**2020-21 Geography Curriculum Area Action Plan**

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**11-16 PGCE**

**(with Post-16 Enhancement)**

**Geography PGCE Action Plan 2020-21**

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| **Target 1:** To review the success of CA sessions, whilst ensuring there is clear planning documentation which links to the CCF | | | | | | | |
| *Actions to achieve targets* | *Link to Standards/*  *Requirements* | *Timescale/ staging points* | *Staff responsible* | *Resource implications* | *Review date/s* | *Monitoring* | *Evaluation and success criteria* |
| * Use of google forms after each period of CA input to gather feedback from trainees * Amend CA sessions based on trainee feedback * Creation of planning documentation which tracks and formalises the CA session links with CCF | Link to CCF and all TS | Trainee feedback forms to be completed by   * Mid Nov 20 * End Feb 21 * End June 21 | GR | Time  Opportunity to share ideas with other CA lead tutors | Jan 21  April 21  July 21 | CBS | CBS  External examiner report   * Feedback from trainees is significantly positive * Actions taken to address any identified areas for improvement * Existence of coherent planning documentation which tracks and formalises the CA sessions links with the CCF * External examiner report is significantly positive |

**Success Criteria:**

* Feedback from trainees is significantly positive
* Actions taken to address any identified areas for improvement
* Existence of coherent planning documentation which tracks and formalises the CA sessions links with the CCF
* External examiner report is significantly positive

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| **Target 2:** To establish a group of geography mentors, who feel supported and well-informed regarding the partnership between trainee, school and university, as well as the CCF | | | | | | | |
| *Actions to achieve targets* | *Link to Standards/*  *Requirements* | *Timescale/ staging points* | *Staff responsible* | *Resource implications* | *Review date/s* | *Monitoring* | *Evaluation and success criteria* |
| * Fortnightly (minimum) collective communication/ updates with mentor team, outlining suggested activities to ensure delivery of the CCF requirements * Fortnightly (minimum) communication/ update with trainees to ensure consistency of messages between schools, trainee and university * Regular mentor surgery drop-ins * Gather feedback from mentors * Actions are taken to address feedback from mentors * Creation of a designated geography mentor support area on UoY website, with subject specific exemplar material | Link to CCF and all TS | Mentor feedback forms to be completed at the end of each block   * End Dec 2020 * End Feb 2021 * End April 2021 * End June 2021 | GR | Time  Discussion with other CA lead tutors to share ideas | Jan 21  April 21  July 21 | CBS | CBS  External examiner report   * Feedback from mentors (and trainees) is significantly positive, with mentors having a clear understanding of the requirements/ their role in delivering the CCF * Actions taken to address any identified areas for improvement from mentors * Existence of coherent planning documentation which tracks and formalises the communication with and actions of mentors and links with the CCF * Existence of a designated geography mentor support area on UoY website * External examiner report is significantly positive |

**Success Criteria:**

* Feedback from mentors (and trainees) is significantly positive, with mentors having a clear understanding of the requirements/ their role in delivering the CCF
* Actions taken to address any identified areas for improvement from mentors
* Existence of coherent planning documentation which tracks and formalises the communication with and actions of mentors and links with the CCF
* Existence of a designated geography mentor support area on UoY website
* External examiner report is significantly positive

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| **Target 3:** Creation of an alternative training programme for those trainees who are not placed in schools due to impacts/ restrictions from C19 | | | | | | | |
| *Actions to achieve targets* | *Link to Standards/*  *Requirements* | *Timescale/ staging points* | *Staff responsible* | *Resource implications* | *Review date/s* | *Monitoring* | *Evaluation and success criteria* |
| * Feedback from unplaced trainees to identify bespoke areas of concern/ interest * Creation of CA programme (1) -which looks to further develop the trainees’ skills and preparedness for schools through a developmental phase * Creation of CA programme (2) -which looks to further develop the trainees’ skills and preparedness for schools through a refining phase * Use of google forms after each period of alternative CA provision to gather feedback from trainees | All TS but esp. TS3, TS4 and TS5 | Alternative provision is updated weekly  Trainee feedback forms to be completed by   * End Dec 20 * End Feb 21 * End April 21 * End June 21 | GR | Time  GA institutional membership in order to access additional quality CPD (already agreed)  Opportunity to share ideas with other CA lead tutors | Jan 21  April 21  July 21 | CBS | CBS  External examiner report   * Existence of alternative training programme (see VLE) * Feedback from unplaced trainee is significantly positive * Actions taken to address any identified areas for improvement from trainees * External examiner report is significantly positive |

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**Success Criteria:**

* Existence of alternative training programme (see VLE)
* Feedback from unplaced trainee is significantly positive
* Actions taken to address any identified areas for improvement from trainees
* External examiner report is significantly positive

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| **Target 4:** To build a designated geography resource/ workspace for trainees to utilise, in addition to library resources that are specific to the geography PGCE | | | | | | | |
| *Actions to achieve targets* | *Link to Standards/*  *Requirements* | *Timescale/ staging points* | *Staff responsible* | *Resource implications* | *Review date/s* | *Monitoring* | *Evaluation and success criteria* |
| * Allocated space for geography trainees to use/ access resources * Procurement of a range of resources to support trainee development * Organisation of resources to ensure relevant materials can be easily found * Liaise with library with regards to required course materials | All TS but especially the preamble | Procurement of resources is ongoing throughout the year but physical setting up of space is likely to be in summer term due to C19 restrictions on campus at present | GR | Time  GA institutional membership in order to access resources (already agreed)  Budget for additional library purchases *(all requests have been granted so far)* | July 21 | CBS | CBS   * Allocated space for geography trainees to use/ access resources * A range of resources to support trainee development |

**Success Criteria:**

* Allocated space for geography trainees to use/ access resources
* A range of resources to support trainee development