



West Yorkshire Lifelong Learning Network

14–19 Steering Group Meeting – Higher Education Providers and Local Authorities

Minutes of the meeting held on Friday 14th May 2010

Start time 1340 hours

Finish time 1445 hours

Present: Steve Challenger, Joanne Beaumont, Jo Charlesworth, Chris Morton, Christine Byrne, Kim Somerville, Peter Swinden, Wendy Chapman, Mohan Mistry, Zoe Marlow and Joanna Puzo (note taker).

Apologies: Ceri Nursaw, Dave Russell, Leia Bassett, Neelam Mirza, Brian Duffy, Michael Cuthbert, Julia Calver, Alison Hedley Andrew Bates, Randall Whittaker, Jon Barber, Christine Jarvis, Denis Grainger, Dave Norman, Jonathan Higgins, Jane Goodwin, Paul Denton, Paul Sharp Jan Edge, Isabel Foster, Ann Binns and Jane Goodwin.

1. Welcome and introductions

2. Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 12th February 2010.

3. Matters Arising

All matters arising will be discussed during the meeting.

- 4. Update on 14-19 Diploma Progression Agreement Activities,** Joanne tabled the list of 14-19 progression agreements that had been developed through the commissioning activity. A high volume of activity has been achieved. The deadline for progression agreement activity was the end of March, although a number have come in through in April and some are still outstanding. There are 29 individual PA's., which includes 3 non-funded PAs. The principle requirement was that the PAs had to be multi-entry and/or multi-exit. This has been achieved by a number of sending institutions linking other qualifications into the PA e.g. BTEC and Cache and receiving institutions in all cases offering a range of course pathways. A number of the PAs have been through the recognition panel but there is still about half to go to the panel. Members noted that they have seen the benefits for learners in the HE choices offered and this will help to strengthening the value of the diploma, they give learners and parents the confidence about the next stages and entry into HE. LA members also noted th value in building the relationships between level 3 and HE course tutors.

Joanne tabled a draft booklet which had been approved at the last meeting which would identify the progression agreements and include case studies and photos. Rachel Brough has been contacting individuals about providing content and a tabled paper identified the contacts and action taken. It was noted that the Local Authority logos should also be included and a comment from the recruiting institution. Sarah Clothier has been commissioned to work on the content. The wording on the booklet is to be considered and it was **AGREED** to add the word 'diploma' to the cover. A proof will be sent out to all members for comment. It was noted there are particular colours for each diploma line and that on the DFE website there are marketing guidelines and a tool kit.

Local Authority members had agreed previously to include this in their area prospectus and there will be a pdf copy on the WYLLN website.

5. Local Authority and WYLLN Partners to update on any 14-19 developments

Kirklees, Recruitment for post 16. Kirklees now offering 9 diplomas and hope to recruit in 8 (not hospitality). There had been increased school involvement. The numbers for the lines has now levelled. January is the main recruitment period.

Bradford, Chris reported a similar picture in Bradford. They will be offering 13 lines in September and have had good recruitment in all except construction. The Environment & Land numbers are also slightly lower. There are also more schools involved.

Wakefield, Wendy had not received any feedback and **AGREED** to forward this upon receipt to be sent through.

ACTION WC

Steve tabled a copy of a presentation from UCAS, which noted there have been 690 diploma learners nationally that have applied to HE this year. It has been identified that more than 100 of these students will not be progressing as a result of them either receiving no offers or won't achieve what they're studying. UCAS will try to identify the schools where these 100 learners are from in order for increased IAG to be offered. It was noted the standard of applications from diploma learners had not been good and was an area to work on.

It was queried whether the support for learners on UCAS applications from the diplomas was a staff development need. Members agreed that there is a gap in the knowledge and understanding of tutors and advisors and more training is required for them to be able to support these learners. At the last meeting the University of Leeds reported on the low standard of applications. Kim noted that at Leeds Trinity University College the standard has been similar to their BTEC students and non- A level applications. The links to the Trans:it project were noted which was being developed by the University of Bradford. It was **AGREED** to invite local authority members to the Trans:it launch in July.

Action MM/JP

6. **Discussion of 14-19 activities in WYLLN 4th year – Background paper**, Steve noted the presentation which outlined the WYLLN 4th year target and structure. Members were asked to consider whether they were likely to still develop progression agreement, without WYLLN funding. Members thought that they would continue with the work and did not feel the lack of funding would be an issue. It was suggested that WYLLN could broker some relationships in the future. The marketing and promotion of the agreements needed to be considered and the use of video clips was suggested.
A criteria for personal statements for diploma learners was noted.

7. **Staff Development event, Monday 14th June 2010**, Joanne tabled a draft programme for a forthcoming joint 14-19 and IAG event which would showcase the achievement and also bring together 14-19 and IAG staff. Members supported the programme which will be sent out early next week. Kim noted that during this week it was 'Universities week – what's the big idea' It was agreed to look at the website for the week and try and get this event listed. Kim **AGREED** to send Joanna the email with the information.

ACTION KS

8. Any Other Business

There were none

9. **Date and time of the next meeting** – It was **AGREED** Joanna will circulate dates for October.

ACTION JP

