

## ENTERPRISE IS TOP PRIORITY FOR PARTNERS IN ACTION

### BURY IS STILL DEMONSTRATING ENTERPRISE SKILLS

The Self Assessment Activity funded by Bury Children's Services went "live" last November and learners can assess their skills and personal capabilities on 5 different Enterprise activities. As students identify an area for development they are reminded to set a target using the Action Planner. As all action points are recorded on the **Individual Learning Plan** and can be viewed on "my webpage" this ensures that anyone working with the student can review and build on existing targets before creating new ones.

Bury is funding work to extend the **Individual Learning Plan** to ensure it records learning undertaken on the **Specialised Diplomas**.

### WAKEFIELD PROVIDES FURTHER SUPPORT FOR WRL AND ENTERPRISE

A Wakefield Working Group has also been instrumental in designing, and funding, a Self Assessment tool, based on the QCA Work Related Learning/Enterprise Framework, with an enhanced Activity Log which will be put on the website by the end of this term. Schools will also be able to report on progression made across Key Stage 4.

### NEW DEVELOPMENTS PLANNED FOR 2007–2008

- Refreshed Teacher Resources
- Review Sheet linked to the Individual Learning Plan (ILP)
- Extended ILP to record work undertaken in the Specialised Diplomas
- Research into providing schools with the facility to "drop" reporting information into the ILP
- Activities to provide more information to young people about rights and responsibilities and Healthy Lifestyles
- Dedicated Post 16 area to guide students towards UCAS, Employment or further training
- Additional case studies, video clips and games

As activities are created they will be offered to schools, colleges, training providers and other interested organisations for trial. Contact the MPF.Com team if you are willing to pilot any new development.

### MPF.Com is managed by Positive Steps Oldham,

Medtia Plance, 80 Union Street, Oldham, OL1 1DT  
Phone: 0161 621 9300 Fax: 0161 621 9301  
Email: info@myprogressfile.com

"The member of staff using the software raves over it, as do the students" Roger Weller, Harlington Community School

**WORK RELATED LEARNING**

How Entertising Are You?

Being entertising is a valuable skill to have for your future. Employers, Colleges and Universities all value these enterprise skills but they are also important for your own personal and social development.

The grid below shows the current level of your enterprise skills.

To assess your enterprise skills: click on **ADD NEW ACTIVITY**

You can also **EDIT** or **DELETE** existing enterprise activities.

**ADD NEW ACTIVITY**

Activity A - Tiger Tracks **Edit / Delete**  
Activity B - Enterprise Challenge **Edit / Delete**  
Activity C - School Newsletter **Edit / Delete**  
Activity D - **Click Here to Add**  
Activity E - **Click Here to Add**

Key:  
1 - Working Towards  
2 - Working At  
3 - Working Beyond

	ACTIVITY				
	A	B	C	D	E
<b>Self Management</b>					
Manage my own time and meet deadlines	1	2	3		
Decide what are the most important things to do	1	2	3		
Concentrate fully on the task	2	3	3		

"Excellent that materials are also available to print out and use in the classroom" Egerton Park, Denton

"I think your site is great and helpful" Bury School Student

Criteria	Average Score	Before	After
1. can describe and demonstrate the main skills I would need to be successful in the world of work.	3.00	4.00	0.00
2. know how useful some skills could be in the world of work.	2.00	4.00	0.00
3. can assess and manage risk, and make decisions.	1.00	3.00	0.00
4. can collect relevant evidence and use it for making decisions.	4.00	4.00	0.00
5. can show leadership, motivation and reliability when working on tasks and in teams.	2.00	3.00	0.00
6. can demonstrate how successful my business/work...	1.00	4.00	0.00

# MPF.com

## MAJOR DEVELOPMENTS IN THE PIPELINE

Congratulations to all you subscribers - you are now able to access developments on the website that you have all contributed to by continuing to adopt MPF.Com as your Personal Development resource!

This Newsletter provides a brief overview of the developments that have taken place over the last 12 months and information about the plans for 2007-2008. This has meant a restructure of the subscription costs so that we can move quickly. However, as MPF.Com continues to be a non profit making initiative we may be able to reverse the increase at the end of the next academic year. More details are provided in the enclosed letter and revised Agreement Form.

Feedback from organisations in over 30 different local authorities ensures that we stay in touch with the needs of both practitioners and students and we positively welcome your comments. We would also like to use some of your photographs and case studies within the Website which would interest learners in your area—so send them to us NOW!

### MPF.COM GETS A STAR ROLE IN A NEW ENTERPRISE DVD

Activities and games from MPF.Com have been incorporated into a new DVD produced by the Enterprise and Entrepreneurship COVE and funded by Greater Manchester LSC. This innovative and interactive learning resource introduces, and engages college students to the topic of Enterprise. You will be able to see extracts of the DVD on MPF.Com in the Autumn Term.

For any information or support email info@myprogressfile.com to contact the MPF.Com Team: Shirley Cannon, Kashif Ashraf and Rebecca Kennedy

Volume 1, Issue 2  
Summer 2007

#### Special points of interest:

- Subscribers in over 30 Authorities
- School logo on "My Webpage"
- New Enterprise and WRL developments
- Strong Partnership working
- New training options
- Refreshed Teacher Resources
- Extended ILP
- Consultation started on Post 16 section
- Free Workshops and Stands at Resources Events / Conferences



## NEW TRAINING MANAGER APPOINTED

Our commitment for providing a high level of support has resulted in Kashif Ashraf becoming a dedicated MPF.Com Training Manager. Kashif has a wealth of experience in the secondary school sector and has worked in the education and guidance field for over 15 years.

He will be contacting many of you to discuss training needs and will encourage practitioners to make the best use of [www.myprogressfile.com](http://www.myprogressfile.com) within their institution. Benefits of bespoke training to staff are:

- Induction on the practical issues in implementing MPF.Com
- Confidence to introduce MPF.Com to students
- Awareness of how MPF.Com is central to all parts of the curriculum, eg for target setting, reviewing, recording achievements and progression
- Gain knowledge on using Work Related Learning and Enterprise activities, together with Lesson Plans and additional resources
- Understanding how MPF.Com supports transition and Career Management

### Complete Training Packages from as little as £275

Area Training Events linking MPF.Com to Enterprise, Careers Education, WRL and Learning Platforms can also be arranged

For more information contact Kashif on 0161 621 9345 or email: [kashifashraf@positivestepsoldham.org.uk](mailto:kashifashraf@positivestepsoldham.org.uk)

### MPF.Com and Bespoke Training for all Wakefield Secondary Schools

After trialling MPF.Com with a group of young people on a work related flexible curriculum Wakefield Schools and Lifelong Learning 14-19 Team made the decision to roll out this exciting resource across all interested Wakefield Secondary Schools. Consequently 13 High Schools, a College, Hospital School and Special Schools have taken up this offer.

Training has been varied to suit the needs of each school.

For example,

- At Carleton School a training session took place in the hall for all staff using their laptops.

- Staff from the 4 centres making up Wakefield District Community gathered at one venue for an afternoon's training.

- At other schools the participants and focus varies each time but, as always, the hands-on approach continues to reap the most benefits!



### **ENHANCED ACTIVITY LOG**

A box for Citizenship has been added to the Activity Log to help students realise that **one** activity may tick the boxes for WRL, Enterprise and Citizenship.

Learners can give a title to various learning activities and record the work undertaken. The evidence box may contain notes of what evidence is available and where it is held.

Additional information is provided in the Teacher Resources.

## A DURHAM SCHOOL'S PERSPECTIVE ON THE INTRODUCTION OF MPF.COM

by Lynda Dixon, Progression Coordinator at Fyndoune Community College

Here at Fyndoune Community College, we were already using Progress Files from Years 7—11 with varying degrees of success. Some students took it very seriously and others didn't. It seemed a natural progression to go down the route of electronic portfolio and having looked at a few versions I opted for MPF.Com. All students were then advised to take their black folders home and keep adding their certificates, examples of good work etc.

As in any new initiative, there were teething problems! Some students forgot they had registered before and registered again! I lost count of the number of students who forgot their password!! After resetting many of them I eventually, advised them to use the same password as they use to log on to the school server. Fortunately, the admin facilities meant that

these little problems were easily put right.

When we had business ambassadors in to do practice interviews, students, were able to prepare by using the interview section and ensure they had a CV. When Year 9 were choosing options for Key Stage 4, they used MPF.Com to think about their skills and qualities, the way they work and their career aspirations. They made excellent Individual Learning Plans and we have printed and filed them so that I also know what they intend to do. The students know that these plans are work-in-progress and can be changed at any time. What better way to impress upon them the fact that we continue to make, and change, plans throughout our careers?

Students enjoy doing the activities and playing the games. It is fun – but with a serious message. It is the one



IT/Careers lesson where I don't have to sneakily creep round to see if they are off task and playing games! Because they enjoy it and see the relevance of it, students stay on the site for up to an hour with scarcely a complaint. They like it if there is a message from the teacher. They have uploaded pictures and information to their webpage, competed with each other to see who has done the most activities and kept up to date with events in school thanks to the calendar and messaging sections. MPF.Com has been a great success for Fyndoune Community College!

### “MY WEBPAGE” IS A RESOUNDING SUCCESS!

This development went “live” in January and allows students to create an e-portfolio that can be viewed by anyone to whom the learner gives permission and password. This password can be changed at any time to maintain confidentiality.

Students may wish to use this on-line facility before work experience or college interviews and to record and share learning across organisations.

It was agreed to trial the facility to allow students to upload photographs in place of the MPF.Com logo. However, as concerns have been raised this option has been removed **BUT schools can have their own logo or image inserted.**

All you need to do is **send a .jpg or .gif with a maximum size of 150 x 150 pixels to [info@myprogressfile.com](mailto:info@myprogressfile.com).**

Teachers had felt they may have some gaps in their knowledge on how to upload other materials—but they need not have worried. When it comes to IT the pupils are often able to show the teacher a thing or two.

A lesson plan guiding teachers through the process of putting together an e-portfolio is available in the Teacher Resources.

NOTE: Students should always be reminded to be aware of how much information they are disclosing to others, particularly on CVs, etc.