression.
- ✓ We keep the conversation going, whether that be in-class or as extra online support.
- ✓ We consider our virtual sessions a catalyst for building aspiration.

The school's/college's role

We hope to work closely with you so that students can get the most from our sessions. We have prepared a checklist of recommendations to consider prior to your learning event:

Permission: We have reviewed our preferred delivery platforms. We generally use Zoom for Education to enable synchronised learning and sustained engagement. Please ensure that we have permission to use this platform with your students. We have an online safeguarding risk assessment which can be made available for you to assist your decision making in this regard. We have prepared our course in a transferable format and are happy to join and use your own online delivery tools as an alternative.

Set up: For students to access our resources, content and assignments, we can utilise Zoom for Education or Google Classrooms. If you would prefer that we use your school's/college's learning platform we will need assistance to prepare the learning environment using materials which Articulacy will provide you in advance.

Authorisation: We prefer to communicate using a student's school/college email address rather than a personal email. Please check that firewalls etc. will not prevent participation.

Facilitation: It can be frustrating if we cannot communicate directly with students nor them to us. Students will be motivated to do better if safe communication channels can be established. Your support in enabling this would be most appreciated.

IT induction: If Articulacy are joining your learning platform, or if they are providing resources for inclusion, please link the Tutor with your facilities coordinator (usually IT). They need to be able to liaise directly.

Technology: NSSW have access to hardware that would enable students to take part if access to IT is problematic. Please let us know if a student needs extra support accessing technology such as webcams, tablets etc.

Presence: The Articulacy Tutor should never be left unaided and unsupported during a workshop or programme. A member of school/college staff will need to either be present or available, as well as contactable at all times. Students respond well when school staff are also available to see their final presentations. Do you have a suitable member of staff that could be available to dip in and support your session?

Recruitment: Publicise the opportunity to students who meet the NSSW targeting criteria.

Engagement: Articulacy will update you on your participating students. Please encourage students to consult the materials and join in positively, especially if reports indicate a student is struggling.

Safeguarding induction: If required, please link the Tutor to your Designated Child Protection Officer or other e-safety contacts so that they can discuss any potential dangers and how they will be resolved. All of the Articulacy safeguarding policies and information can be found at https://www.articulacy.co.uk/policies/.

Keep us informed: If any student is finding the new online setting challenging then let us know. If a student loses internet or misses a section we are happy to send additional communications to help keep them included and complete their learning.

Contact us

Should you have any queries in regards to this document and/or your booking, please do not hesitate to get in touch via email using nextstepssw@plymouth.ac.uk. We will be very happy to support you in any way we can.

Alternatively, your NSSW Institutional Officer is always available to speak with, and you can also speak directly with your Articulacy Tutor once they have been introduced to you.

For further information about Articulacy visit https://www.articulacy.co.uk/

For further information about Next Steps South West visit https://nextstepssw.ac.uk/