

**West Yorkshire Lifelong Learning Network  
Strategic Advisory Forum**

**5<sup>th</sup> October 2010  
Start time 0930 hours  
Finish time 1200 hours**

**Present:** Kaye Fisher (Chair), Steve Challenger, Alan Spain, Alison Hedley, Brian Duffy, Christine Byrne, Christine Jarvis, Dave Norman, Ian McGregor-Brown, Jim Scott, Joanne Beaumont, Julia Calver, Karen Quine, Lilian Black, Louise Tearle, Michael Cuthbert, Michelle Fraser, Ruth Osborne-Thompson Shaun Long, Stella Cottrell, Sue Holland, Sue Weston and Joanna Puzo.

**Apologies:** Alison Kinder, Angela Williams, Catherine Lunn, Celia Moran, Chris Bailey, Chris Sadler, Claire Thomas, Craig Williams, David Smith, Denis Grainger, Don Brearley, Cristina George, David Fell, Fiona Thompson, Fiona Thurlbeck, Frances Marsden, Gary Williamson, Gurmit Hukam, Ian Billyard, Janet Faulkner, Janet Midgely, Jonathan Higgins, Judith Foreman, Jules O'Dor, Linda Herriott, Maryke Deahl, Neelam Mirza, Sally Blunt, Sheila Lucciarini, Stephen Boyd, Sue Cooke, Tim Thornton and Viv Jones.

**Action**

1. **Welcome and aims of the day**  
Kaye welcomed members to the SAF and outlined the aims of the meeting.
2. **Minutes of the meeting held on 18<sup>th</sup> May 2010**, were approved for accuracy.
- 2.1. **Matters Arising**  
Minute 6, Jo C had sent members access to the test portal, prior to finishing with WYLLN.  
Minute 7, Steve had taken the SAF's proposal to support the STEM activity
3. **Partner Consultation**, Steve has visited partners gauging their contribution to the 4<sup>th</sup> year targets. It is expected that the targets can all be met and that there is general support for WYLLN sustainability. Partners supported the need for a forum where FE and HE can meet together. WYLLN will be exploring ways to extend the funding from other sources in the future.
4. **Year 4 plan**
  - 4.1 **Employer Engagement**
    - 4.1.1 **ECIF**, Steve noted the draft ECIF report which has been written by Tie and is to be completed and returned to HEFCE by 31<sup>st</sup> December.  
The main points are that all the targets have been met and the work completed. Steve congratulated partners for their achievement for the project and Tie as the Project manager. The next phase for partners is the 2 month follow-up with their clients which needs to be then updated in IAG Now by the 15<sup>th</sup> November.
    - 4.1.2 **Learning List**, the booklet has been circulated and a copy is on the WYLLN website. The list was developed over the summer by some of the partners involved in the ECIF contract. It is hoped the next list will be developed by December and all partners will be invited to add their full cost short courses and CPD offer. As enquires come into the WYLLN a referral form is completed and sent to the relevant institution, alternatively the HLS co-ordinators will go out to employers to discuss their training needs.
    - 4.1.3, **Skills Enhancement Fund**, Steve noted the paper that had been circulated and informed members he was currently in discussions with the Enhancement team to see whether WYLLN would be able to submit a bid in to the fund. Louise explained that there is still a large amount of the fund that has not been spent however the SEF Policy Group will not agree any new contract until after the Comprehensive Spending Review. Members supported the concept although queried whether employers would be willing to pay 50%

contribution.

**4.1.4 ESF Technical Assistant Fund**, A paper had been circulated on this item. At the last meeting Jo Charlesworth had presented the CPD portal and its potential. It is hoped that if WYLLN secure this funding, the portal could be taken forward and developed. Members supported the paper.

**4.1.5 Higher Level Skills co-coordinators**, Jo reminded members of their role and noted the paper that had been circulated. A lot of their work is with employers. Members suggested that it would be useful if cost/benefit information could begin to be brought together in relation to some of the engagement and referral activities.

**4.1.6 Employer Engagement**, It was proposed to establish this group, which will be open to all partners, to build on the work of the ECIF steering group which has now held its final meeting. The first meeting will be 26<sup>th</sup> November and details will be in the news digest and sent direct to partners.

## **4.2. Progression Activities**

**4.2.1 Progression Database**, Joanna gave a demonstration of the progression agreement database which can be found on the WYLLN website. The agreements have been added and members can use a number of search facilities to find progression agreements.

**4.2.2 Year 4 targets**, A paper showing the targets had been circulated, apprenticeship progression was noted and this will be discussed at the Board as an area of development for WYLLN.

**4.2.3 Aimhigher**, Jo reported that she has met with Jonathan Higgins the Aimhigher Director regarding A level progression in FE, the conversation rate for those in FE is often low and this is an area for research and practice development.

**4.2.4 STEM activity**, The Trans:it project led by the University of Bradford has been awarded £5000 from the Royal Academy of Engineering to research into IAG needs for engineering student. This research will then inform the development of resources on the Trans:it site specifically to support engineering students progressing into HE. This resource development will be funded by £10,000 from WYLLN.

The Motivational Maths project that has been developed by Leeds Metropolitan University and is currently receiving £10,000 from WYLLN to deliver a project which addresses the technical skills gaps within the manufacturing and installation of low carbon products within construction has successfully secured a further £20,000 from the HE STEM.

**4.2.5 14-19 Steering Group**, This group will continue to meet this year and will as part of its activities be considering the Wolf Review into 14-19 vocational education.

## **4.3, Sector Groups**

The 4 sector officers presented an update on their projects that had previously been circulated, Julia Calver, Sector Officer Culture, Media, Sports the Arts; Hospitality, Tourism and leisure; Christine Byrne, Sector Officer Construction and Built Environment; Alison Hedley, Sector Officer Health, Social care and Early Years; Michael Cuthbert, Leadership, Management, Enterprise and Innovation.

## **5. Meeting Plan**

**5.1 Committee meetings and dates**, the WYLLN dates for 2010/11 were circulated to members. All partners will be invited to a wider Board meeting in the new year to discuss sustainability of WYLLN post July 2011.

## **6. HEFCE Annual Report**

**6.1 HEFCE template and supporting commentary**, Members have received copies of the draft reports. The final report is due at the end of October. Members should send any feedback or comments through to the central team by the 15<sup>th</sup> October. Next summer a final report will need to be produced for the whole 4 year project of WYLLN.

## **7. Conclusion**

Kaye thanked members for attending and closed the meeting.

## **8. Date of next meeting**

Thursday 20<sup>th</sup> January 2011 at 1000 hours, venue to be confirmed.