

**West Yorkshire Lifelong Learning Network**  
**Minutes of the Credit Sub Group**  
**Held on 29<sup>th</sup> June 2009**  
**Start time 1400 hours**  
**Finish time 1600 hours**

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

**Action**

**1. Welcome and introductions**

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

**2. Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on 3<sup>rd</sup> April 2009.

**3 Matters Arising**

**3.1 Minute 5**, Joanne confirmed that letters had been sent out to WYLLN champions and an update on the returned common principles proforma would be taken at minute 4.

**3.2 Minute 8**, the sub group's feedback on the draft employer progression agreement was noted at the Credit and Progression Task Group. This had been approved and could now be found on the WYLLN website.

**4. Common Principles Update**, A list of those institutions that have returned the common principles proforma was tabled. There were a number of institutions that were still to respond to the WYLLN and it was noted that some were going through the internal boards within their institutions. Simon noted that Leeds College of Art discussed the statement at their SMT meeting and were not in a position to fully commit as the College was reviewing their own policies. It was **AGREED** that this would need to be a rolling programme for the WYLLN to work on with partners and an update will be reported to future meetings.

**JP/JB**

Members discussed APEL and noted that KAPLAN have centres at many universities across the UK and do a lot of education publications. They have also been in contact with our Business Services sector group. Ian noted that he was meeting with Alison Creedon and members from KPLAN and would report back.

Ian noted a project that was reviewing the European Occupational standards for APEL and **AGREED** to forward the website link.

**IM-B**

**5. 2<sup>nd</sup> APEL leaflet – case studies**, Joanne tabled further copies of the leaflet and reminded members that at the last meeting it had been agreed to produce a case study leaflet of learners that have gone through the APEL process.

Joanne had asked WYLLN champions to submit case studies from their learners and Joanne tabled these for members. Ian also reported on two examples he would be able to provide for the leaflet. One was a student on an FD the other was an MSc student. Joanne suggested that the leaflet be completed by September. The case studies would need to have a broad mix of learners, institutions and levels. Lesley **AGREED** to speak to the Marketing Manager at the University of Huddersfield for some examples and Vicki would also check with the University of Bradford.

Joanne noted that many of the marketing managers from the WYLLN partners have asked for copies of the APEL leaflet to send out with their prospectus. The ECIF project may also wish to make use of the leaflet

**LB/VI**

6. **Feedback on NUCCAT "Common Approach to Credit" promoted by the Joint Forum for Higher Levels (from a meeting held on 12<sup>th</sup> June).** Joanne had attended the meeting which had been mostly attended by registry and quality staff from across the country. The meeting asked the attendees their views on the various frameworks such as the quality framework and the credit framework and the Joint Forum principles which this group had looked at earlier in the year.

Joanne tabled the presentation from the Kath Hodgson, University of Leeds/QAA role that had been delivered at the Progression conference. This included guidelines of how credit could be used, the volume and the language.

The qualification and credit framework presentation was also tabled. It was noted that partners needed to be aware of the work of QCF but that it was felt by members that many institutions would wait to assess the economy and change in government before implementing any new changes in aligning the frameworks. Joanne **AGREED** to speak with partners from the FE colleges to find out if any are involved with the QCF.

**JB**

7. **Review of progression agreements that have included statements about APEL,** Joanne drew members' attention to the first three progression agreements that have made reference to APEL. Members discussed the value of this and that it would be beneficial to encourage authors of progression agreements to include statements about APEL. The wording would need to be generic and kept light as each student's circumstances are different. Joanne **AGREED** to write a sentence and will ask the recognition panel to agree.

**JB**

8. **Links with SPA (Supporting Professionalism in Admissions),** Joanne has been trying to get contact with SPA for some time. SPA had been undertaking work with vocational and 14-19 learners and have now indicated that they would be happy to be apart of a WYLLN event. Joanne would be arranging an event towards the end of the autumn term which SPA will attend/present at.

Joanne reported that a funding opportunity has been circulated for 14-19 diploma progression agreements. At the last 14-19 Steering Group meeting a member of DCSF had reported that local authorities would need to report twice a year, in November with actual numbers and in July with predicted numbers for each of the diploma lines offered. There were currently about 60 level 3 learners in West Yorkshire. The Local Authorities have reported that 2010 will be a big push year for learner numbers in terms of level 3 both recruiting and progression. More schools are starting to engage with the diploma lines due to the 2013 entitlement which means that all learners will need to have access to the full curriculum entitlement, including diplomas. DCSF has written to all specialist schools to inform them if they want to retain their specialist status they are required to engage with the diploma lines.

The last gateway applications will be in October 2009. Joanne had tried to arrange a networking event for 19<sup>th</sup> June to bring together partner institutions and local authorities however due to low numbers the meeting was postponed. The WYLLN may organise an event in the future under the DCSF banner in September. Since the meeting Joanne has had a number of phone calls about the funding opportunity and it is expected that a number of applications will be submitted.

- 9 **Update on APEL Commissioning Round,** Ian reported on the work he has been undertaking, it was noted that including APEL into the progression agreements will be difficult. Ian has reviewed the APEL policy at LTAS and has now developed a set of principles for the college to use. Since the principles have been written there have been 3 confirmed APEL claims which was encouraging but is still a fairly low number given the number of leaflets that have been distributed.

Ian reported there is still an issue with some staff and that the claims have all been from the Education and Training Department. LTAS does have low numbers of part time and mature students which is a contributory factor. For the first claimant the decision has been made following a conversation with the learner through targeted questioning by a member of the course team. This has been very effective and will be repeated in the future, although the type of questions used needs to be specific.

Vicki reported that for the University of Bradford projects these are all new course and there has been a big delay in the course approval process. The School of Health and Social Sciences has shown the biggest learning curve and has made good links with the employers, but they are now having budget cuts which are impacting on learners. Vicki is pleased that the School of Management have become more open to using APEL with learners and will now look at this as an opportunity. It was requested that Ian write a set of guidelines based on the interview process that he had undertaken for the APEL learner.

Joanne reported that the WYLLN has undertaken a mystery shopper exercise on the phone numbers provided by institutions for the APEL leaflet. Many of the institutions have been very helpful with the query although some have been the number for the main switchboard so it has been more difficult to find the correct person.

Joanne reported on Alison's project, this had been to develop e-APEL. This had been trialled on 6 learners so far and has worked very well. The first section the learner can do online themselves and then the second stage refers them to an advisor. Following the college merger Alison has been briefing colleagues on the project.

- 10 **Update on APEL Conference**, The programme and booking paper was tabled for members' information. Some institutions have sent copies of their APEL procedures and these will be shared at the event.
11. **Any Other Business**  
The WYLLN Leadership, Management, Innovation and Enterprise Sector Group is looking at developing a credit tariff for professional development using the OU framework. Joanne **AGREED** to report back at the next meeting with an update. **JB**
12. **Date, time and place of next meeting**  
Dates to be circulated **JP**