



**West Yorkshire Lifelong Learning Network
Sector Group Work Plan September 2008 – July 2009**

Name of Sector Group : **Business Service Sector**

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Name of Lead Institution : **Park Lane College**

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Name of Sector Officer ...**Ann Binns**.....Tel. **0113 216 2125**.....

Email: **a.binns@parklane.ac.uk**

Date Work Plan produced**1 December 2008**.....

Date Work Plan reviewed by Sector Group

Date Work Plan submitted to WYLLN

For 2008/9 Work Plan

Submission dates are:

**1st December 2008
4th March 2009
22nd June 2009**

Meetings, Communications and Representatives **2008/09 Sector Officer Budget available to support activity
£41,477 (3yrs £124,431)**

Dates of 2008/09 Sector Group Meetings

Meeting	Date of Meeting
1.	Monday 13th October 2008 – 2pm
2.	Tuesday 11th November 2008 – 2pm
3.	Wednesday 14th January 2009 - 2pm

4.	Friday 6 th March 2009 – 2pm
5.	Monday 11 th May 2009 – 2pm
6.	Tuesday 7 th July 2009 – 2pm

Chairperson of Sector Group Meetings

Name	Organisation	Tel. Number	Email
Ann Binns	Park Lane College	0113 216 2125	a.binns@parklane.ac.uk

Sector Champions

Please record the name and contact details each Sector Champion

Name	Organisation	Tel. Number	Email
Paul Simpson	Norwich Union	???	PAUL.SIMPSON2@norwich-union.co.uk

Sector Group Members

Please record the name and contact details of each member of the Sector Group

Name	Job Title	Organisation	Tel. Number	Email Address	Attendee	Consultant
Stewart Longbottom	Programme Manager, HE Business & Management	Bradford College			X	
Rachel Owen	Regional Sector Skills Broker	Business Link Humber			X	
Maryke Deahl	HE Manager/Programme Manager, Business	Calderdale College			X	
Dianne Harrison	Curriculum Manager, Business	Dewsbury College			X	
Jo Johnston	14-19 Curriculum Co-ordinator	Education Leeds			X	
Clare Stoney	Consultant	Foundation Degree Forward				X

Richard Turner	Programme Manager, Business	Huddersfield Technical College			X	
Sheila Lucciarini	Curriculum Manager	Joseph Priestley College			X	
Rachel Banfield	Associate Dean / Head of School	Leeds Metropolitan University			X	
Anne-Marie Ridley	Undergraduate Programmes	Leeds Metropolitan University			X	
John Earley	Lecturer in Management	Leeds Trinity and All Saints			X	
Linda Schofield	Regional Director	National Skills Academy Financial			X	
Julie Best	Programme Manager E-Technology	Park Lane College			X	
Clare Macdonald -	Senior Manager of Student Learning Services	Park Lane College			X	
Don Parker	Head of Digital Technology and Skills	Park Lane College			X	
David Gilding	Business Development Manager	Park Lane College			X	
Kate Dyson						
Craig Busby	Head of Business School	Park Lane College			X	

Abi Atkinson	Interim Director Student & Learning Services	Park Lane College			X	
Anna Geldart	Higher Education Administrator & PA to Ann Binns	Park Lane College			X	
Geoff Dunning	Regional Director of Road Haulage Association	Road Haulage Association			X	
Sandy Brook	Section Leader, Business Management, Finance & User Application	ShIPLEY College			X	
David Orrell	Regional Manager	Skills for Logistics			X	
Jane Rexworthy -	National Manager UK	Skillsmart Retail Ltd			X	
Lynn Bavage	National Manager UK	Skillsmart Retail Limited			X	
Owen Whitehouse	Business Development Manager	University of Bradford			X	
John Anchor	Head of Department	University of Huddersfield			X	
Michael Hibbert	Coordinator for Recycling & Waste Management Provision	University of Huddersfield			X	
Kalim Siddiqui	Course Leader Business Studies	University of Huddersfield			X	
Larissa Bdzola	Faculty Liaison Officer	University of Leeds			X	

Liz McFarlane	Director Services to Business	Wakefield Campus			X	
Janet Hilton	Marketing Development Manager	Wakefield Campus			X	
Michael Cuthbert	LMIE Sector Officer	Wakefield Campus			X	
David Bemrose	Lecturer in Business and Management	Wakefield College			X	
Sarah Deakin	Lecturer in HE Business and Professional Courses	Wakefield College			X	
Judith Haigh	Youth Programmes Manager	West Yorkshire Learning Providers			X	
Ruth Triggs	Managing Director	Bradford Chamber Business Park			X	
Joanne Beaumont	Sector Skills and Progression Manager	WYLLN University of Huddersfield			X	
Sue Spence	Careers Advisor	WYLLN University of Huddersfield			X	

Sub Groups Established

Please record details of any sub groups established to deliver areas of this work plan

Sub Group Title / Sub Group Function	Dates of Sub Group Meetings
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Curriculum sub group for Top Up awards	21/11/08

Credit and Progression Task Group Representative

Please record the name and contact details of the sector group credit and progression task group representative

Name	Organisation	Tel. Number	Email
Clare Stoney	FdF	07943169049	Clare.Stoney@btinternet.com

IAG Task Group Representative

Please record the name and contact details of the sector group IAG task group representative

Name	Organisation	Tel. Number	Email

Please comment on the appropriateness of the membership and indicate any developments/changes required and how these will be implemented.

Curriculum Development 2008/09 Budget available to support activity £36,146 (3yrs £108,439)
Targets across the 3 years: 430 new learners (144 per year)
3 Foundation Degrees or equivalent
4 Progression Agreements (Undergraduate and/or postgraduate)

Please use these tables as a template and complete one full set for each curriculum development that is "In Development" or "In Planning" by copying and pasting the blank tables below. Please complete all yellow highlighted boxes where appropriate and applicable. The information contained in this work plan should be kept and updated as curriculum developments move from "In Planning" through "In Development" to final "Completion" so that a historical record of sector group progress is recorded. Funding will be provided for those curriculum developments "Completed" or "In Development" when actual costs or estimated costs are provided. Funding provided to curriculum developments "In Development" based on estimated costs will be adjusted when actual costs are known. A full costing breakdown will be required for all completed curriculum developments and a template will be provided on request.

Summary of Business Sector Curriculum Development Proposals			
Development	Lead	£	ASNs

1	4 Top Up Degrees	Park Lane College	10,000	15
2	Development of Teaching Materials for retail FD.	Wakefield College	10,000	
3	Development of Electronic Learning Materials for New FDs	Park Lane College/Bradford College	22,000	
4	Staff Time to Support Development of E Portfolios	Park Lane College	5,000	
5	Development of learning materials for Study skills course to support transition from level 3 to level 4	Park Lane College	10,000	
6	Development of Business Modules set in CBE context	Park Lane College/Leeds College of Building	3,000	
7	Development of a framework for L& M Foundation Degrees based on the Business Model	Wakefield College	15,000	15
8	Training & development of capability within Retail Sector	Bradford College	10,000	20
9	Training & development of capability within Logistics Sector	Bradford College	10,000	20
			72,000	30

CD proposals withdrawn.

Summary of Marketing Proposals					
	Event Title	Date	No. of Employers Engaged	Total Cost £	WYLLN Contribution
1	FDF Conference	October 2008	10	£657.93	£657.93
2	Employer networking Event	January 2009	Tbc	£3,000	£1,000

Project Proposals			
	Proposal	Lead	Cost
1	Development of E Portfolio to manage the progress of assessment on HE courses.	Park Lane College/AXIA	£30,000

No.1

Title of Development		Top Up degrees									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To provide a progression route for the 4 FDs already developed which is in the same style as the FD.	Top Up degree in Business. Financial Services, Logistics and Retail	Development of modules totalling 120 credits per degree				Park Lane College. Wakefield College. Bradford College. Joseph Priestley	Park Lane				

Contribution To Targets (see above)		Status of Development			
New Learners	20	Completed	In Development	In Planning	
FDs or equivalent		Y / N	Y	Y / N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			May 09		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	10,000		
Resource Purchase			
Other Expenditure Items			
Totals	10,000		

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per year	ASN FTE Required
FD	FD Business/management Park Lane College	BA (Hons) Business	Park Lane College		1	1	15	15

Title of Development		Development of teaching materials for Retail FD										
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery		
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery	
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment							
New Fd already developed. Teaching and learning materials needed to support programme	Fd level		Production of module learning materials			Wakefield College. Park Lane College		Realm Limited – Junction 32 Outlet, Glasshoughton			Skillsmart	

Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		Y / N	Y / N	Y	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Jan 10	Jan 09	Feb 09

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	8000		
Resource Purchase	2000		
Other Expenditure Items			
Totals	10000		

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per yea	ASN FTE Required

Title of Development		Development of electronic learning materials for new FDs									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To allow better access to people in employment to enable them to complete the FD.	FD		Development of electronic learning materials for core modules in 4 new FDs			Bradford College Park Lane College Wakefield College		TBA		Financial Services.	

Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		Y / N	Y / N	Y	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
				June 09	Sept 09

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	2000		
Resource Purchase	20000		
Other Expenditure Items			
Totals	22000		

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per year	ASN FTE Required

Title of Development		Development of HE Assessment progress system										
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery		
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery	
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment							
To support the E portfolio project		Staff time to provide brief, meetings, etc to support project				Park Lane College Wakefield College. Bradford College	Park Lane College	AXIA				

Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		Y / N	Y	Y / N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Sept 09		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£5000		
Resource Purchase			
Other Expenditure Items			
Totals	£5000		

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per year	ASN FTE Required

Title of Development		Development of learning materials for Study skills course to support transition from level 3 to level 4									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To support students moving from level 3 to HE or returners			Development of learning materials			Park Lane College. Aim Higher	Park Lane College				

Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		Y / N	Y	Y /	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			June 09	Nov 08	Jan 09

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£10000		
Resource Purchase			
Other Expenditure Items			
Totals	£10000		

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per year	ASN FTE Required

No.6 **WITHDRAWN**

Title of Development		Development of Business Modules set in CBE context									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
Leadership, Management and Business Modules set in CBE context	FD level 4	L & M Finance Marketing HR				Construction Sector Group Park Lane College		CBE group			

Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		Y / N	Y / N	Y /	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			June 09	Jan 09	Jan 09

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	3000		
Resource Purchase			
Other Expenditure Items			
Totals	3000		

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per year	ASN FTE Required

No.7

Title of Development		Development of a framework for L& M Foundation Degrees based on the Business Model									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To develop a flexible framework for L & M in a range of different disciplines based on the Business model.	FD Leadership & Management in: Travel & Tourism. Music. Information Technology. Sports Coaching. Catering.	Framework development.	Curriculum materials.			Wakefield College. Park Lane College.		tbc		tbc	

Contribution To Targets (see above)		Status of Development			
New Learners	15	Completed	In Development	In Planning	
FDs or equivalent	FD	Y / N	Y	Y /	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Dec 09	Jan 09	Feb 09

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	13000		
Resource Purchase			
Other Expenditure Items	2000		
Totals	15000		

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per year	ASN FTE Required
tbc								

Title of Development		Training & development of capability within Retail Sector									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
Training & development of capability within Retail Sector	FD	Updating Retail Management Curriculum. Staff Development						<ul style="list-style-type: none"> Westfield Site Bradford Prologis BDMC 		SkillSmart	

Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent	20	Y / N	Y / N	Y / N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
				January 2009	January 2011

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£8000		
Resource Purchase	£2000		
Other Expenditure Items			
Totals	£10000		

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per year	ASN FTE Required
20	Fd Retail	Level3 qualification	BA(Hons) Business Studies Bradford College	This will be internal progression				

No.9

WITHDRAWN

Title of Development		Training & development of capability within Logistics Sector									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
Training & development of capability within Logistics Sector	FD	Updating Logistics Management Curriculum. Staff development						<ul style="list-style-type: none"> Mark & Spencer ProLogis BDMC 		Skills for Logistics	

Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent	20	Y / N	Y / N	Y / N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
				January 2009	January 2011

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£8000		
Resource Purchase	£1000		
Other Expenditure Items			
Totals	£9000		

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per year	ASN FTE Required
20	Fd Logistics	Level3 qualification	BA(Hons) business Studies Bradford College	This will be internal progression				

Marketing Strategy 2008/09 Budget available to support activity £5,681 (3yrs £17,045)
Target across the 3 years: 145 employer engagements
6 Employer events

Please use these tables as a template and complete ONE FULL SET for each marketing event/development that is “In Development” or “In Planning” by copying and pasting the blank tables below. Please complete all **yellow highlighted** boxes where appropriate and applicable. The information contained in this work plan should be kept and updated as marketing events/developments move from “In Planning” through “In Development” to final “Completion” so that a historical record of sector group progress is recorded. Funding will be provided for those marketing events/developments “Completed” or “In Development” when actual costs or estimated costs are provided. Funding provided to marketing events/developments “In Development” based on estimated costs will be adjusted when actual costs are known. A full costing breakdown will be required for all completed marketing events/developments and a template will be provided on request.

Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Promotion of FDs and WYLLN	Show case at FDF Conference	FDF			£650	£657.93

Contribution To Employer Event and Engagement Targets (see above)		Status of Development			
No. of Employer Events (if appropriate)		Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	10	Y			
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		10 October 2008			

Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Promotion of newly developed FDs	Employer lunchtime networking event.	Wakefield College. Bradford college.	Yorkshire Forward.		Full cost £3000 + seeking contribution of £1000	

Please complete this table for each Employer Event you record in the table above

Contribution To Employer Event and Engagement Targets (see above)		Status of Development			
No. of Employer Events (if appropriate)		Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	tbc	Y / N	Y / N	Y /	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
				Dec 08	Jan 09

- * **An engagement with an employer may be a substantial telephone call, a substantial email exchange, a meeting or discussion during a networking event.**

WYLLN Employer Engagement Record for Sector Groups

Please use the WYLLN Employer Engagement Record to maintain a directory of your employer contacts.

Employer Contact Data - guidelines

Employer: Record the name of the employer

Address: Record the full postal address

Contact Person: Record the name, telephone and email details

Sector area: Record the area covered under the sector group

Nature of contact: Record whether the contact was made via a meeting, telephone call, networking event, other

Outcome of contact: Record the outcome of the contact e.g. membership of sector group established, referral to a learning provider(s) Park Lane College invitation to an employer event issued, no further contact agreed, other - please state

Employer learning needs data - guidelines

Employer: Record the name of the employer

Address: Record the full postal address

Contact Person: Record the name, telephone and email details

Sector area: Record the area covered under the sector group

Higher level learning/skill needs: Describe in detail the nature of the learning/skill need

Level of learning: Record the level requirement of the learning/skill needs e.g. level 4/5, 6, 7/8

Learner Status: Full Time, Part Time or both

Delivery Method: Record the preferred learning mode required by the employer e.g. attending, distance learning / blended learning; full programme/stand alone modules

Start date: Record the employer's preferred timescale for accessing the learning e.g. within next 3 months, immediately

Duration: Record the employer's preferred timescale for the duration of the learning

Number of learners: Record the number of employees requiring the learning provision

Current level of learners: Record the current level of potential learners e.g. level 3 qualified, level 3 unqualified, level 4/5 qualified, level 4/5 unqualified, level 6 qualified, level 6 unqualified, level 7/8 qualified, level 7/8 unqualified

Co-financing: Record whether the employer is willing to contribute to the learning beyond the student fee level

Employer Contact Data

Employer name	Address	Contact Name	Telephone No	Email	Sector area	Nature of contact	Outcome of contact
The Elite Group	Wortley Moor Road Wortley, Leeds LS12 4JH	Stewart Firth	0113 224 4700	Stewart.firth@elitegroup.co.uk	Logistics	Fd	Proposed start date for approx. 12 students Spring '09.
Stiller Academy	Ridgeway Aycliffe Industrial Estate Newton Aycliffe DL5 6SP	John Craig	01325 313140	John.craig@stiller.co.uk	Logistics	Fd	Small pilot group to start Jan '09
Premier Farnell	Maybrook Industrial Estate Castleton Road Leeds LS12 2EN	Andy Baines	0113 242 3355	abaines@farnell.com	Logistics	Fd	Discussions in progress
Yorkshire Ambulance Service NHS Trust	Trust Headquarters Brindley Way Wakefield WF2 0XQ	Rosie Johnson	0845 1241241	rosie.johnson@yas.nhs.uk	Public	Basic skills to Fd	Discussions in progress
Leeds Mind	Grove Villa Cardigan Road Leeds LS6 3BJ	Mark Lee	0113 230 7673	Mark.lee@leedsmind.org.uk	Voluntary	Range of training & development	Supported application for funding
Leeds Volition	26 St Michaels Road Headingley Leeds LS6	Pip Goff	0113 2749585	Pip.goff@volition.org.uk	Voluntary	Range of training & development	Ongoing discussions

	3AW						
Aire Valley Leeds	Belle Isle Foundation Enterprise Way Middleton Road Leeds LS10 3EZ	Karen Chiverall	0113 214 1970	Karen.chiverall@leeds.gov.uk	Business	Fd	Ongoing discussions
Forward Ladies	1 City Square Leeds LS1 2ES	Etta Cohen	0113 366 3053	Etta.cohen@forwardladies.com	Business	Fd	Meeting December to plan way forward
WY Fire & Rescue Service	Oakroyd Hall Birkenshaw BD11 2DY	Keith Robinson	01274 473872	Keith.robinson@westyorkshire.gov.uk	Public	Bespoke training	Awaiting decision
Leeds City Council	Children's Services Directorate Merrion House Leeds LS2 8QB	Kay Malley	0113 395 1324	Kay.malley@leeds.gov.uk	Public	Fd	Awaiting decision following Council restructure
Eversheds	One Wood Street London, EC2V 7WS	Nicholas Edwards	0845 497 4697	nicholasedwards@eversheds.com	Legal	Accreditation	Proposal submitted – awaiting decision
Independent Healthcare Advisory Services	Centre Point 103 New Oxford Street London WC1A 1DU	Lene Gurney	020 7379 8598	lenegurney@independenthealthcare.org.uk	Private Health	Establishment of regional consortium	Awaiting decision
Bradford and Airedale PCT	Douglas Mill Bowling Old Lane BRADFORD BD5 7JR	Alison Love	01274 237450	Alison.Love@bradford.nhs.uk	Business	FD and CMI	Approx 40 learners per annum. (20 full FD and 20 CMI plus

							1 module)
Arena Group	Armitage House Thorpe Lower Lane Robin Hood Wakefield WF3 3BQ	Martin Wright	0871 220 3023	martinw@arenagroup.net	Business	FD	Awaiting confirmation of c. 7 learners to start Jan 09)
Arla Foods	Arla House 4, Savanna Way Leeds Valley Park LS10 1 AB	Vikki Berry	07971 307781	vikki.berry@arlafoods.com	Business Logistics	FD and NVQ	Awaiting decision
Control Risks Group	Cottons Centre Cottons Lane London SE1 2QG	Mark James	020 79702384	Mark.James@control-risks.com	Security Management	FD	20 learners pa (validation 16/12/08)
Leeds Chamber of Commerce	White Rose House 28a York Place, Leeds, LS1 2EZ	Anna Rebaudo	07850 271062	anna.rebaudo@leedschamber.co.uk	Business	FD	6 learners enrolled
St Anne's Community Services	6 St Mark's Avenue LEEDS LS2 9BN	Roy Fawcett	0113 243 5151	roy.fawcett@st-annes.org.uk	Business	FD	9 learners to start Jan 09

Employer Learning Needs Data

Employer	Addresses	Contact Name	Telephone no	Email	Sector area	Higher level learning/skill needs	Level of learning	Learner Status

Delivery Method	Volume of learning	Start Date	Duration	Number of learners	Current level of learners	Co-financing

Progression Agreements

Please provide details of all progression agreements developed to support sector activities that are not directly linked to funded curriculum development.

Progression Agreement Linked to Curriculum Development								
Types of learners involved e.g. BTEC, NVQ	Course title and sending institution	HE qualification learner will enter	Course title and receiving institution	No. of progression agreements signed	No. of progression agreements in development	No. of different institutional signatories	Expected number of learners per year	ASN FTE Required
Foundation Degree	Business Management. LCC	BA (Hons)	Business. LCC	1		1	15	15
Foundation Degree	Photography. LCC	BA (Hons)	Photography. LCC		1	1	15	
Foundation Degree	Electrical & Electronic Engineering.	BEng (Hons)	Electrical & Electronic Engineering. LCC		1	1	15	

Details of need	Target Audience / numbers involved	Level of priority 1. Urgent and important (Must) 2. Not urgent but Important (Should) 3. Not urgent but useful (Could)

No.1

WYLLN Projects Fund 2008/09 Central budget available through an application process £83,333 (3yrs £250,000)

Proposal Title	E Portfolio for Foundation degrees
Proposal Outline	Development of an e portfolio to support the management of assessment of Fds focusing on learners in the workplace.
Project Lead	Park Lane College
Other Partners Involved	Wakefield college Bradford College
Outcomes	E portfolio system for assessment of Fds that can be customised to each institutions requirements.
Benefits for Wider Partnership – naming specific institutions if appropriate	The system could be used across all sectors involved in FDs.
Estimates Total Cost	£30,000

Please return to Joanne Beaumont (email. j.e.beaumont@hud.ac.uk) West Yorkshire Lifelong Learning Network, University of Huddersfield, Central Services Building, Queensgate, Huddersfield, HD1 3D