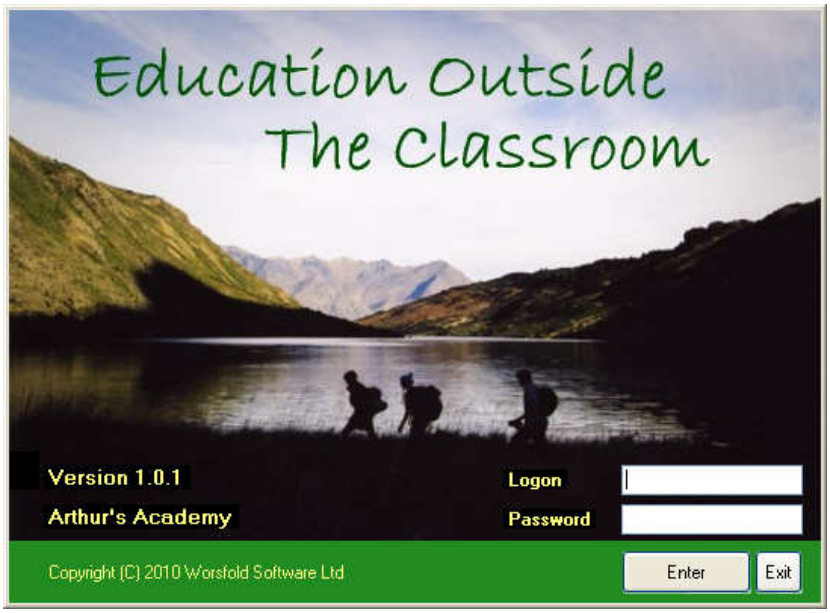
Education Outside The Classroom



This new software package is designed to simplify the processes involved in the management of EOTC in schools and other institutions.

The package is written for the PC environment and will run on Apple Macs using a Windows emulation program.

The package links to MUSAC, Kamar, PCSchool and IES School management Systems.

The package maintains annual databases of the events, students, staff, contractors and organisations involved in EOTC.

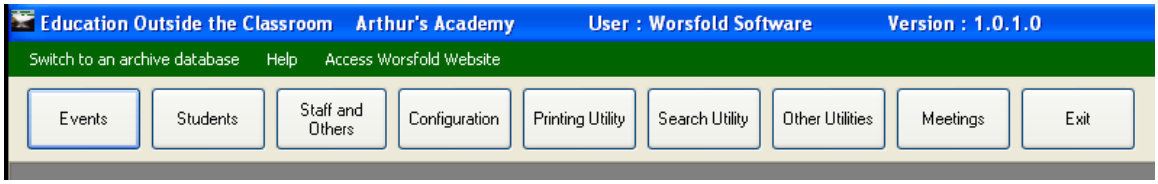
This document provides a very brief introduction to the software which is currently nearing the end of its development phase. The development has taken over a year and has been carried out in close consultation with three of the country's leading EOTC specialists, including Arthur Sutherland of the University of Canterbury.

The package is able to be networked. It maintains a separate database for each year of operation with the Search routine able to include previous years as required.

It must be said that some of the example information in this document is extremely spurious. It's nature depended on the mood of the author at the time of development and testing…..

It must also be said that this is NOT an instruction manual. There is no in-depth detail of the processes involved. There are many screens in the package and only a selection is shown in this document.

The main screen provides access to the major functions :

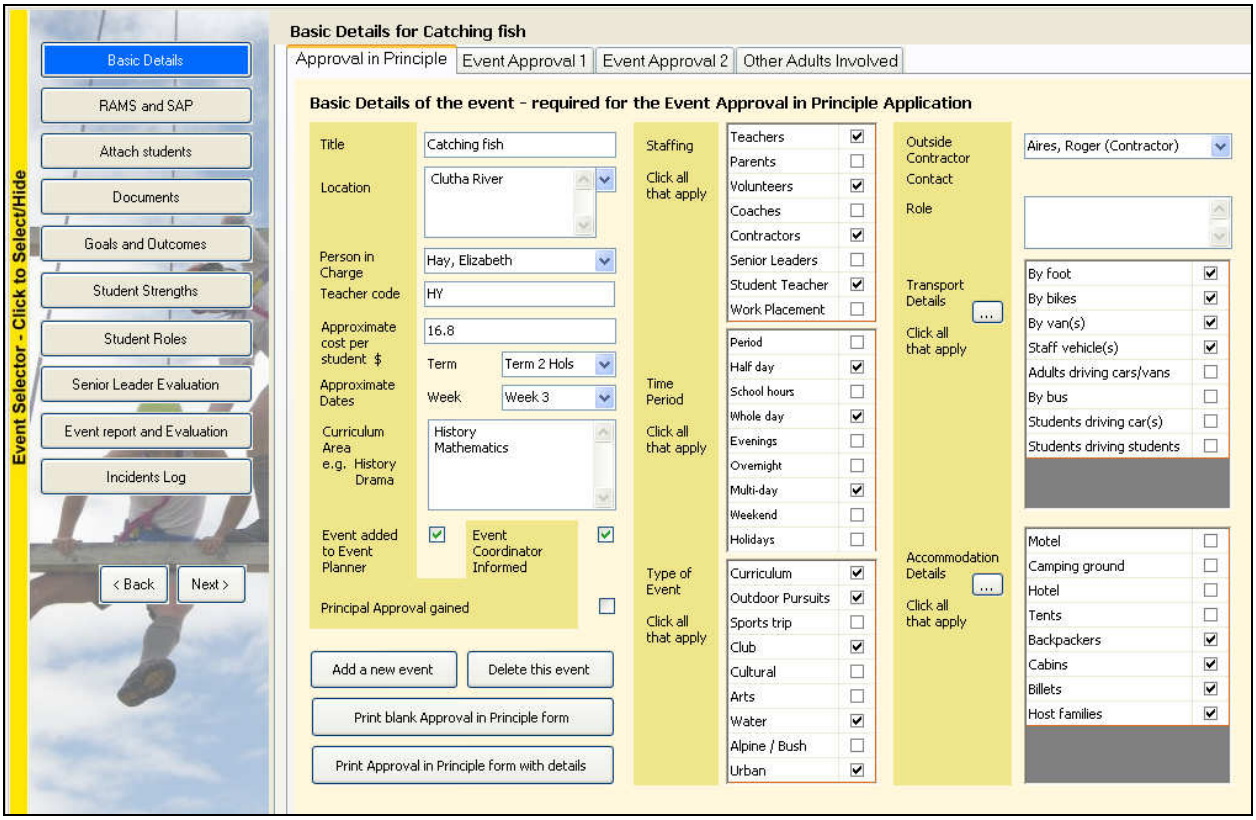


Events

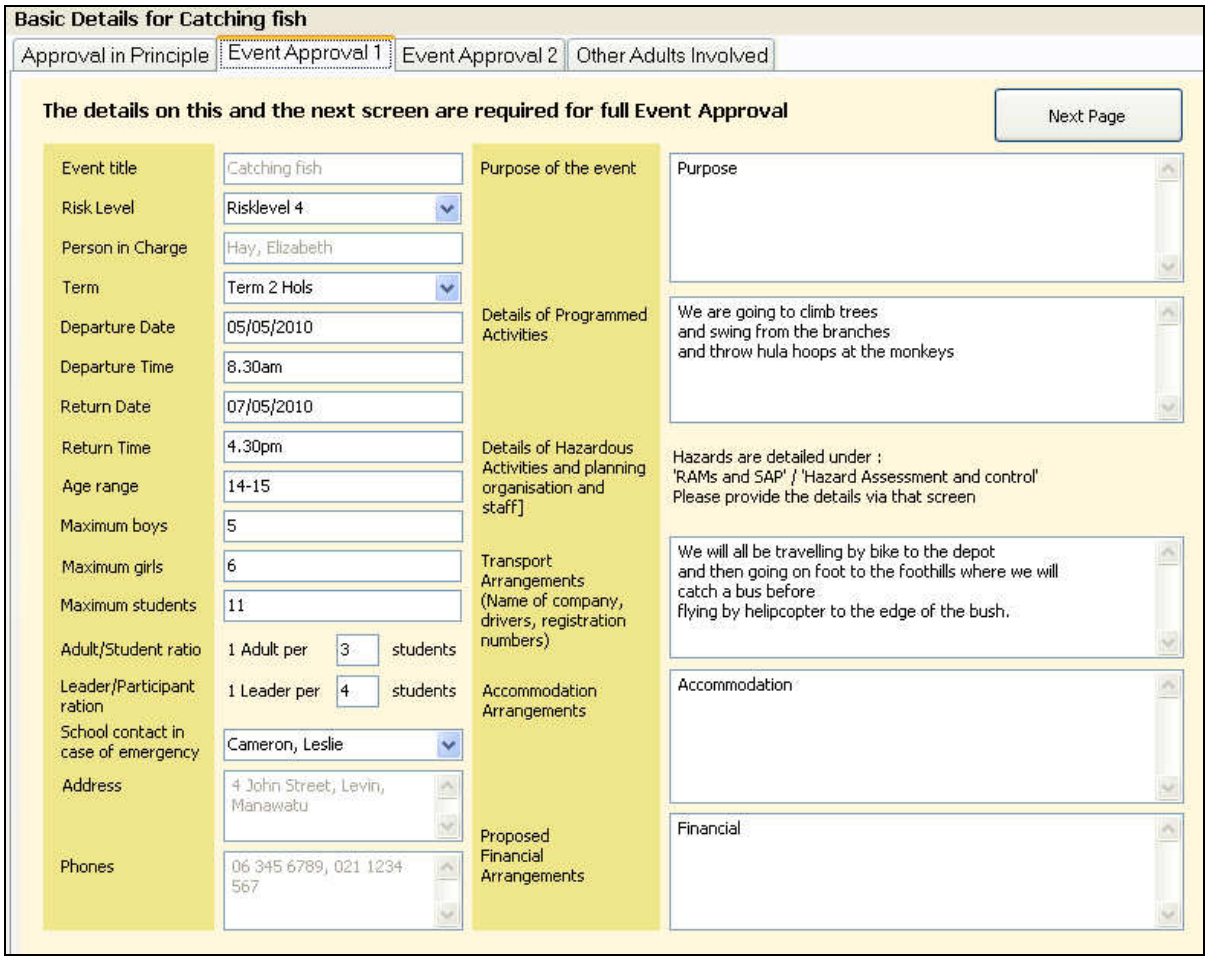
Select the required event from the list shown, or begin a new event.

Basic Details

The first screen shows those event details required for 'Approval in Principle'.



The other three tabs on this screen show the details required for full Event Approval (2 screens – one shown below) and the third allows you to attach 'other adults' involved in the event, e.g. student caregivers.



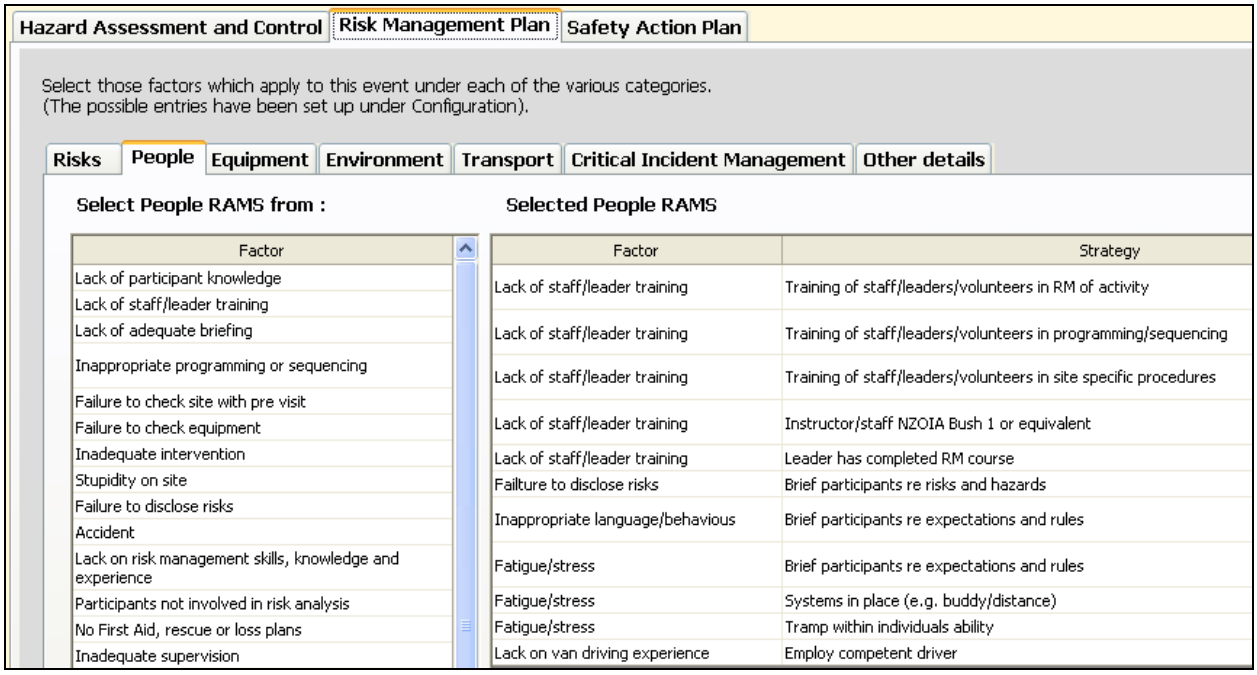
RAMS and SAP

This screen provides access to

- Hazard Assessment and Control
- Risk Management Plan
- Safety Action Plan

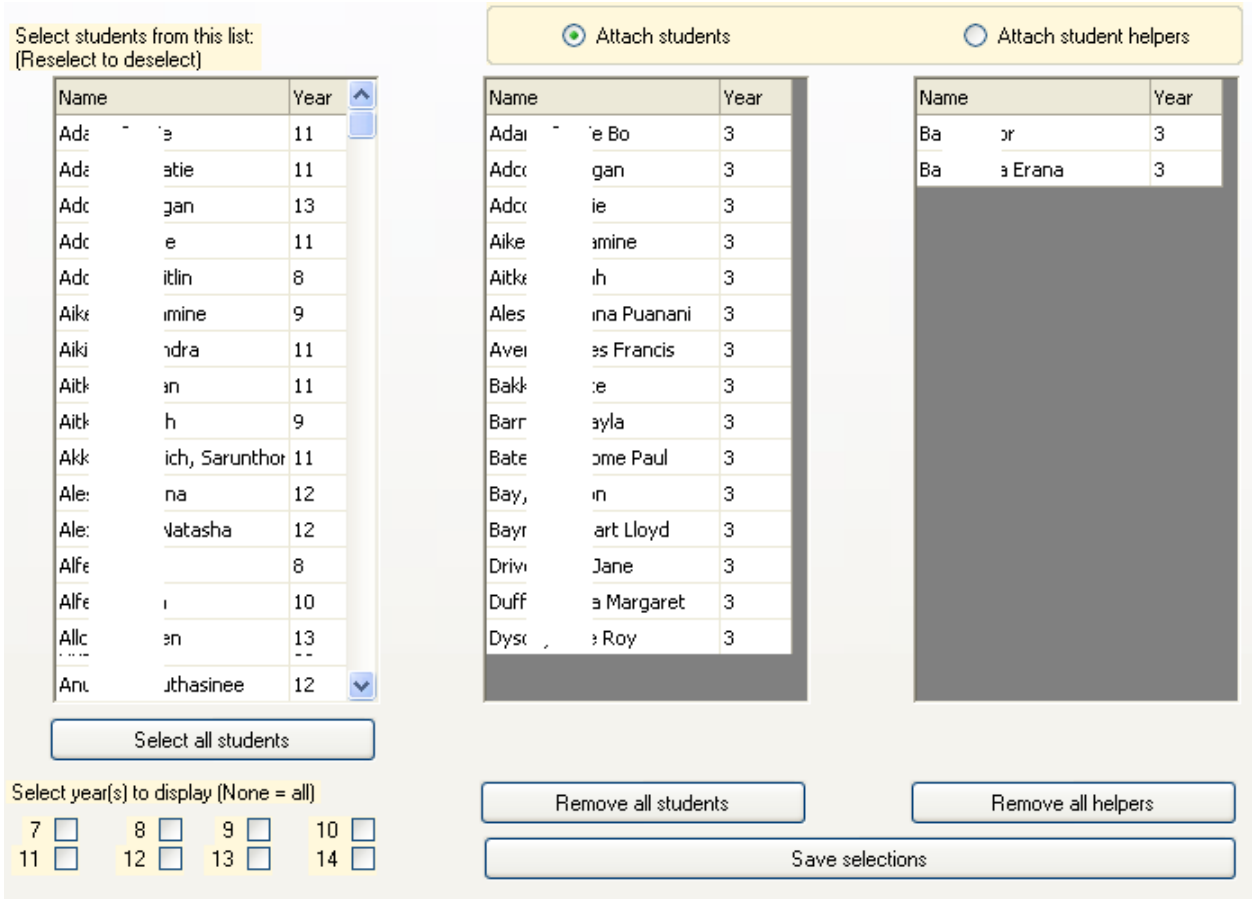
An example, RAMS : People is shown below.

In all cases hazards, RAMS (People, Equipment, Environment and Transport), and Safety Action Plan entries are set up in configuration where all possible entries are specified. Then, against each event, you simply select those which apply to the event. Each entry may, if necessary, be modified to better reflect the particular event however, it is anticipated that the general entries will suffice in 99% of cases.



Attaching Students

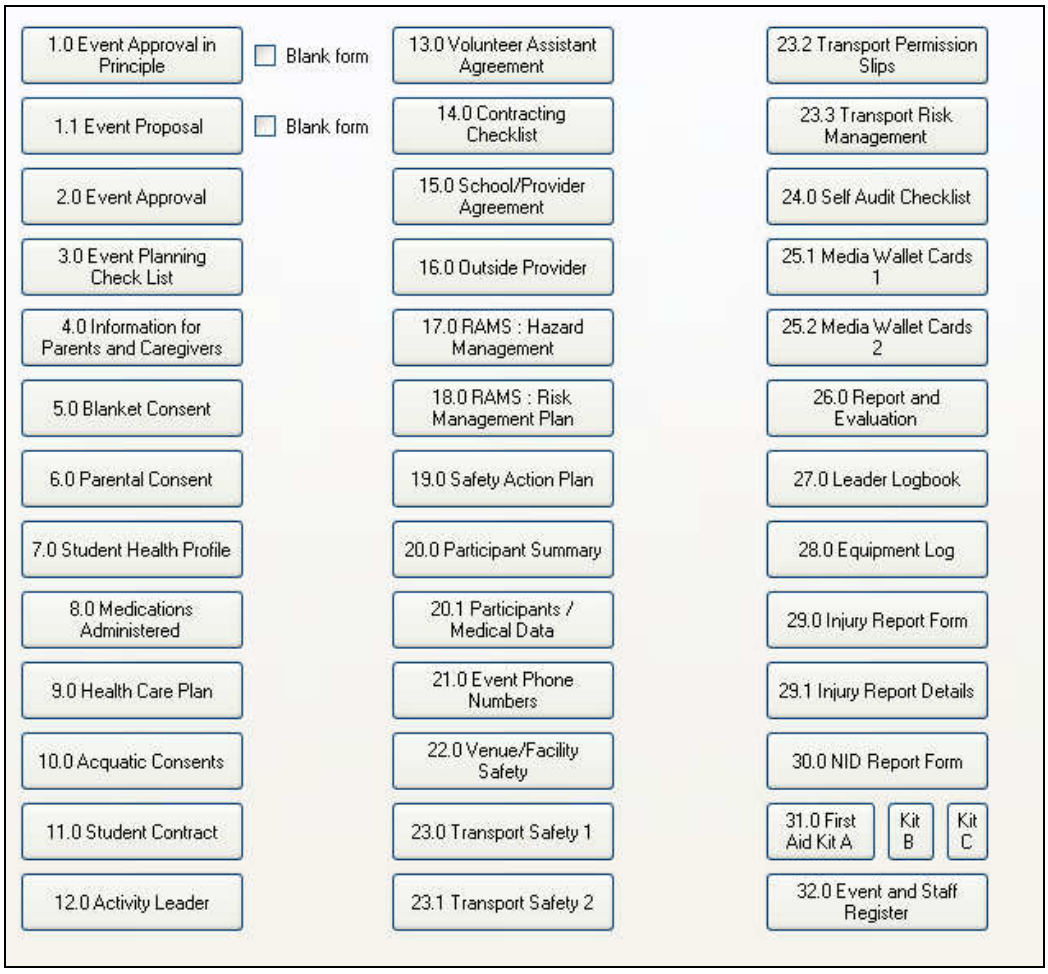
This screen is used to select those students involved in the event – both ordinary students and 'student helpers'. You'll notice that names have been partially blanked out as they have come from a school's database.



Documents

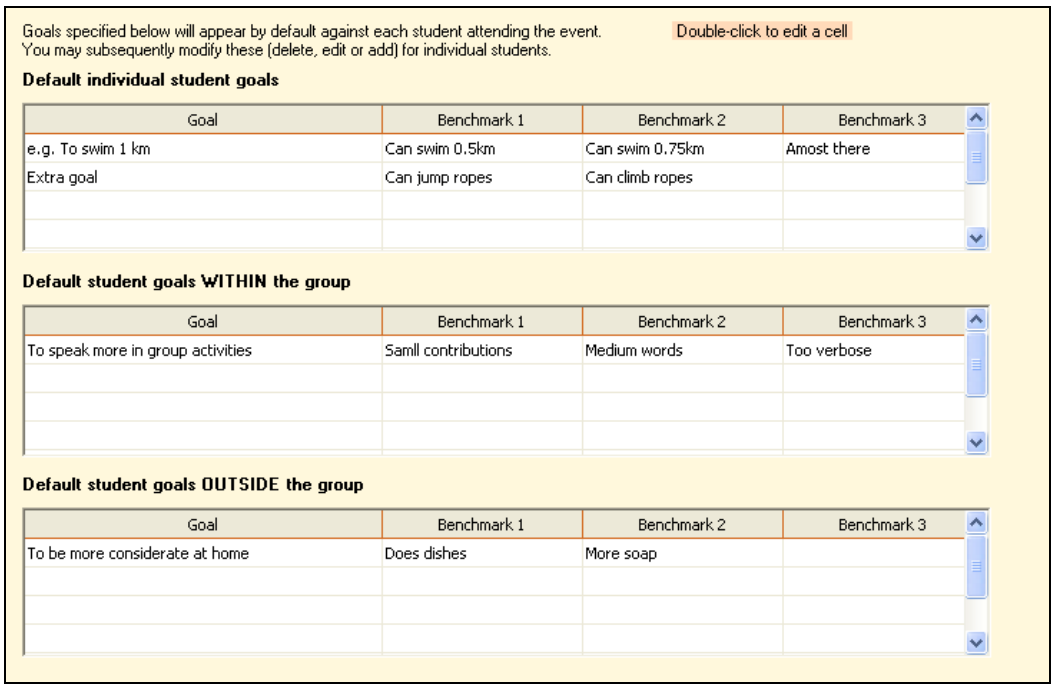
All of the standard MOE EOTC documents are built in to the package and button on the 'Documents' screen allow you to print them. N.B. Only those documents which are relevant to the risk level of the event will be listed for printing, making it easy for you to know which are required. In the screen below ALL are listed.

In several cases documents can be printed either with blank data entry spaces or with the data filled in from that held in the database. (This screen is still under development)



Setting student Goals and Outcomes

The screen below is used to set goals and outcomes for the event. Entries against these are subsequently recorded for each student attending.



Goals specified below will appear by default against each student attending the event.
You may subsequently modify these (delete, edit or add) for individual students.

Double-click to edit a cell

Default individual student goals

Goal	Benchmark 1	Benchmark 2	Benchmark 3
e.g. To swim 1 km	Can swim 0.5km	Can swim 0.75km	Amost there
Extra goal	Can jump ropes	Can climb ropes	

Default student goals WITHIN the group

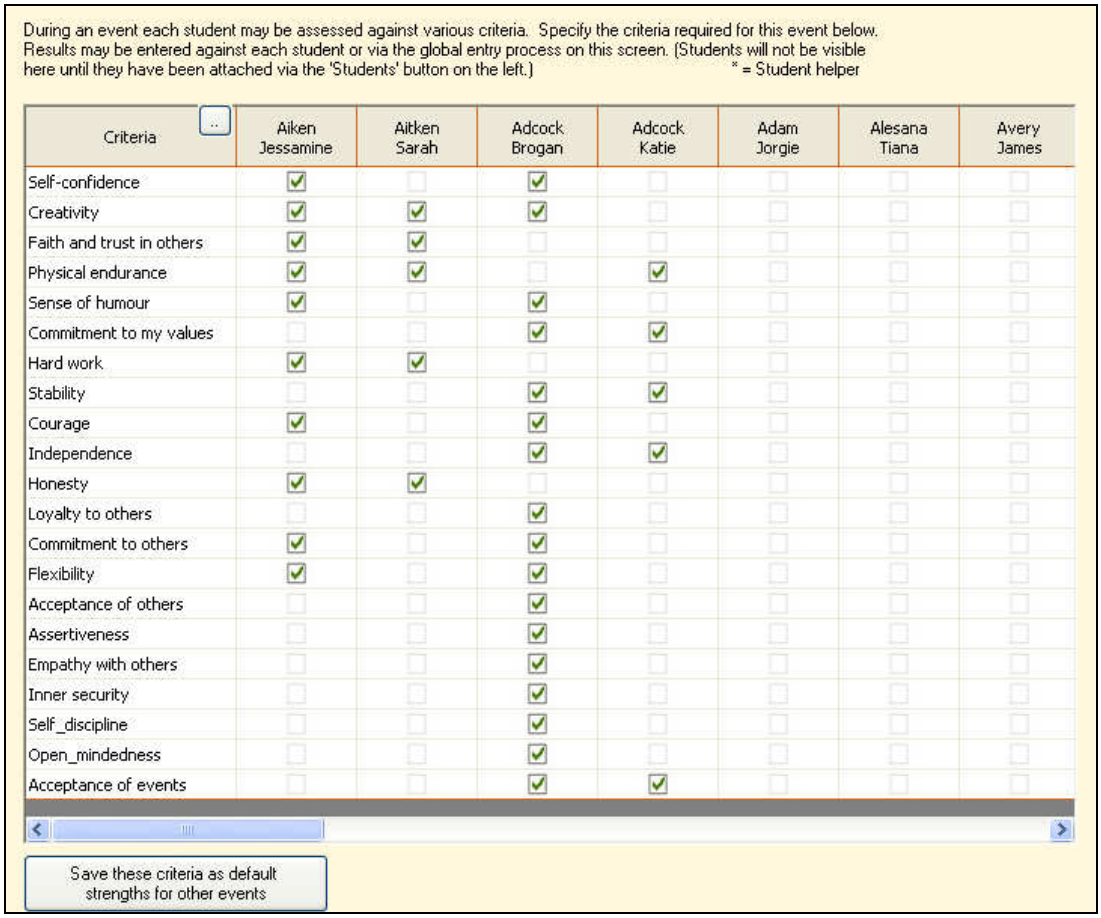
Goal	Benchmark 1	Benchmark 2	Benchmark 3
To speak more in group activities	Samll contributions	Medium words	Too verbose

Default student goals OUTSIDE the group

Goal	Benchmark 1	Benchmark 2	Benchmark 3
To be more considerate at home	Does dishes	More soap	

Student Strengths

The screen below is used to record students' strengths revealed during the event. The button at the top of the first column allows you to adjust the various criteria.



During an event each student may be assessed against various criteria. Specify the criteria required for this event below.
Results may be entered against each student or via the global entry process on this screen. (Students will not be visible here until they have been attached via the 'Students' button on the left.)

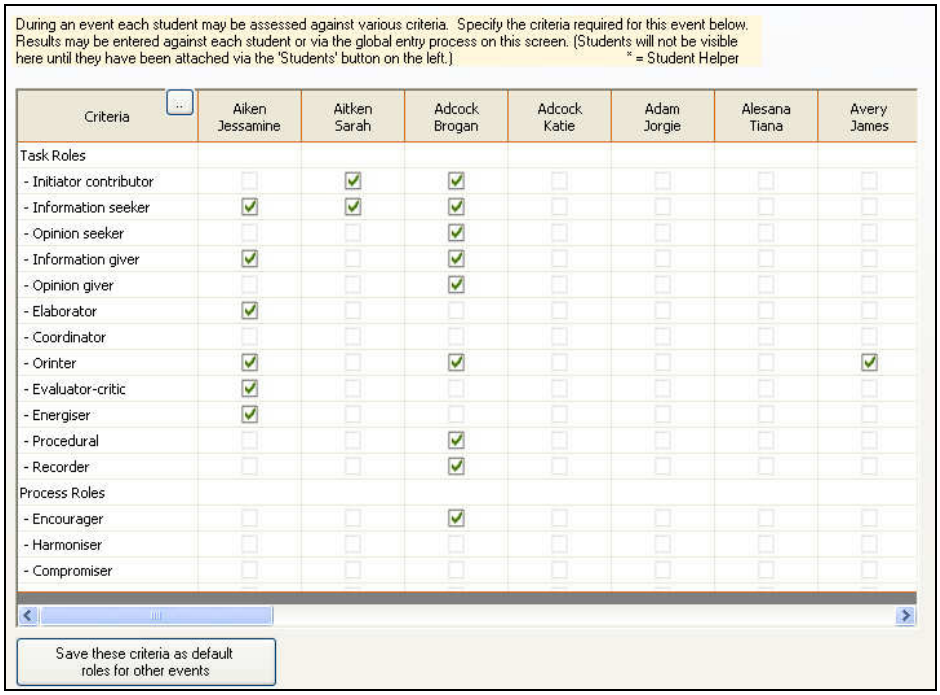
* = Student helper

Criteria ..	Aiken Jessamine	Aitken Sarah	Adcock Brogan	Adcock Katie	Adam Jorgie	Alesana Tiana	Avery James
Self-confidence	☑	☐	☑	☐	☐	☐	☐
Creativity	☑	☑	☑	☐	☐	☐	☐
Faith and trust in others	☑	☑	☐	☐	☐	☐	☐
Physical endurance	☑	☑	☐	☑	☐	☐	☐
Sense of humour	☑	☐	☑	☐	☐	☐	☐
Commitment to my values	☐	☐	☑	☑	☐	☐	☐
Hard work	☑	☑	☐	☐	☐	☐	☐
Stability	☐	☐	☑	☑	☐	☐	☐
Courage	☑	☐	☑	☐	☐	☐	☐
Independence	☐	☐	☑	☑	☐	☐	☐
Honesty	☑	☑	☐	☐	☐	☐	☐
Loyalty to others	☐	☐	☑	☐	☐	☐	☐
Commitment to others	☑	☐	☑	☐	☐	☐	☐
Flexibility	☑	☐	☑	☐	☐	☐	☐
Acceptance of others	☐	☐	☑	☐	☐	☐	☐
Assertiveness	☐	☐	☑	☐	☐	☐	☐
Empathy with others	☐	☐	☑	☐	☐	☐	☐
Inner security	☐	☐	☑	☐	☐	☐	☐
Self_discipline	☐	☐	☑	☐	☐	☐	☐
Open_mindedness	☐	☐	☑	☐	☐	☐	☐
Acceptance of events	☐	☐	☑	☑	☐	☐	☐

Save these criteria as default strengths for other events

Students' Roles

Similarly, the screen below is used to record which roles students fill during an event. This screen has been reduced (i.e. some roles are not showing) for the purpose of this document. The roles shown are those in the default set but you can adjust them to each event's needs.

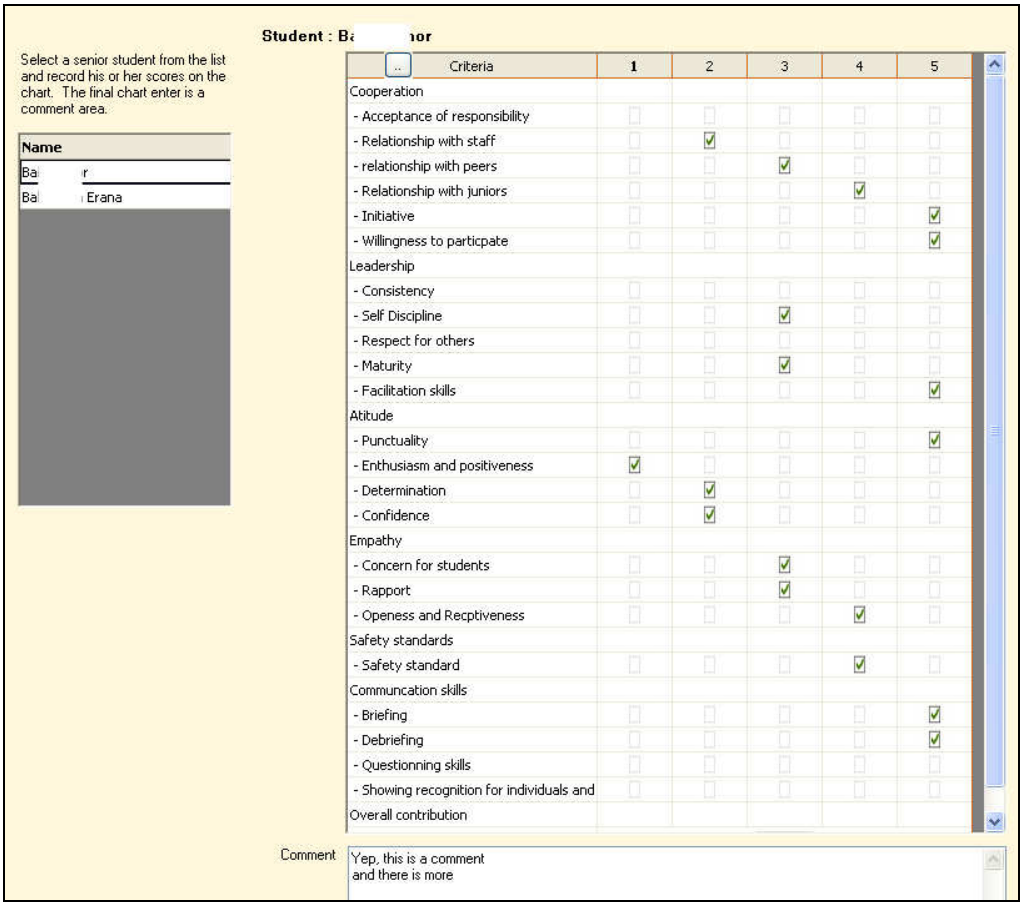


During an event each student may be assessed against various criteria. Specify the criteria required for this event below. Results may be entered against each student or via the global entry process on this screen. (Students will not be visible here until they have been attached via the 'Students' button on the left.) * = Student Helper

Criteria	Aiken Jessamine	Aitken Sarah	Adcock Brogan	Adcock Katie	Adam Jorgie	Alesana Tiana	Avery James
Task Roles							
- Initiator contributor	☐	☑	☑	☐	☐	☐	☐
- Information seeker	☑	☑	☑	☐	☐	☐	☐
- Opinion seeker	☐	☐	☑	☐	☐	☐	☐
- Information giver	☑	☐	☑	☐	☐	☐	☐
- Opinion giver	☐	☐	☑	☐	☐	☐	☐
- Elaborator	☑	☐	☐	☐	☐	☐	☐
- Coordinator	☐	☐	☐	☐	☐	☐	☐
- Orinter	☑	☐	☑	☐	☐	☐	☑
- Evaluator-critic	☑	☐	☐	☐	☐	☐	☐
- Energiser	☑	☐	☐	☐	☐	☐	☐
- Procedural	☐	☐	☑	☐	☐	☐	☐
- Recorder	☐	☐	☑	☐	☐	☐	☐
Process Roles							
- Encourager	☐	☐	☑	☐	☐	☐	☐
- Harmoniser	☐	☐	☐	☐	☐	☐	☐
- Compromiser	☐	☐	☐	☐	☐	☐	☐

Save these criteria as default roles for other events

Senior leader Evaluation



Student : Ba or

Select a senior student from the list and record his or her scores on the chart. The final chart enter is a comment area.

Name
Ba r
Ba Erana

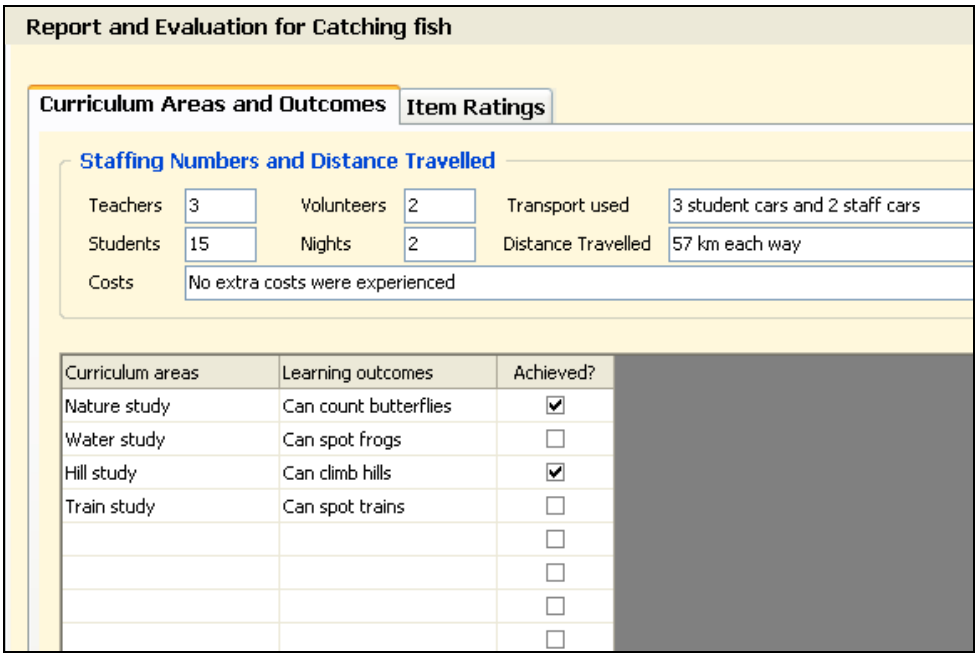
Criteria	1	2	3	4	5
Cooperation					
- Acceptance of responsibility	☐	☐	☐	☐	☐
- Relationship with staff	☐	☑	☐	☐	☐
- relationship with peers	☐	☐	☑	☐	☐
- Relationship with juniors	☐	☐	☐	☑	☐
- Initiative	☐	☐	☐	☐	☑
- Willingness to particpate	☐	☐	☐	☐	☑
Leadership					
- Consistency	☐	☐	☐	☐	☐
- Self Discipline	☐	☐	☑	☐	☐
- Respect for others	☐	☐	☐	☐	☐
- Maturity	☐	☐	☑	☐	☐
- Facilitation skills	☐	☐	☐	☐	☑
Atitude					
- Punctuality	☐	☐	☐	☐	☑
- Enthusiasm and positiveness	☑	☐	☐	☐	☐
- Determination	☐	☑	☐	☐	☐
- Confidence	☐	☑	☐	☐	☐
Empathy					
- Concern for students	☐	☐	☑	☐	☐
- Rapport	☐	☐	☑	☐	☐
- Openess and Recptiveness	☐	☐	☐	☑	☐
Safety standards					
- Safety standard	☐	☐	☐	☑	☐
Communcation skills					
- Briefing	☐	☐	☐	☐	☑
- Debriefing	☐	☐	☐	☐	☑
- Questionning skills	☐	☐	☐	☐	☐
- Showing recognition for individuals and	☐	☐	☐	☐	☐
Overall contribution					

Comment: Yep, this is a comment and there is more

Event Report and Evaluation

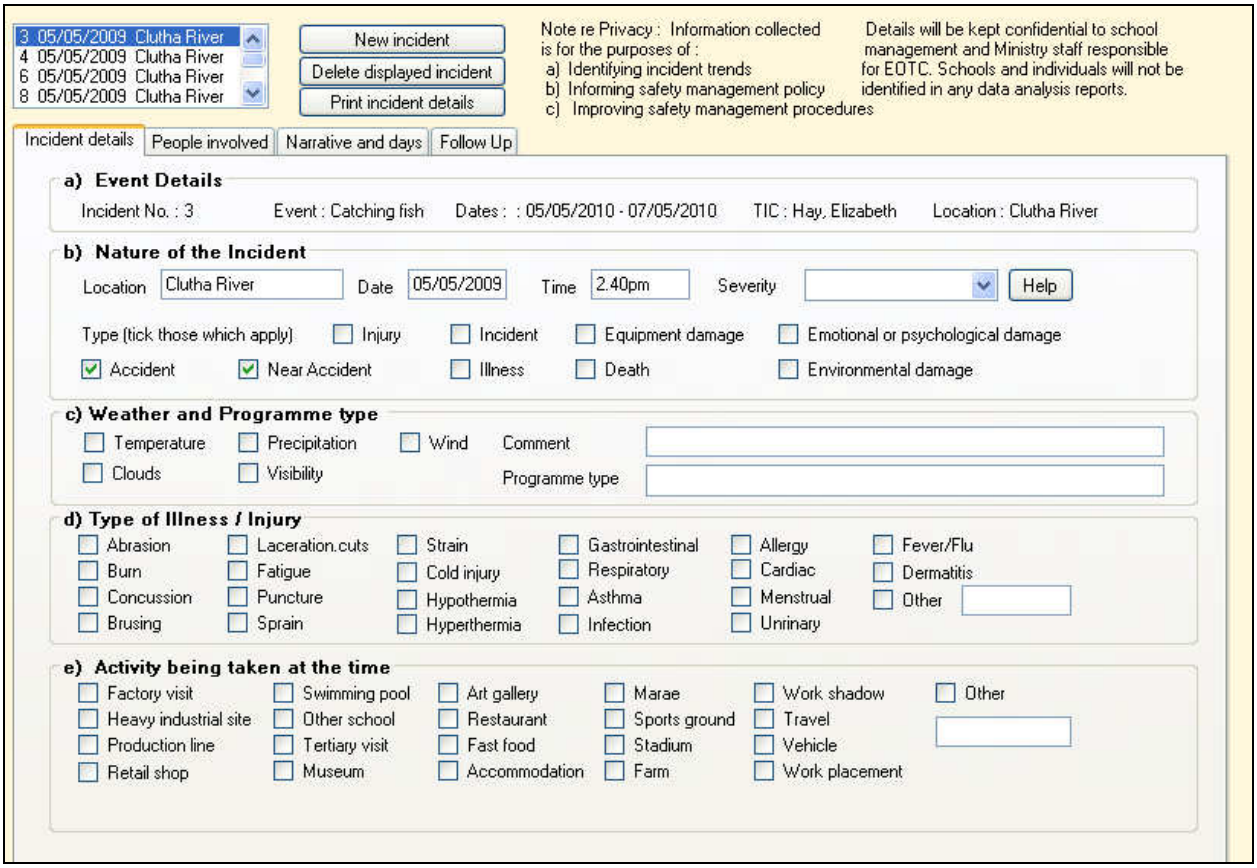
The following screen is used to record the information shown.

There is also a second screen used to record Item Ratings for the event.



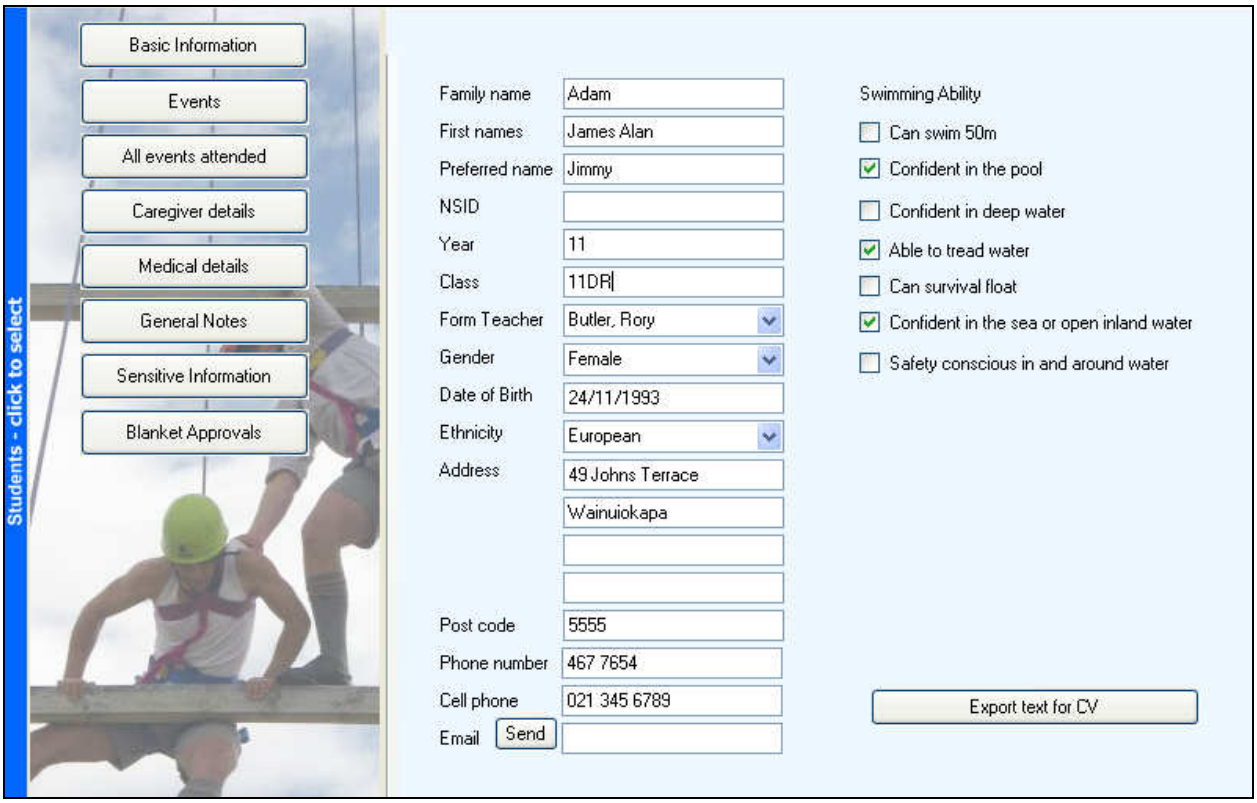
Incidents Log

The screen below is the first of four used to record details relating to incidents for the event. The other screens are accessed via the tabs shown in the illustration.

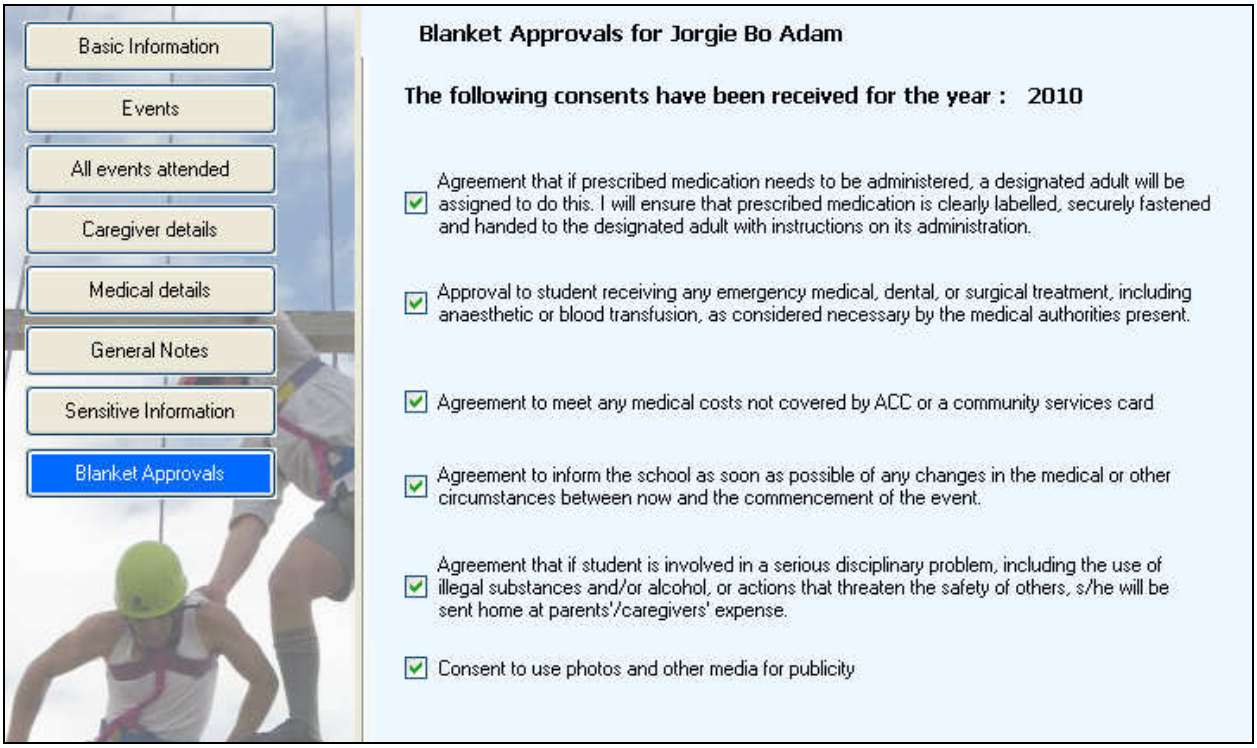


Students

The screen below shows the first of eight screens relating to students whose basic information may be imported globally from MUSAC, Kamar, IES or PCSchool – or entered manually if your school is not using one of these SMSs.

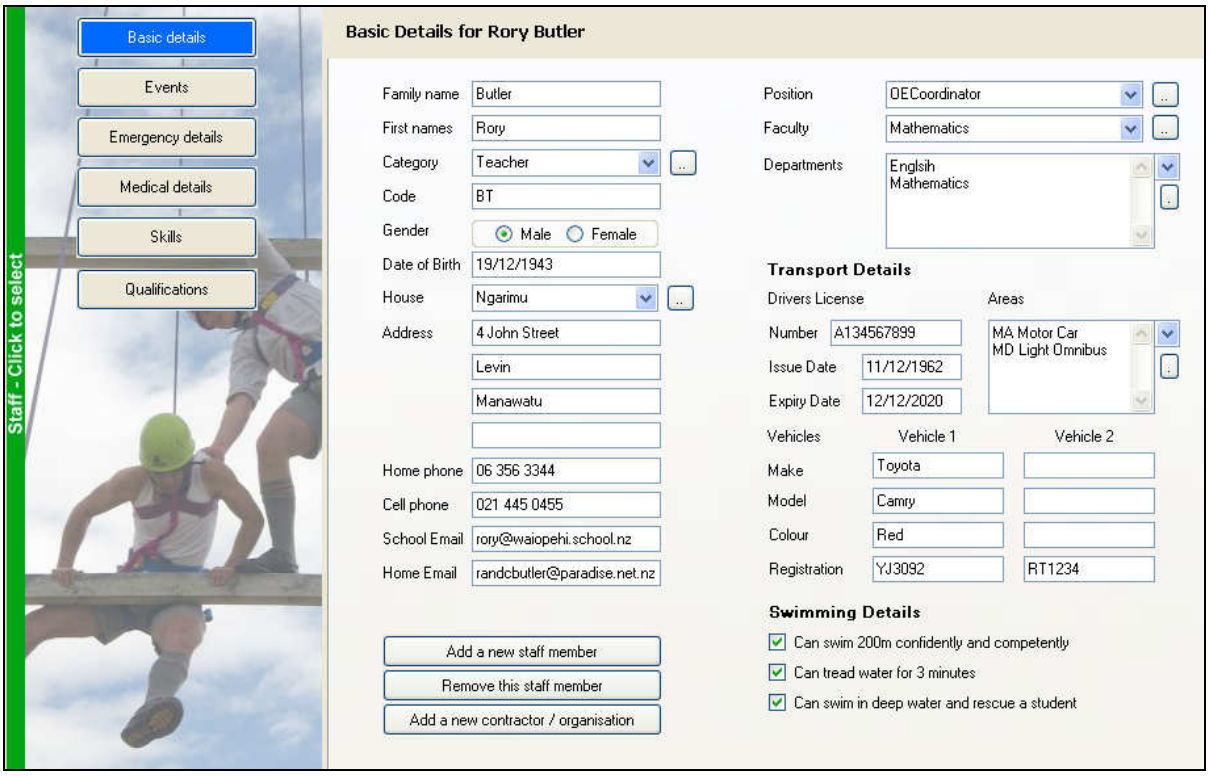


The final screen is used to record the blanket approvals provided annually by the students' caregivers.

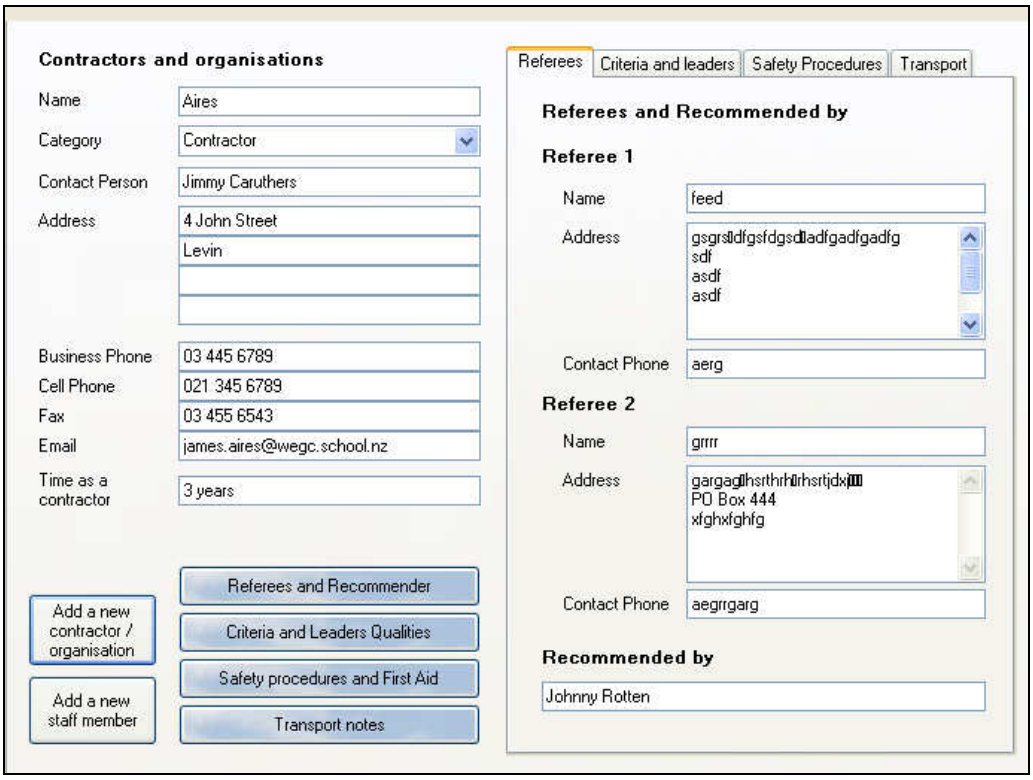


Staff and Others

The screen below shows the first screen relating to staff members. (Staff details may be imported from MUSAC)



If an entry is tagged as 'Contractor / organisation' then the screen changes, as shown below.



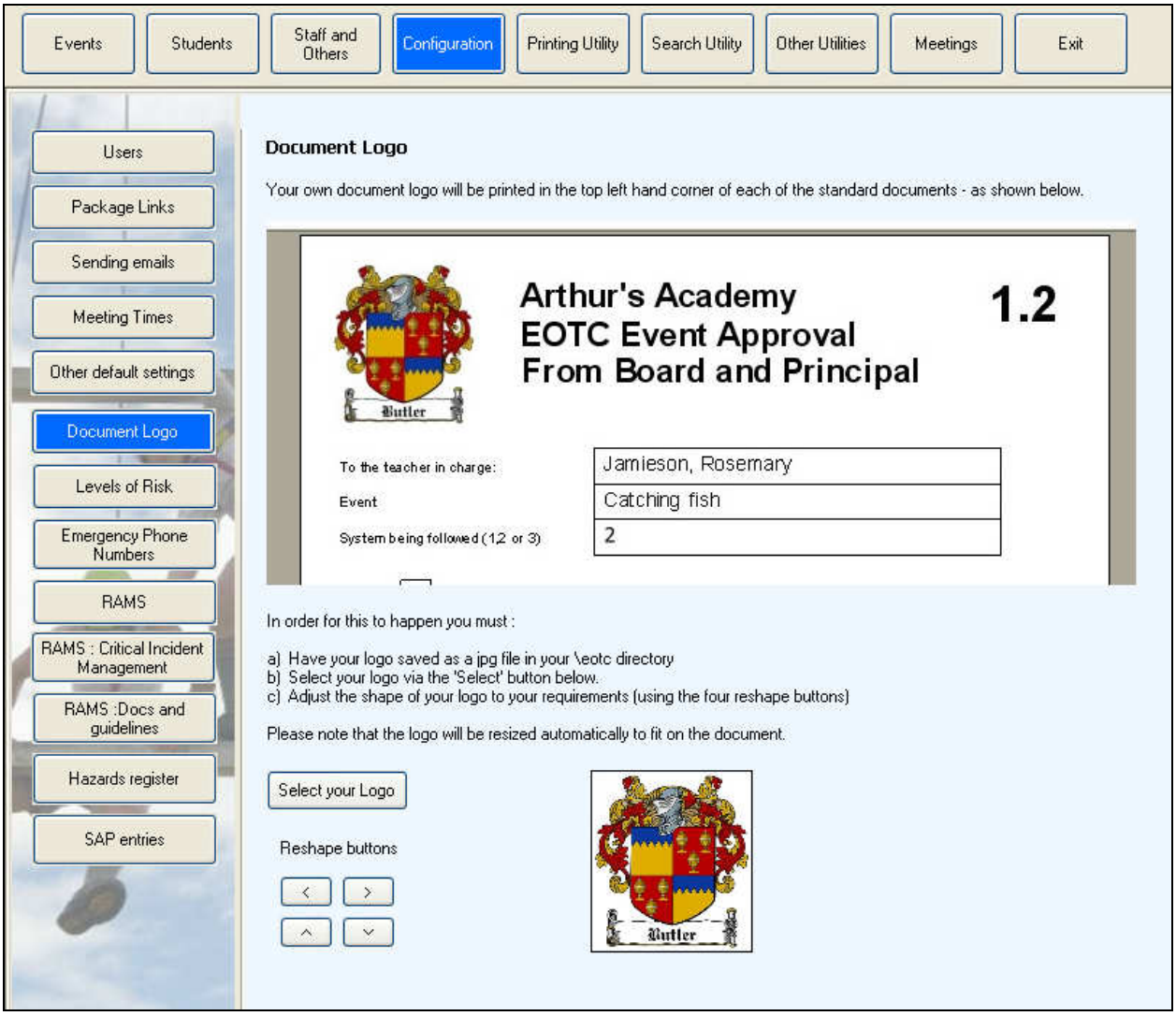
On the right you can see three further tabs providing access to three further screens of contractor / organisation data.

Configuration

There are currently thirteen screens in the Configuration area and four of these are illustrated below.

The first of these is the screen used to specify your school's logo as it is to appear on all of the documents. Set it one via this screen and it will automatically appear on all of the official documents.

Documents Logo

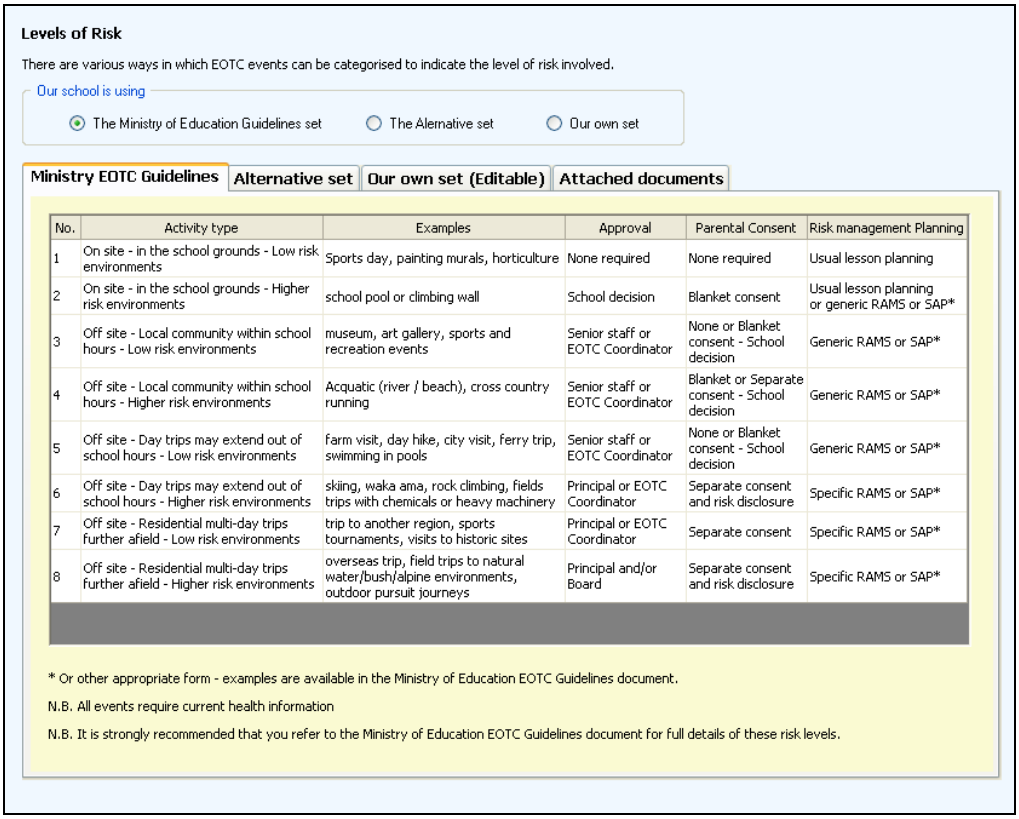


The levels of Risk

Use this screen to select the various levels of risk one of which will apply to each event. There are three possibilities.

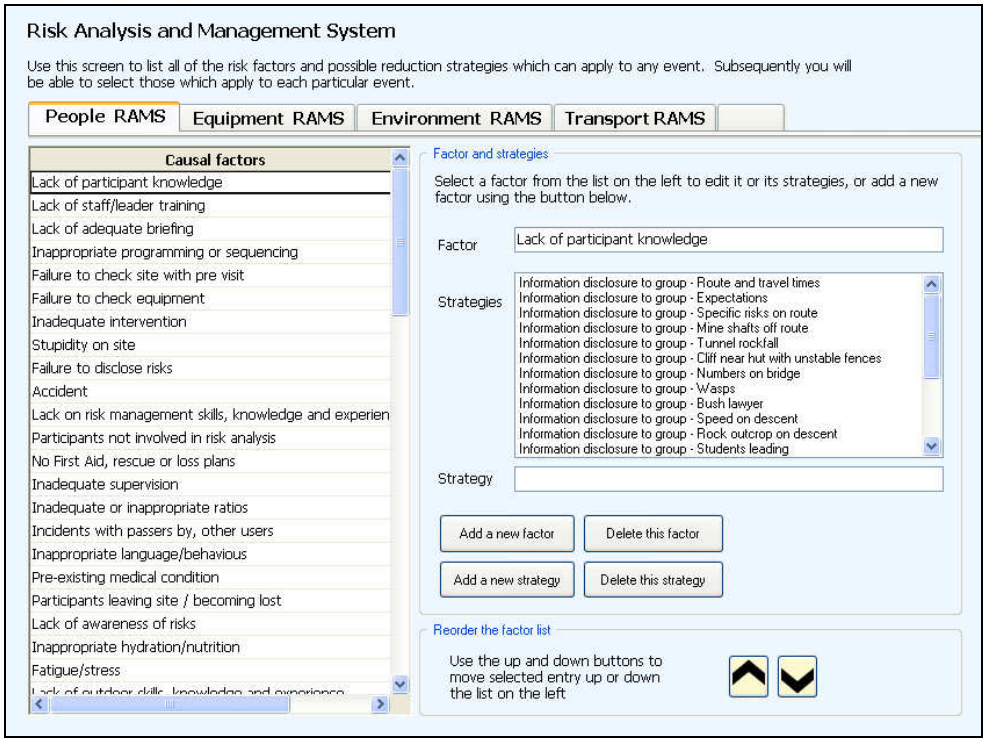
- The official MOE set of eight risk levels
- An alternative set of eight levels
- You can specify your own risk levels.

The fourth tab on this screen is where you indicate which documents are required to be printed for each risk level. Having done this then only those documents nominated will appear listed for printing when you click on each event's 'Documents' button.



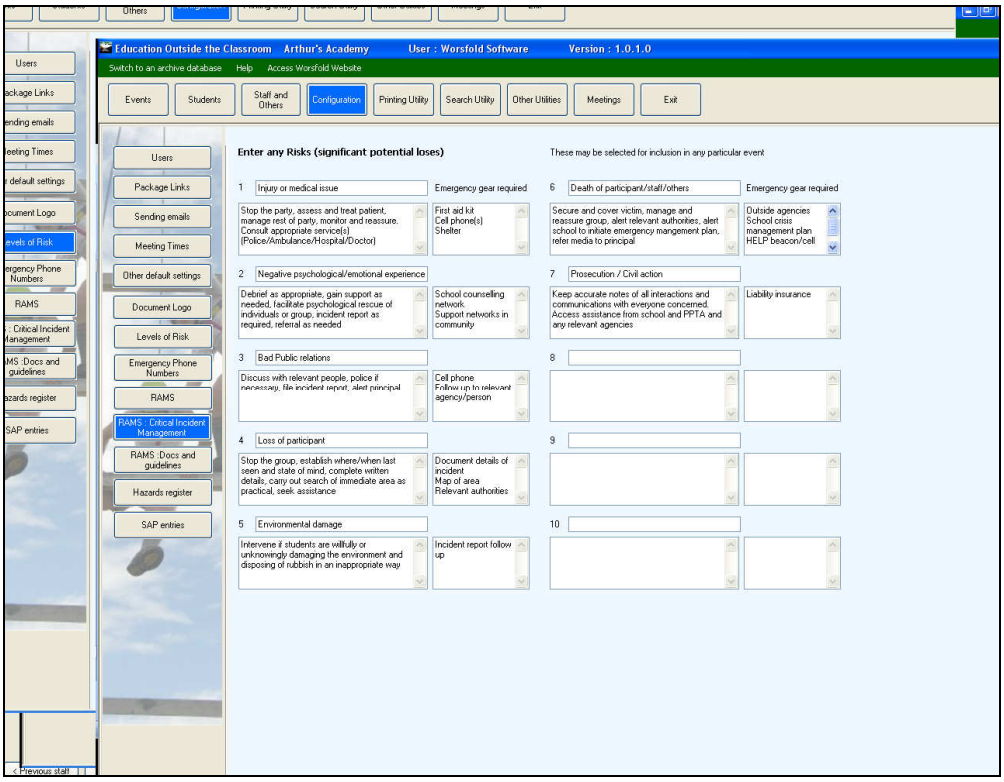
RAMS

This screen is used to set up all of the causal factors which might apply to events and the strategy or strategies which might be used to combat them. There are many supplied with the package as defaults, but you may alter or add to these for your own requirements. Once configured they may be applied to individual events by simply selecting from a list. Once selected they may be altered, if necessary, for the particular event.



RAMS : Critical Incident management

This screen is used to set any critical incidents which might apply to events. These can then be selected individually to apply to each separate event.



Printing Utility

This utility allows you to :

Design your own lists

- of events, students, staff etc listing those items of information which you wish to appear on the list.

Calendar

- Print a list of events occurring between any two dates. E.g.

Arthur's Academy
Event Calendar

11/03/2010

Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
9am		Tree Climbing	Wanaka Rock Wall	Cameron, Ros	Rogers, Christine (Volunteer) Mann, Sally () and more

12/03/2010

Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
9am		Rock Climbing	Wanaka Rock Wall	Cameron, Ros	

14/03/2010

Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
	4.30pm	Rock Climbing	Wanaka Rock Wall	Cameron, Ros	
	4.30pm	Tree Climbing	Wanaka Rock Wall	Cameron, Ros	Rogers, Christine (Volunteer) Mann, Sally () and more

03/04/2010

Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
9.00pm		Climbing hills	Dunstan Ranges	Alan Forgie	Alice Murphy

07/04/2010

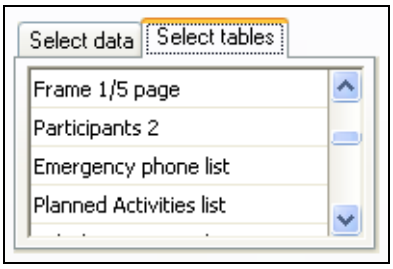
Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
		Climbing hills	Dunstan Ranges	Alan Forgie	Alice Murphy

-

Document design

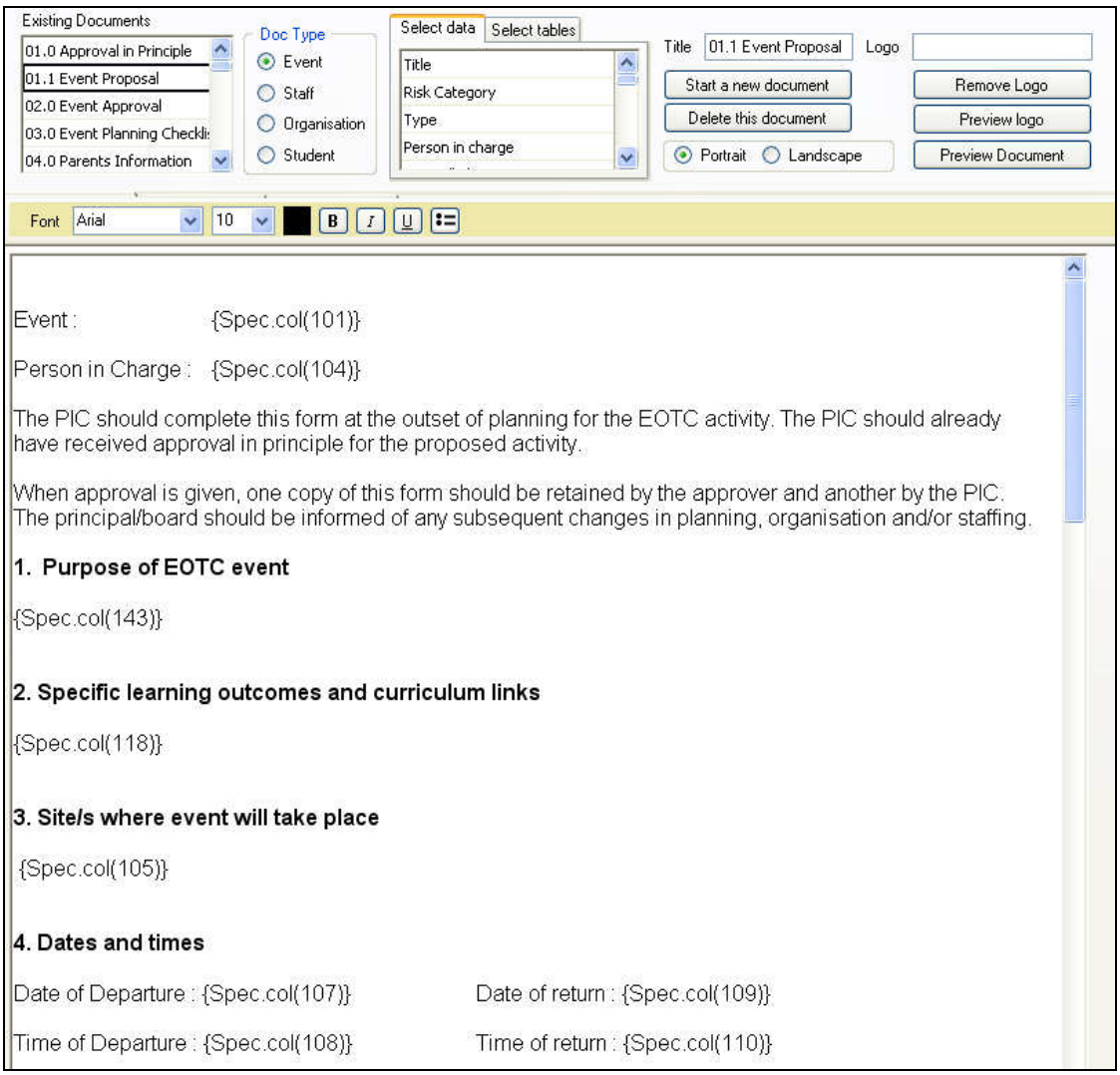
- Design your own documents relating to events, staff, students, organisations. This process has been used to include each of the official documents, and an example of one of these is shown below. In the example you can see that codes are used for each of the data entry areas. These are chosen from the list of possible data fields which you might wish to include in your document.

-

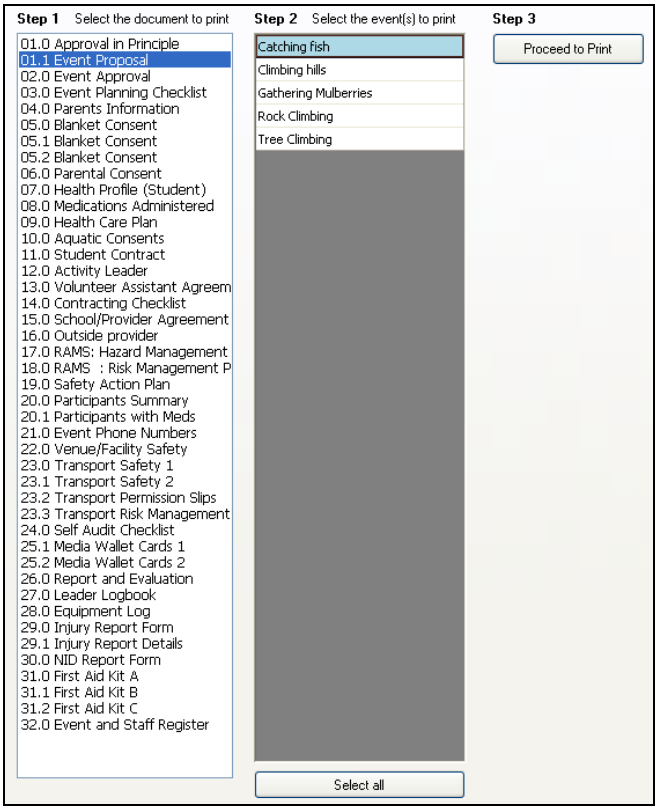


By selecting from the 'Select tables' tab you can choose to embed in your document one or more of the more complex tables included in the various documents. An entry for one of these might appear as :

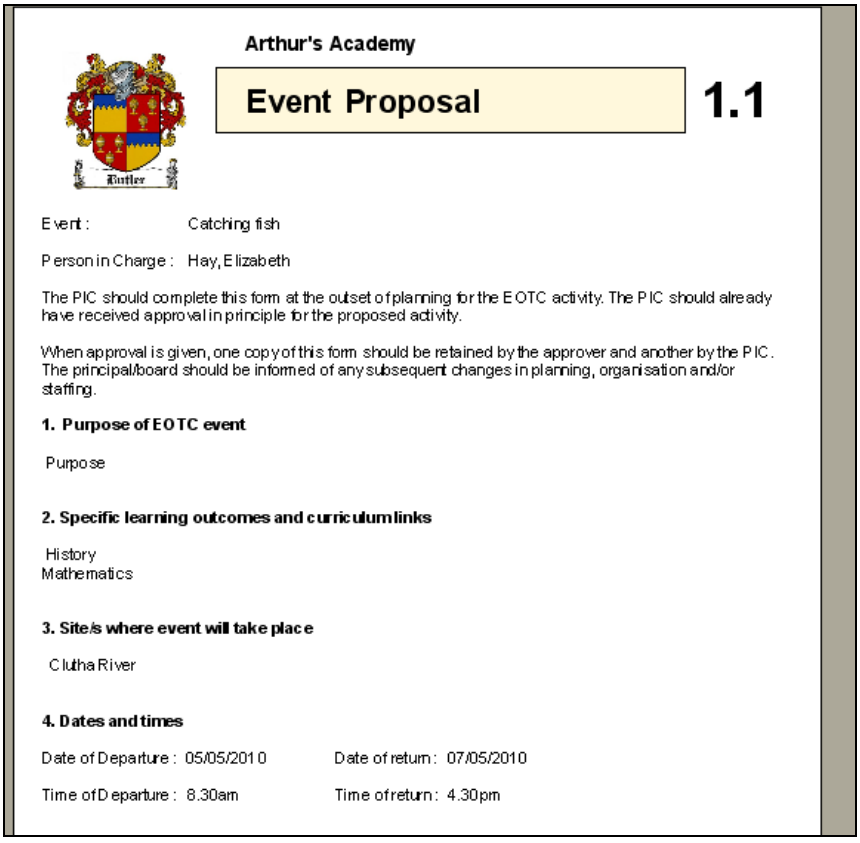
{Spec.table(204)}



Document printing



This is the alternative means of printing a document. Select the required document from the list shown (which can include your own 'unofficial' documents) and make your selection(s) from the second list, then click 'proceed to print'. The resulting document will appear in 'Preview mode' ready for final printing.



Arthur's Academy

Event Proposal **1.1**

Event : Catching fish

Person in Charge : Hay, Elizabeth

The PIC should complete this form at the outset of planning for the EOTC activity. The PIC should already have received approval in principle for the proposed activity.

When approval is given, one copy of this form should be retained by the approver and another by the PIC. The principal/board should be informed of any subsequent changes in planning, organisation and/or staffing.

1. Purpose of EOTC event

Purpose

2. Specific learning outcomes and curriculum links

History
Mathematics

3. Site/s where event will take place

Clutha River

4. Dates and times

Date of Departure : 05/05/2010 Date of return : 07/05/2010

Time of Departure : 8.30am Time of return : 4.30pm

Search Utility

No yet complete – this utility will allow you to search the database to identify students / staff etc who meet specified criteria (e.g. have attended more than 6 events in the last three years)

Other Utilities

These will perform several functions including

- Global update of personal data from MUSAC / Kamar etc
- Archive management
- Global data entry

Meetings

This utility allows you to keep a record of conversations with various parties concerning EOTC.

The package is still under development and will be ready for release in mid-January 2011.

If you wish to order the package in advance then please complete the following:

_____

School : _____

Contact : _____

Email : _____

Price : Package : $395.00 + GST plus Annual License : $180.00 + GST plus P&P $4.50 + GST

You can email these details to : randcbutler@inspire.net.nz, phone the order to 03 449 2094
Or post them to: Worsfold Software Ltd, 26 Chandler Crescent, Clyde 9330