

West Yorkshire Lifelong Learning Network
Minutes of the Credit Sub Group
Held on 29th January 2010
Start time 1005 hours
Finish time 1210 hours

Present: Joanne Beaumont (Chair), Geoff Barker-Read, Vicki Illingworth, Jenny Share, Ian McGregor-Brown and Joanna Puzo (note taker)
Apologies: Simon Thorpe, Lesley Barlow, Vaughan Minshull, Judith Foreman

Action

1. Welcome and introductions

The Chair welcomed members to the seventh meeting of the Credit Sub group.

2. Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 16th October 2009.

3 Matters Arising

Minute 4. Joanne confirmed that the APEL resources are on the WYLLN website

Minute 4, Common Principles would be discussed under agenda item 6.

Minute 5, Vicki reported that she had not been able to obtain suitable case studies. Joanne reminded members that the APL leaflet had been on the agenda of the three meetings. At this stage Joanne is not confident about the quality of the case studies that have been received from partners and suggested that this be put on hold for now. Members **AGREED** that the leaflet should not be continued without the right content and that the examples that have been received could go on the WYLLN website in the meantime.

4. Credit Framework - HEFCE Annual report and WYLLN Board response, Joanne spoke

to the document which had been annotated to show the WYLLN HEFCE annual return in relation to credit, HEFCE'S response to the report, then the Management Board discussion regarding HEFCE's response followed by the action point for Steve to make.

It was noted that in the long term perhaps the UK should be using the European standards for credit.

5. Progression Agreement Framework Evaluation - action and discussion points, page 10 of the report identifies the action points.

Action 1, Was the recommendation that the Credit and Progression Group continues to meet. The task group currently meet quarterly and has a broad membership. Joanne reminded members that the 4th year of WYLLN there will not be any WYLLN funding for activity. The task group have agreed it should continue and there is agreed commitment that the Progression agreement recognition panel continues to monitor new progression agreements. The panel currently has 4 members who are confirmed up to this summer so this will need to be reviewed. Between the partners there are another 80 progression agreements to look at between now and the summer. There would also be the 14-19 diploma progression agreements starting to come through.

Action 2, refers to the recognition panel and as noted will need to be reviewed in the summer. There will also be changes to the WYLLN team that may need to be considered

Action 3, Partners will be contacted to see how they will carry forward their progression agreement activity without WYLLN funding.

Action 4, An employer progression agreement is being reviewed by the HLS co-ordinators following the comments from a provider who has developed a PA with an employer. Action

5, The learner agreement, only a third of PA's have a signed learner agreement and it has been agreed to review the process. When and how the learner is informed was discussed at the task group.

A suggested format such as Aimhigher's was noted with a general statement about progression agreements in the prospectus was considered. WYLLN will also be finding out via the progression champions how and when tutors raise this. Perhaps ask tutors to tell us how they are going to inform learners. A set of guidelines/principles were suggested for institutions about what they should be doing. Joanne will present practice options to the SAF in February.

Action 6, HEFEC have asked that learners on progression agreements be tracked. Currently WYLLN has found no clear evidence that institutions are monitoring the PAs. Joanne presented a number of spreadsheet to the task group which Progression champions would need to complete.

Action 7 and 7.3, a database of champions and progression contacts within institutions was agreed to be a good useful tool to implement. There will be an issue of the ownership and how its embedded. WYLLN asked the Board to have a discussion around whether the PAF should be positioned more strategically within institutions, and the Board agreed yes. WYLLN will ask the SAF the best way to move forward with this and to get their views.

Members agreed that it needs to come from the SMT's of each institution. However the current climate in institutions may mean that this is not a priority when HEFCE are making cuts.

6. **Update on Common Principles Statement**, This item was note discussed at the meeting due to time constraints. A paper identifying the institutions that have signed up to the Common Principles statement would be circulated with the minutes.

7. **Revisit 3 elements of the Terms of Reference of Credit and Progression Task Group To explore the potential for developing and implementing a West Yorkshire Module Catalogue, which targets part time learners and employers.** Discussion item with the context of Advanced UK and Skills Brokerage Platform

Joanne reported that there is an issue of knowing what is the "offer" particularly for part time learners and for the employer. Leeds City Region (LCR) has been given devolved power from Whitehall to make decisions on some significant budgets regarding skills education provision (including HLS). The Skills Funding Agency and Yorkshire Forward will be where the LCR has influence. The LCR covers 11 local authorities and the Board is made up of the lead councillors for each LA with a separate employer board. In addition there are four sub-boards which address the four main themes of Innovation, Skills, Transport and Housing. The Skills Board includes a focus on higher level skills across the LCR.

WYLLN if funding 4 Higher Level Skills posts across West Yorkshire. There are now higher level skills co-ordinators in post in Kirklees, Bradford and Leeds. The final points are being clarified for a post with Calderdale LA and talks are underway with Wakefield LA.

Joanne noted the tabled paper which showed a presentation of the GMSA (Greater Manchester Strategic Alliance) Advance UK. This is an portal which present the "offer to part time learners/employers. This is currently used by all the HE providers within the Greater Manchester LLN area. At least University within West Yorkshire is currently considering whether it will populate Advance UK with its offer. The WYLLN is considering its position in regard to Advance UK and the views/aims of its stakeholders.

8. **Update on Commissioning Round 3 APEL**

Joanne confirmed that the round 3 commissioning had now come to a close with the final reports received. Some follow up work was still being undertaken.

- 9 **Update on Progression Conference 2010**

The date of the next conference will be Friday 23rd April 2010, at the Royal Armoires in Leeds. Speakers were currently being approached from HEFCE, the UK Commission for Employment & Skills and the Leeds City Region.

Joanne asked members to send any themes and ideas for the conference and a suggestion of a poster event with case studies was noted, with themes of APEL, projects, and credit. Joanne **AGREED** to follow this up.

It was also agreed to invite Kath Walsh to attend to show attendees the module catalogue.

10. Update on sector activities

10.1 LMIE Credit Tariff, a paper was tabled for information, Joanne reported that NIACE were undertaking a project to see how HE credit and QCF credit match

10.2 HSCEY Shell Framework, 12 partners are involved with the project being led by the strategic health authority. The Associate practitioner role would be required shortly so its about how we develop the curriculum to meet their needs. Existing staff are to be trained and a recruitment process. The project was also looking at progression from apprentices into professionals and a key point that had been discussed at the group was the transfer of credits.

10.3 Advanced Apprenticeships – young people/adults, This project was being delivered by WYLP (West Yorkshire Learning providers) and would be working with institutions to ensure easier routes for progression from apprenticeships.

11. WYLLN funded Higher Level Skills Coordinator posts with local Employment and Skills Boards, This item had been discussed under agenda item 4.

12 Agree plan of work for 2010

Joanne asked members to consider whether attending the Credit sub-group was an effective use of members' time and Joanne felt that currently the group does not have a clear direction of where credit is going nationally and what the role of the group is.

Members agreed with Joanne's point about credit but did feel that the group should continue as they found it very informative and that there were outcomes that would be evident over the next few months for the group to consider. It was also suggested to request the task group to provide the sub group with a steer on the work to consider.

13. Any Other Business

There were none

14. Date, time and place of next meeting

Friday 26th March 2010 at 1030 hours, The Board room at Leeds College of Art