

Skills and Support

Following a recent restructure of the Skills for Life area we have also changed our name to reflect the services and the provision that we offer.

We will now be known as **Skills and Support**.

The area incorporates, Skills for Life, Additional Learning Support, FOCUS, Disabilities Health Conditions Advisor, Equality and Diversity Co-ordinator and many external projects.

The staffing structure has also undergone significant changes.

Carolynne Dixon manages the **Additional Learning Support** team, supported in the day to day running of the **ALS** team by **Richard Kimberley**

Carolynne Dixon will also manage the 19+ provision for **Skills for Life (SfL)** (English Maths and ESOL up to and including Level 2)

She will be assisted in this by **Paul Albery**, Numeracy co-ordinator, and **Lynn Evans**, ESOL (English Language for **S**peakers of **O**ther **L**anguages) Co-ordinator and **Sally Shipton**, Literacy co-ordinator.

Sally Shipton is also managing the provision of Cross College **SfL** sessions, as well as the Initial Assessment, FOCUS ON.....Maths, English and ESOL sessions (formerly known as STRETCH) and is spearheading the move towards Functional Skills.

We are pleased to welcome Lorraine Cotton to the area as **Equality and Diversity Co-ordinator**. Lorraine is responsible for raising the profile of Equality and Diversity within the college and will focus in the first instance on the college's Equality and Diversity Action Plan and Impact Assessments.

The vacant post of **Projects Manager** will be advertised and the role will include managing the co-ordination of many externally funded projects.

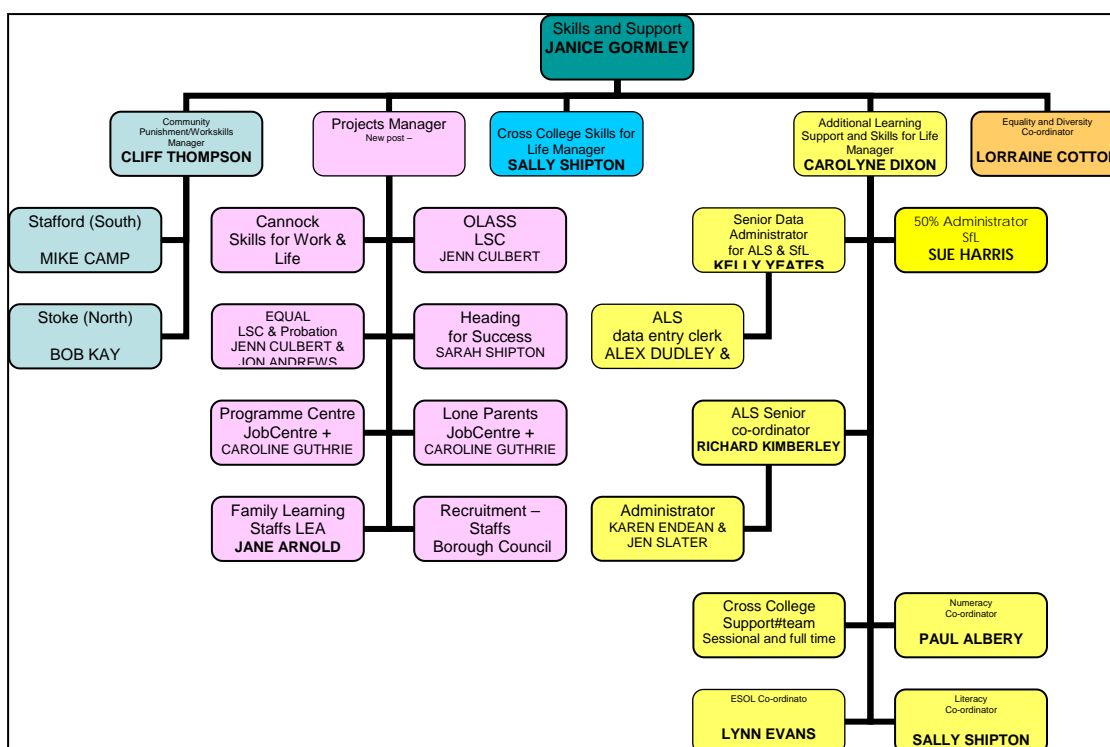
Jane Arnold is the new Family Learning Co-ordinator and works closely with local schools and the LEA.

Kelly Yeates is the senior administrator for funding for both **ALS** and **SfL**.

If you would like to discuss how these changes may affect your area or provision please contact the relevant person detailed below

Contact details

Name	Skills and Support structure Post	Email And phone contact
Carolyne Dixon	SfL (discrete) & ALS Manager	c.dixon@staffordcoll.ac.uk 01785 275 664 (or ext 3225)
Richard Kimberley	ALS senior support co-ordinator	r.kimberley@staffordcoll.ac.uk 01785 275 553 (or ext 5137)
Sally Shipton	Cross College SfL manager & Literacy Co-ordinator	s.shipton@staffordcoll.ac.uk 01785 275 508 (or ext 3220)
Paul Albery	Numeracy Co-ordinator	r.albery@staffordcoll.ac.uk 01785 275 515 (or ext 3239)
Lynn Evans	ESOL Co-ordinator	l.evans@staffordcoll.ac.uk 01785 275 508 (or ext 3220)
Lorraine Cotton	Equality & Diversity co-ordinator	l.cotton@staffordcoll.ac.uk 01785 275 691 (or ext 5691)
Cliff Thompson	Workskills Partnership manager	Cliff.Thompson@staffordshire.probation.gsi.gov.uk 01785 255388
Project Manager	(vacant)	
Jane Arnold	Family Learning Co-ordinator	j.arnold@staffordcollac.uk 01785 275 515 (or ext 3239)
Kelly Yeates	ALS and SfL Senior Administrator	k.yeates@staffordcoll.ac.uk 01785 275 516 (or ext 3243)



Thanks –
Janice Gormley (ext 5126)