8. Actions that you took in order to achieve your plan, and your approach

Stage of Project	Date	Activity	Comments
Stage 1	August 2012	Develop a College strategy for embedding SD	The strategy and will go to the SMT for approval in April 2013. It will be used to integrate SD within the curriculum, implement staff training and raise awareness for SD across the College.
		Liaise with individual tutors and discuss the project	Informal one to one meetings were organised with key tutors to discuss the project and set a date for the project workshop in September.
		Complete the LSIS Reaching Forward Index (learning category) was completed.	The index was completed to establish the College baseline score for ESD (27%). It is hoped that once the project is completed this score will have increased.
	September 2012	Host a workshop for the project

Create tutor resource packs for curriculum areas

Tutor curriculum questionnaire | The project workshop was held in September for tutors and resource packs were produced in advance for each School, which included a number of resources, and an explanation of SD.

The projects aims and outcomes were discussed and tutors then received a short training session on the subject of SD.

During the workshop tutors carried out an exercise to identify SD within their courses, to equip tutors with a good understanding of SD and how it can be easily implemented into many courses.

Tutors were also asked to complete a questionnaire, asking them about SD within their own curriculum. Many of the answers indicated that there was a limited awareness and use of the subject.

As a result of the meeting tutors requested training for their other colleagues involved in the project, along with further resources and case studies. |
| | October 2012 | Senior Tutors , Management Forum and Equality Committee SD training with the Lancashire Global Education Centre (LGEC) | The LGEC were asked to deliver SD training sessions for staff and tutors to understand the importance of SD and how it could be embedded across all areas of the curriculum.

Further training sessions were arranged with |

		Further Training sessions	tutors from the School of Business and Professional Studies, and School of Hairdressing, Beauty and Related Therapies. These training sessions detailed the importance of SD, current resources available and topics that could be used within modules and Schemes of Work (SOW). Staff completed a SD tool to identify where SD could be embedded within their courses. This tool really helped develop the tutors understanding of SD.
Stage 2	November - December 2012	Sport and Public Services SD training sessions	The Sport and Public Services tutors received training to identify the importance of SD and where it could be embedded within the curriculum.
		Hairdressing, Beauty and Related Therapies learner SD learning questionnaire	This questionnaire was used to assess the learner views on SD and develop an understanding of how leaners had understood the learning materials. This was important for evaluating the success of the project and the teaching resources produced.
		Student SD introductions	The Hairdressing, Beauty and Related Therapies tutors requested bespoke SD sessions for a number of classes to offer learners a simple understanding of SD and how it related to their course. The aim being that tutors could then develop their own SOW and lesson plans for learners.
		Group meeting with tutors to discuss the project and any further support required	Tutors discussed the benefits of the projects and the need for more resources, and identified other areas and topics where SD could be embedded.
Stage 3	January – February 2013	Verification and trial of resources	Resources and learning materials were trialled throughout the project, and not simply at this stage.
	March 2013	Student SD learning questionnaire/activity and filmed interviews	A questionnaire was used to assess if learners now understood the meaning of SD and why it was important to their course and to their future in the workplace. This was used to identify the success of the project.
		Tutor questionnaire	This questionnaire was used to evaluate the success of the project. The overall consensus was that the project had been very beneficial and tutors would continue to embed SD wherever possible.
		Complete the LSIS reaching forward index (learning category)	The new score showed that the project was indeed successful and the new score is now 42% (15% increase).
	March 19th	Populate the online	An online resource bank was created with a

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		resource bank	wide range of resources collated over the 6 months of the project.
Stage 4	March 20th	Launch online resource bank and the half day seminar	This was a successful event with positive feedback from delegates, stating that they would use the online resource bank for their own organisations, and would like to develop similar aims and objectives for embedding SD within their own organisations.