

TIPS and HINTS for . . .

writing a TIPS and HINTS leaflet

The practitioner profile

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S**Introduction**

Within the CETT for Inclusive Learning there is a broad range of knowledge and expertise. We need to share it. The purpose of our CETT is to provide a source of expertise for those who teach or support learners with learning difficulties and/or disabilities. Writing a TIPS and HINTS leaflet is the first step on the road to sharing your expertise. Who knows where this first step on the publishing road may lead you.

TIP / HINT 1 - 5 key facts

Often we use our fingers when we are counting out or emphasising key points and most people can remember up to 5 key facts about something. A question, "Name the five senses?" The answer, touch / taste / smell / hearing / sight. As you answered the question did you use your fingers to count out the senses? Five fingers on one hand, hence five key facts. In adopting the survival kit principle to share expertise you are providing other practitioners with up to 5 key facts.

TIP / HINT 2 - minimum knowledge in order to survive

As practitioners we absorb an enormous amount of information, much of it goes into the short term memory for easy recall. What you are trying to do is to get the information into the long term memory. The tip here is to make a judgement about what it is that they must know; the five key facts. You are filtering the information appropriate to long term storage, and then the survival kit about whatever it is you are sharing with others can be stored indefinitely.

TIP / HINT 3 - they don't need to know everything

This is not to make them an expert but to ensure that they don't do harm to themselves or others. In other words, they survive and so do their learners. So first of all you need to consider "what are the five key facts (tips / hints) someone must know in order to not cause harm?"

TIP / HINT 4 - they do need to know where to go for further information

I certainly can't remember everything, I did however develop a survival kit of knowing where I could go for the information I required. You will provide them with contact details (bottom right hand box). Direct them to your organisation, after all this is where the expertise resides. Just make sure that when they get there they are signposted to the 'expert'.

TIP / HINT 5 - keep it simple and straightforward

This is an opportunity to share our collective knowledge and expertise with other practitioners. You are providing them with a survival kit related to your expertise. Remember the KISS acronym – **K**ep **I**t **S**imple and **S**traightforward

TIPS and HINTS are based on the survival kit principle

- Most people can remember up to 5 key facts
- Identify the minimum someone must know to survive
- They don't need to know everything
- They do need to know where to go for further information
- Keep it simple and straightforward

TIPS and HINTS can be accessed at
www.cettil.org.uk**For further information about this
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