

**Minutes of the FE A Level Student Progression to Degree Course**  
**Meeting Room, Level 10 , Central Services Building**  
**31/01/2011**  
**2:00pm - 3:45pm**

**Present:** Jonathan Higgins, Joanne Beaumont, Rob Rattray, Judith Foreman, Helen Hodgson, Neelam Mirza, Saira Mustafa

**Apologies:** Tony Laycock, Wendy Chapman and Oliver Limon

Item	Subject	Action
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>Jonathan welcomed the group and outlined the context of the meeting.</li> </ul>	
2	<p><b>Minutes from 15<sup>th</sup> November 2010</b></p> <ul style="list-style-type: none"> <li>The minutes from 15<sup>th</sup> November 2010 were approved as accurate.</li> </ul>	
3	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>All action points completed</li> </ul>	
4	<p><b>Update and review of institution data gathering</b> <b><u>Wakefield College</u></b></p> <ul style="list-style-type: none"> <li>Judith &amp; Helen from Wakefield College presented and discussed reports outlining the progression of students from Wakefield College to HEIs. The data also showed comparison with students' progression from other FECs in the local area.</li> <li>Data also showed where learners from Wakefield College applied to and received offers from. There are a large number of students applying for vocational courses.</li> <li>It was noted that the data included both the BTEC National &amp; A-Level students as this could not be disaggregated.</li> <li>Judith &amp; Helen are looking to present this to the Wakefield Head of Sixth.</li> </ul> <p><b><u>University of Leeds</u></b></p> <ul style="list-style-type: none"> <li>Neelam reported that she had looked into data sets within the University in comparison to applications made from schools and FECs.</li> <li>JH suggested that institutions should be able to share data to work more effectively. It was agreed that Wakefield College &amp; University of Leeds will meet to compare data and discuss further.</li> </ul>	

	<p><b><u>Leeds Trinity University College</u></b></p> <ul style="list-style-type: none"> <li>• It was reported that personal statements are not very informative on UCAS forms or in some cases none existent. This results in applications being rejected.</li> <li>• The group discussed the minimal effort on personal references provided by tutors and how this can impact on an offer been made.</li> </ul> <p><b><u>IAG Conference</u></b></p> <ul style="list-style-type: none"> <li>• The conference to run jointly by AH &amp; WYLLN looking to take place in late May 2011.</li> <li>• Following on from the discussion had regarding personal references from tutors on UCAS application it was suggested that a session could be held at the conference on writing references.</li> <li>• It was highlighted that discussions need to be had if this forum should exist or link in other forums.</li> </ul>	
5	<p><b>FE to HE Progression: The Kent &amp; Medway model</b></p> <ul style="list-style-type: none"> <li>• Caroline presented an outline of the work done by Kent and Medway.</li> <li>• Caroline to circulate the presentation to the group.</li> <li>• Caroline agreed to forward contact details for Sharon Smith from Kent &amp; Medway. Sharon is happy to discuss data reported in this presentation.</li> </ul>	<p><b>Caroline Caroline</b></p>
6	<p><b>Review of Project plan and agreement of next steps</b></p> <ul style="list-style-type: none"> <li>• Neelam agreed to deliver the key headline data for HEIs and Judith the FE headline data at the next Progression Task group.</li> <li>• Joanne to contact Bradford College to establish links with them.</li> <li>• After the meeting apologies received from Leeds City College who indicated they wish to be involved.</li> </ul>	<p><b>Neelam/ Judith Joanne</b></p>
7	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul>	
8	<p><b>Date &amp; time of next meeting</b></p> <ul style="list-style-type: none"> <li>• End of March 2011. TBC</li> </ul>	