

You Said, We Did – A Guide for FE Settings

International Day of Education – Free Resource for AMHIE Members

Who this guide is for:

Tutors, wellbeing staff, and course leaders looking to involve learners in shaping their learning and environment.

What this guide can support you to do:

- Encourage learners to participate in decision-making
- Reflect on practical, achievable changes in courses, facilities, or support services
- Build trust and shared responsibility between staff and learners

| The approach is collaborative, supporting learners to feel they have influence and ownership.

How you might approach this (around 30 minutes)

Step 1: Identify a theme from learner feedback (10 minutes)

- Examples: "Study spaces are too noisy," "We need clearer support information," "Canteen opening times don't fit our schedules"



Step 2: Explore what might be possible (5 minutes)

- Reflect on small, realistic changes
- Acknowledge limits openly to maintain trust



Step 3: Complete a “You Said, We Did” note (10 minutes)

You Said : “It’s difficult to find quiet study spaces during free periods.”

We Did : “We opened the library and the common room for silent study during lunch.”

Next Steps : “We’ll ask learners at the end of term how effective these spaces are and discuss any further suggestions.”



Step 4: Share the message visibly (5 minutes)

- Consider digital platforms, noticeboards, learner emails, or group chats
- Invite learners to co-create the messaging, reinforcing participation



Some things to consider when designing your message



Small, consistent actions build credibility over time



Avoid identifying individual learners



Focus on themes and shared decisions

