

Business Service Sector Sub Group Meeting

1400 on Friday 5 March 2010

in Unit Boardroom at Leeds City College, Park Lane Campus

PRESENT	APOLOGIES
Ann Binns (Chair)	Sarah Deakin
Michael Cuthbert	Joanne Beaumont
Michael Hibbert	Sue Spence
	Craig Busby
IN ATTENDANCE	Ruth Osborne
Sue Ramsey	John Anchor
Ian McGregor-Brown	

Notes: Sandra Janney

	MINUTE	ACTION	BY
1.0	AB opened the meeting and welcomed Sue Ramsey and Ian McGregor-Brown		
2.0	Minutes of Last Meeting		
	The minutes of the meeting held on 8 October 2009 were agreed as a true record.		
3.0	Curriculum Projects Update		
3.1	<i>Showcase:</i> Following the Business Services Sector Showcase on 8 December 2009, it was agreed that after completion, the outcomes of all the curriculum projects would be available in a resource bank with WYLLN for members to access.		

3.2	<i>CD3 Electronic materials:</i> AB outlined the project to date and reported that Reach Further were currently working on electronic materials for PPD2. AB is concerned that Reach Further will not have time to complete materials for PPD3 and PPD 4 by the WYLLN target date of June 2010. The adaptability of the software to other areas of the workplace was noted.		
3.3	<i>CD2 Retail:</i> This project is being led by Wakefield College. MC explained that the project was to devise teaching materials to support the Foundation Degree in Retail which was based on the generic framework. MC reported Level 4 was complete and will be published on CD w/c 8 March 2010. Level 5 was on target to be complete by end of May 2010. The materials themselves are exemplar for tutors to adapt for their own needs. Throughout the project, MC has been impressed by the level of collaboration between the institutions involved.		
3.4	<i>CD7 Leadership & Management:</i> This project is also led by Wakefield College. The generic Business framework was used as basis for the project and the team are trying to align this Foundation degree with Institute of Leadership and Management (ILM) qualifications. The Team has comprised of MC and principally Sarah Deakin (Wakefield College) Paula Waring (Calderdale College) Alan Maybury (University of Bradford) Richard Aust (Leeds City College) Ian McGregor-Brown (Leeds Trinity) It was noted that the flexibility and soft skill development included in Foundation Degrees made the qualification attractive to employers.		
3.5	<i>CD5 HE Assessment Tracking:</i> This product is web-based and adaptable has been developed by Axia and is now at the snagging stage. The reflective diary element has proved particularly useful.		
4.0	Marketing Events		
4.1	Ideas for marketing events for the Business Services Sector were exchanged which included:		
4.2	Promoting the FdA in Retail with free tuition at Wakefield College, Calderdale College and Leeds City College using ECIF funding	Contact and discuss with college contacts	MC
4.3	Event to highlight possibility of Apprenticeship through to Foundation Degree progression in Financial Services		SR
4.4	FdA in Pension Management Launch. SR and Craig Busby are already involved in the above event which could be extended.	Discuss with Craig Busby	AB
4.5	Publish a brochure	Investigate costs	MC

5.0	Ian McGregor-Brown		
5.1	<p>Ian's contact details are:</p> <p>Ian McGregor-Brown Higher Level Skills Coordinator Employment & Skills</p> <p>Leeds, York & North Yorkshire Chamber of Commerce White Rose House, 28a York Place, Leeds LS1 2EZ Tel: +44 (0) 113 247 0000 email: ian.mcgregor-brown@yourchamber.org.uk web: www.yourchamber.org.uk</p>		
5.2	<p>IM-B explained that he had been seconded from Leeds Trinity through WYLLN to Yorkshire Chamber of Commerce where his role was the Higher Level Skills Co-ordinator giving advice and guidance to the Skills Board and to WYLLN partners. IM-B pointed out that employers are looking for skills, not necessarily qualifications. He explained the British Chamber of Commerce with Foundation Degree Forward already offer a successful foundation degree based on 20 credit modules which is not funded through HEFCE. There followed a discussion on employer/provider preferences when it comes to developing the workforce. It was agreed the employers' ideal would be for minimal release perhaps with 'master-class' tutor contact (eg Friday lunch to Saturday evening) with APL and accreditation of in-house training. Providers would prefer to deliver full-cost recovery programmes.</p>		
6.0	Sue Ramsey		
	<p>SR is the Regional Director, Yorkshire and Humberside, of the National Skills Academy for Financial Services. She updated the Group on some of the training available through the Academy nationally such as Apprenticeships, a joint Level 3 venture with ILM and a partnership with the Open University to offer degrees. Apprenticeships particularly are being promoted. Regionally, SME employers can access discount training through the Yorkshire and Humberside Skills Academy which links commercial providers with employers.</p>		
7.0	WYLLN Update		
	<p>A brief update of WYLLN activity March 2010 circulated by Joanne Beaumont was distributed. AB informed the Group of the decision made at the WYLLN Board meeting held on 4 March to continue WYLLN into a fourth year, albeit in reduced size.</p>		

8.0	Any Other Business		
	MH informed the group that, after 20 years in industry, he is now working on a HEFCE funded/employer engagement project through Huddersfield University in waste management. The waste management industry comprises of large multi-national or small companies with little collaboration amongst them. After much hard work by MH, a Foundation Degree has been validated and is accredited by the professional body. Students have 6 years to complete the qualification. Employers at the moment prefer their employees to gain a NVQ 4.		
9.0	Date of Final Meeting: 1400 on Friday 25 June 2010 in room C5.11 at Leeds City College, Park Lane House		