



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

Name of Sector Group	Digital, ICT & Print		
Name of Lead Institution	nti, Leeds Metropolitan University		
Name of Sector Officer	Leia Bassett	Tel 0113 812 5309	Email leia@ntileeds.co.uk
Date Work Plan produced	9 th June 2009		
Date Work Plan reviewed by Sector Group	16 th June 2009		
Date Work Plan submitted to WYLLN	22 nd June 2009		
For 2008/9 Work Plan Submission dates are:	1st December 2008 4th March 2009 22nd June 2009		

Please use as much space on the template as you need. All boxes will expand to fit your content as required. Once completed, please return to Joanne Beaumont, West Yorkshire Lifelong Learning Network, University of Huddersfield, floor 10, Central Services Building, Queensgate, Huddersfield, HD1 3DH
Email. j.e.beaumont@hud.ac.uk

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 7 th Digital, ICT & Print Sector Group Meeting	14 th October 2008
2 8 th Digital, ICT & Print Sector Group Meeting	11 th November 2008
3 9 th Digital, ICT & Print Sector Group Meeting	20 th January 2009
4 10 th Digital, ICT & Print Sector Group Meeting	17 th March 2009
5 11 th Digital, ICT & Print Sector Group Meeting	12 th May 2009 (CANCELLED)

Chairperson of Sector Group Meetings

Name	Organisation	Tel. Number	Email
Linda Broughton	nti, Leeds Metropolitan University	0845 122 1555	Linda@ntileeds.co.uk

Sector Champions

Please record the name and contact details for each Sector Champion

Name	Organisation	Tel. Number	Email
Steve Ding	BMedia	01274 747400	steve@bmedia.org.uk
Helen Sykes	BPIF	01924 203334	Helen.sykes@bpif.org.uk
John Popham	Digital 20/20	07717 412977	John.popham@sero.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
Helen Sykes	Sales & Marketing Executive	BPIF	01924 203334	Helen.sykes@bpif.org.uk		✓
Steve Ding	CEO	BMedia	01274 747400	steve@bmedia.org.uk	✓	
Victor Burton	Programme Manager, HE Computing	Bradford College	01274 431677	v.burton@bradfordcollege.ac.uk	✓	
Carol South	Programme Manager	Calderdale College	01422 399330	carols@calderdale.ac.uk		✓
Dave Fisher		Davici Consulting	01924 256044	david@davici.co.uk		✓
Dave Chapman	HE Manager	Kirklees College	01924 465916	DChapman@dewsbury.ac.uk	✓	
Sam Hudson		Kirklees College	01924 465916	shudson@dewsbury.ac.uk		✓
Jan Noble		Kirklees College	01924 465916	jnoble@dewsbury.ac.uk		✓
Gary Roper	Head of School, ICT	Kirklees College	01924 465916	groper@dewsbury.ac.uk		✓
Oliver Boothroyd	Creative Studies Lecturer	Kirklees College	01924 451649	OBoothroyd@dewsbury.ac.uk	✓	
John Popham	Head of Skills and Regeneration	Digital 20/20	07717 412977	john.popham@sero.co.uk		✓

Gill Ponsford	14-19 Curriculum Coordinator	Education Leeds	0113 247 5590	gill.ponsford@educationleeds.co.uk		✓
Anthony Sherlock	Regional Manager	e-skills UK	020 7963 8920	anthony.sherlock@e-skills.com	✓	
Tony Venus	PROCOM Manager	e-skills UK	020 7963 8946	tony.venus@e-skills.com		✓
Pat Foster	Programme Manager	Huddersfield Technical College	01484 536521	pfoster@huddcoll.ac.uk		✓
Neil MacBeth	Curriculum Manager	Joseph Priestley College	0113 307 6020	nmacbeth@joseph-priestley.ac.uk	✓	
Nicola Parr		Learning & Skills Council		Nicola.Parr@lsc.gov.uk		✓
Steve Smith	Head of the School of Media & Communications	Leeds College of Art & Design	0113 202 8000	steve.smith@leeds-art.ac.uk	✓	
Randall Whittaker	Head of Music Production	Leeds College of Music		R.Whittaker@lcm.ac.uk	✓	
Nav Chohan	Director of HE and FE	Leeds College of Technology	0113 297 6429	n.chohan@lct.ac.uk	✓	
Alison Creedon	Head of HE	Leeds College of Technology	0113 2976300		✓	
Leia Bassett	Sector Officer, Digital, ICT & Print	nti, Leeds Metropolitan University	0113 812 5309	leia@ntileeds.co.uk	✓	
Linda Broughton	Head of nti (Sector Lead)	nti, Leeds Metropolitan University	0845 122 1555	linda@ntileeds.co.uk	✓	
Julia Calver	Sector Officer, Culture, Media, Sports and the Art; Hospitality, Leisure and Tourism	Leeds Metropolitan University	0113 283 2600	J.Calver@leedsmet.ac.uk		✓
Paul Doney		Leeds Metropolitan University	0113 283 2600	P.Doney@leedsmet.ac.uk		✓
Graham Orange		Leeds Metropolitan University	0113 283 2600	G.Orange@leedsmet.ac.uk		✓
Simon Sharpe	Principal Lecturer	Leeds Metropolitan University	0113 812 7593	S.Sharpe@leedsmet.ac.uk	✓	
Wendy Fisher	Staff Tutor in Technology and COLMSCT	Open University	0113 208 6772	w.a.fisher@open.ac.uk		✓
Paul Cox	Director of Vocational Education	Park Lane College	0113 216 2175	p.cox@parklanecoll.ac.uk	✓	
Don Parker		Park Lane College	0113 216 2175	d.parker@parklanecoll.ac.uk	✓	
Liz Cable		Reach Further	0113 394 4525	liz@reachfurther.com		✓

David Kay		Sero Consulting	07795 494540	david.kay@sero.co.uk		✓
Heather Crane	Head of Learner Entitlement	ShIPLEY College	01274 327281	hcrane@shipleys.ac.uk		✓
Ruth Palmer		Skillset	0113 236 8241	ruthp@skillset.org		✓
Jim Winn	Programme Leader	Thomas Danby College	0113 2846272	jim.winn@thomasdanby.ac.uk	✓	
Carol Martyn		Thomas Danby College	0113 2846272	Carol.martyn@thomasdanby.ac.uk	✓	
Mark Goodliff	Senior University Lecturer	University of Bradford	01274 235467	m.l.goodliff@bradford.ac.uk	✓	
Pete Birkby	Course Leader	University of Huddersfield	01484 474258	p.r.birkby@hud.ac.uk	✓	
Paul Bowker	Head of Computing & Engineering	University of Huddersfield	01484 472060	p.bowker@hud.ac.uk		✓
Liz Dobson	Senior Lecturer of Music, Humanities & Media	University of Huddersfield	01484 471890	e.d.dobson@hud.ac.uk	✓	
Joe McCullagh	Head of Art	University of Huddersfield	01484 472054	j.f.mccullagh@hud.ac.uk	✓	
Michael Russ	Associate Dean of Music and Humanities	University of Huddersfield	01484 472359	m.russ@hud.ac.uk		✓
Claire Alcock	Access & Community Engagement	University of Leeds	0113 343 3378	C.L.Alcock@adm.leeds.ac.uk		✓
Michael Cuthbert	Sector Officer Leadership, Management, Innovation & Enterprise	Wakefield College	01924 789854	m.cuthbert@wakefield.ac.uk		✓
Khalid Al-Tahat		Wakefield College	01924 789789	k.al-tahat@wakefield.ac.uk		✓
Malcolm Briggs		Wakefield College	01924 789789	m.briggs@wakefield.ac.uk	✓	
Tony Hartley	Programme Manager	Wakefield College		t.hartley@wakefield.ac.uk		✓
Nigel Hindley		Wakefield College	01924 789789	n.hindley@wakefield.ac.uk	✓	
Steve Rhodes	Director of Academy	Wakefield College	01924 789789	s.rhodes@wakefield.ac.uk	✓	
Joanne Beaumont	Sector Skills and Progression Manager	WYLLN	01484 471106	j.e.beaumont@hud.ac.uk	✓	

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
Curriculum Development – Work Based Learning – Led by Nav Chohan, Leeds College of Technology	23 rd October 2008
Curriculum Development – FD E-Technologies – Led by Don Parker, Park Lane College	6 th November 2008 2 nd March 2009 13 th March 2009 17 th March 2009 14 th & 15 th May 2009
Curriculum Development – Staff Placements – Led by Simon Sharpe, Leeds Metropolitan University	9 th March 2009

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
Steve Rhodes	Wakefield College	01924 789789	s.rhodes@wakefield.ac.uk

IAG Task Group Representative

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

Name	Organisation	Tel. Number	Email
Leia Bassett	nti, Leeds Metropolitan University	0113 812 5309	leia@ntileeds.co.uk

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

The Digital, ICT & Print Sector Group has been strengthened by the commitment of a dedicated number of academic partners and employers, who attend the Sector Group meetings on a regular basis, and who are conducting large amounts of work in regard to Curriculum Development projects. It is thought that the current structure and make-up of the group is appropriate to the work planned for the remaining year of WYLLN projects in this area, although some additional employer support may be sought for specific projects.

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.

Title of Development		Digital Work Based Learning Modules (See Annex 1 for full details)									
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						
See Annex 1 Sections 3 & 11	FD Modules	Employer Case Studies (See Annex 1 Section 12)	WBL Assignments e.g. Web Design (See Annex 1 Sections 12 & 20)		WBL Assignments e.g. Web Design (See Annex 1 Sections 12 & 20)	See Annex 1 Sections 8 & 10	See Annex 1 Sections 8 & 10	See Annex 1 Section 18	See Annex 1 Sections 18 & 20	None	None

Contribution To Targets (see above)		Status of Development			
New Learners	160	Completed	In Development	In Planning	
FDs or equivalent	5	N	Y	N	
Progression Agreements	0	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			July 2009		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£10,500		
Resource Purchase			
Other Expenditure Items			
Totals	£10,500		

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		FD E-Technologies (See Annex 2 for full details)									
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						
See Annex 2, Section 3 and 11	FD Full Course	New modules aligned to PROCOM (See Annex 2 Sections 11 & 12)			Facilitated WBL route for FD (See Annex 2 Section 17)	See Annex 2 Sections 8 & 10	Park Lane College	See Annex 2 Section 10	See Annex 2 Section 26	e-skills UK	e-skills UK

Contribution To Targets (see above)		Status of Development			
New Learners	67	Completed	In Development	In Planning	
FDs or equivalent	1	N	Y	N	
Progression Agreements	2	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			November 2009		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£8,500		
Resource Purchase			
Other Expenditure Items	£26,100		
Totals	£34,600		

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
BTEC National Award	IT Practitioner – Park Lane College	FD	E-Technologies – Park Lane	0	1	1	See Annex 2 Section 16	See Annex 2 Section 16
FD	E-Technologies – Park Lane College	BSc	E-technologies (top-up) – Leeds Met (TBC)	0	1	2	See Annex 2 Section 16	See Annex 2 Section 16

Title of Development		Digital Enterprise Modules (See Annex 3 for full details)									
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						
See Annex 3 Section 3 & 11	FD Modules	New Digital Enterprise Modules (See Annex 3 Sections 11 & 12)				See Annex 3 Sections 8 & 10	See Annex 3 Sections 8 & 10	Not yet known – In Planning	None	e-skills UK	None

Contribution To Targets (see above)		Status of Development			
New Learners	280 (32 FTE)	Completed	In Development	In Planning	
FDs or equivalent	1	N	Y	N	
Progression Agreements	2	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			November 2009		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£9,750		
Resource Purchase			
Other Expenditure Items	£4,200		
Totals	£13,950		

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
BTEC National Award	IT Practitioner – Park Lane College	FD	E-Technologies – Park Lane	0	1	1	See Annex 3 Section 16	See Annex 3 Section 16
FD	E-Technologies – Park Lane College	BSc	E-technologies (top-up) – Leeds Met (TBC)	0	1	2	See Annex 3 Section 16	See Annex 3 Section 16

Title of Development		FD Commercial Photography (To be Joint Funded with Sector Group for Culture, Media, Sport & the Arts, Hospitality, Leisure & Tourism – therefore funding illustrated below represents 50% of full costs of development) (See Annex 4 for full details)									
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						
See Annex 4 Sections 3 & 11	FD full course	New Commercial Photography FD Modules (See Annex 4 Sections 11 & 12)	WBL Photography route See Annex 4 Section 17			See Annex 4 Sections 8 & 10	Wakefield College	Detail not yet known – See Annex 4 Section 18	Detail not yet known – See Annex 4 Section 18	Skillset	None

Contribution To Targets (see above)		Status of Development			
New Learners	15	Completed	In Development	In Planning	
FDs or equivalent	1	N	Y	N	
Progression Agreements	3	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Sept 2009		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£6,000 (50%)		
Resource Purchase			
Other Expenditure Items			
Totals	£6,000 (50%)		

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	Commercial Photography – Wakefield College	BA	Contemporary Photographic Arts – Kirklees College	0	1	4	See Annex 4 Section 16	0
FD	Commercial Photography – Wakefield College	BA	Photography – Leeds College of Art & Design	0	1	4	See Annex 4 Section 16	0

FD	Commercial Photography – Wakefield College	PG Cert / Dip	Digital Imaging & Creative Visualisation – Leeds Metropolitan University	0	1	4	See Annex 4 Section 16	0
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Title of Development		BA Digital Photography (To be Joint Funded with Sector Group for Culture, Media, Sport & the Arts, Hospitality, Leisure & Tourism – therefore funding illustrated below represents 50% of full costs of development) (See Annex 5 for full details)									
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						
See Annex 5 Sections 3 & 11	BA top-up	New Digital Photography modules aligned to Skillset NOS (See Annex 5 Sections 11 & 12)				See Annex 5 Sections 8 & 10	Kirklees College	Detail not yet known – See Annex 5 Section 18	None	Skillset	None

Contribution To Targets (see above)		Status of Development			
New Learners	20	Completed	In Development	In Planning	
FDs or equivalent	1	N	Y	N	
Progression Agreements	2	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Sept 2009		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£4,025 (50%)		
Resource Purchase			
Other Expenditure Items			
Totals	£4,025 (50%)		

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
HND	Photography – Wakefield College	BA	Digital Photography – Kirklees College	0	1	2	See Annex 5 Section 16	See Annex 5 Section 16
FD	Commercial Photography – Wakefield College	BA	Digital Photography – Kirklees College	0	1	2	See Annex 5 Section 16	See Annex 5 Section 16

Title of Development		FD Computer Networking (See Annex 6 for full details)									
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						
See Annex 6 Sections 3 & 11	FD Full Course				Single programme with several identified module combinations / routes (See Annex 6 Sections 3, 11, 12 & 17)	Details not yet known - See Annex 6 Sections 8 & 10	Leeds College of Technology	Details not yet known - See Annex 6 Section 10	Details not yet known - See Annex 6 Section 10	e-skills UK	None

Contribution To Targets (see above)		Status of Development			
New Learners	20	Completed	In Development	In Planning	
FDs or equivalent	1	N	Y	N	
Progression Agreements	0	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Sept 2009		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£7,709		
Resource Purchase			
Other Expenditure Items			
Totals	£7,709		

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		Staff Placements (See Annex 7 for details)									
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						
See Annex 7 Sections 3 & 11	Various FD & Bachelors	Toolkit for managing staff placements in industry (See Annex 7 Sections 12 & 17)			Application of learning from staff placements (See Annex 7 Sections 12 & 20)	See Annex 7 Sections 8, 10 & 26	See Annex 7 Sections 8, 10 & 26	Details not yet known - See Annex 7 Section 18	Details not yet known - See Annex 7 Section 18	None	None

Contribution To Targets (see above)		Status of Development			
New Learners	0	Completed	In Development	In Planning	
FDs or equivalent	TBC (See Annex 7 Section 14)	Y / N	Y	N	
Progression Agreements	0	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			November 2009		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£10,700		
Resource Purchase			
Other Expenditure Items			
Totals	£10,700		

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		FD Web Design (See Annex 8 for details)									
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						
See Annex 8 Sections 3 & 11	FD	New sister qualification for FD Commercial Photography and others (See Annex 8 Sections 12 & 17)				See Annex 8 Sections 8, 10 & 26	See Annex 8 Sections 8, 10 & 26	The Design Mechanics and Art House	None	None	None

Contribution To Targets (see above)		Status of Development			
New Learners	15	Completed	In Development	In Planning	
FDs or equivalent	1	N	Y	N	
Progression Agreements	0	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Sept 2009		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£12,000		
Resource Purchase			
Other Expenditure Items			
Totals	£12,000		

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

Title of Development		Assigning Level and Credit to Digital Vendor Skills and Employer Based Training (See Annex 9 for details)									
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						
See Annex 9 Sections 3 & 11	Various		Incorporation of Vendor Skills into FE/HE courses; accreditation of employer training (See Annex 9 Sections 12 & 14)	Vendor skills embedded into FE/HE programmes (changed content to some existing modules to facilitate this) (See Annex 9 Sections 12 & 14)		Leeds Metropolitan University (nti), Leeds City College & Kirklees College (See Annex 9 Sections 8 & 10)	Leeds Metropolitan University (nti), Leeds City College & Kirklees College (See Annex 9 Sections 8 & 10)	ncdi, Zenos, Biskit (others TBC) (See Annex 9 Section 18)	Zenos (others TBC) (See Annex 9 Section 18)	E-Skills UK (See Annex 9 Section 19)	None

Contribution To Targets (see above)		Status of Development			
New Learners	TBC	Completed	In Development	In Planning	
FDs or equivalent	TBC	N	N	Y	
Progression Agreements	TBC	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
				March 2009	March 2010

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	£9,500		
Resource Purchase			
Other Expenditure Items	£4,000		
Totals	£13,500		

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

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.

Title of Development						
Creative Networks – Year 1 (Joint Funded with Sector Group for Culture, Media, Sport & the Arts, Hospitality, Leisure & Tourism – therefore funding illustrated below represents 50% of full costs of development) (See Annex 10 for details)						
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Employer engagement within Digital Creative industries to better understand demand for Higher Level Skills within the Sector & Region	Events series	See Annex 10a	See Annex 10a	See Annex 10a	£6,000	£6,000

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)	12	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	686	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		April 2009			

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

Title of Development	Higher Apprenticeships Event (see Annex 11 for details)					
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Raise awareness amongst employers of benefits of Higher Apprenticeship programme and placements for ICT	Event	Digital 20/20	See Annex 11a	E-Skills UK	£2,500	£1,500

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)	1	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	23 (49 inc. partners and multiple employees from same organisation)	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		April 2009			

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

Title of Development	Leadership & Management in the Digital Industries (Joint Funded with Sector Group for Leadership & Management) (see Annex 12 for details)					
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Employer engagement within Digital Creative industries to better understand demand for Higher Level Skills, particularly in Leadership & Management and Business/Enterprise within the Sector & Region	Event (through BMedia employer network)	BMedia	See Annex 12a	None	£500	£479.18

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)	1	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	17 (27 inc. partners and multiple employees from same organisation)	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		March 2009			

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

Title of Development	Games Tournament					
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
To sponsor first prize for a computer games tournament to promote the Sector Group to a wide range and large number of employers across the Digital & ICT Sectors	Event	nti Leeds	Truemedia Productions, Brahm/Swamp, KPMG, Game Republic, Foundation 9, Tuna Technologies, Creode, Codeworks	Skillset	£300	£300

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)	1	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	8	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		April 2009			

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

Title of Development	Simon Napier-Bell (Additional Funding for Creative Networks)					
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Employer engagement within Digital Creative industries to better understand demand for Higher Level Skills within the Sector & Region	Event	Leeds Metropolitan University & Simon Napier-Bell	See Annex 10a	See Annex 10a	£300 (contribution)	£300

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)	1	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	102 - Included in figures for Creative Networks Yr 1 (See Annex 10a)	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		February 2009			

* An engagement with an

employer may be a substantial telephone call, a substantial email exchange, a meeting or discussion during a networking event.

Title of Development	Sector Group Brochure					
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Raise awareness of skills needs and appropriate Higher Level qualifications in the Digital Industries, including Case Studies from employers	Brochure	Digital, ICT & Print Sector Group & Partner Institutions	Reach Further, Waddington & Ledger, Digital 20/20 (Sero Consulting)	E-Skills UK	£633	£886.44

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)	N/A	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	3	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		December 2008			

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

Title of Development	Posters for Showcase Event					
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
To develop 2 large posters which celebrates the work of the Digital, ICT & Print Sector Group to date for the WYLLN Showcase event	Poster design & print	Leeds City College	Imagiclee / Student Posters	None	£145	£145

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)	N/A	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	1	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		April 2008			

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

Title of Development	Colour Masters Workshops Launch & Print Event (see Annex 13 for more information)					
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Raise awareness of Higher Skills qualifications and modules for the print industry with employers	Event	Leeds City College	See Annex 13a	Proskills	£500	£500

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)	1	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	37 (62 inc. partners and multiple employees from same organisation)	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		May 2009			

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

Title of Development		Sponsorship of the Northern Design Competition Awards				
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Raise the profile of the West Yorkshire Lifelong Learning Network activities in Design areas e.g. Photography	Event Sponsorship	Sector Groups for Digital , ICT and Print and Culture, Media, Sport and the Arts; Leisure, Hospitality and Tourism together with Leeds Metropolitan University	Arts Council, Train to Gain Enhancement Fund, Screen Yorkshire, plus event attendees	Skillset	£500 (contribution)	£500

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)	1	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	4	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		June 2009			

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

Title of Development		Women into Leadership event (Joint funded with Leadership & Management Group and others) (see Annex 14 for more information)				
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
To work with other Sector Groups to promote successful women in technical roles as leaders in their industries and encourage other learners to engage with these industries	Event	Sector Groups for Digital, ICT & Print, Construction & Built Environment, Advanced Engineering & Manufacturing and Leadership, Management, Innovation and Enterprise, plus UK Research Centre for Women in SET	See Annex 14a	See Annex 14a	£500 (contribution)	

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)	1	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	24 (77 inc. partners and multiple employees from same organisation)	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		June 2009			

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

Title of Development	Sponsorship of E-Skills UK ITQ Information Day (see Annex 15)					
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Support E-Skills UK to launch the new National Occupational Standards for IT and support employers to access ITQ and appropriate progression opportunities	Event	Leeds Metropolitan University	See Annex 15a	E-Skills UK	£250 (contribution)	£250

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)	1	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	85	Y	N	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		May 2009			

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

Creative Networks – Year 2 (With additional support from WYLLN Central budget) (See Annex 16 for details)							
Title of Development	Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
	Employer engagement within Digital Creative industries to better understand demand for Higher Level Skills within the Sector & Region	Events series	Leeds College of Art & Design, Elsie Whiteley Innovation Centre, Business Link, Holbeck Urban Village (others TBC)	TBC (see Annex 10a for examples)	E-Skills UK, Skillset, Proskills, Creative & Cultural Skills, Skillfast-UK, SkillsActive	£3,000 (from Sector Group - £12,000 total from WYLLN) (see Annex 16a)	

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)	12	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	TBC (Target = 180 new employers (over and above those in Annex 10a) over 12 months)	N	Y	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			May 2010		

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

Title of Development		Copywriter				
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Joint proposal with all 7 Sector Groups to engage a copywriter to produce compelling stories regarding achievements of each Sector Group in marketing, progression and curriculum development etc to help raise profile and communicate achievements	PR	All 7 Sector Groups	Not yet known	Not yet known	£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)	N/A	Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)	Not yet known	N	N	Y	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
				March 2009	June 2010

* 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) (please name), 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 name	Address	Contact Name	Telephone No	Email	Sector area	Nature of contact	Outcome of contact
InTechnology	Central House Beckwith Knowle Harrogate HG3 1UG	Simone Slater	01423 877612	simone.slater@intechnology.com	ICT	Introduced via Leeds College of Technology	Possible Case Study for Brochures and engaged with Higher Apprenticeships event
Waddington & Ledger Ltd	Lowfields Business Park Elland West Yorkshire HX5 9DA	Michael Needham	01422 315000	mneedham@wlprint.co.uk	Print	Introduced via Dave Fisher @ Davici Consulting	Contributed Case Study for Sector Group Brochure
The Design Mechanics	2 Knowle Lane Meltham Holmfirth HD9 4HL	Dave Pannell / Craig Burgess		dave@thedesignmechanics.com	Digital	Introduced via Steve Rhodes @ Wakefield College	Possible Case Study for brochures and speaking at L&M in Digital event and interview for learning materials
Arena Group Ltd	Arena Group Armitage House Thorpe Lower Lane Robin Hood Wakefield WF3 3BQ	Adrian Fitzpatrick	0113 288 0282		Digital & Print	Identified through Skills Pledge event @ Leeds Chamber	Not yet known
Brahm Ltd	The Brahm Building 9A Alma Road Headingley Leeds LS6 2AH	Malcolm Cowing	0113 230 4000		Digital	Identified through Skills Pledge event @ Leeds Chamber	Interested in Creative Entrepreneurship project and embedding L&M and Vendor quals into HE
Yorkshire Bank Ltd	4 Victoria Place Manor Road Leeds LS11 5AE	Michael Hardman / Gary Lumby	0113 247 2000 / 0113 807 2423	gary.lumby@eu.nabgroup.com	ICT	Identified through Skills Pledge event @ Leeds Chamber	Discussion re WBL and access to HE for full- time employed

Employer name	Address	Contact Name	Telephone No	Email	Sector area	Nature of contact	Outcome of contact
Fuse8	3370 Century Way Thorpe Park Colton Leeds LS15 8ZB	Polly Pospyelova	07961 881132	Polly.pospyelova@fuse8.com	Digital & Marketing	Met at Leeds Media Week launch event	Discussion re digital creative skills needs and need to embed Vendor quals
Insider Magazine	Suite D5 Josephs Well Hanover Walk Leeds LS3 1AB	Verity Morris	0113 220 4416	Verity.morris@newsco.com	Digital & marketing	Met at Digital 2020 launch event	Possible marketing / sponsorship opportunity for Sector Group
Welford Media	15 Queen Square Leeds LS2 8AJ	Leonard Austin	0845 634 1838	leonard.austin@welfordmedia.com	Digital / Media	Met at Creative Networks	Discussion re embedding Vendor quals into HE
Capsule Films	Round Foundry Media Centre Foundry Street Leeds LS11 5QP	Emma Bodger	0800 316 5955	emma@capsulefilms.com	Digital / Media	Met at Creative Networks	Discussion re embedding Vendor quals and L&M skills into HE
Tuna Technologies	Sheffield Technology Parks Cooper Buildings Arundel Street Sheffield S1 2NS	Andrew Crawshaw	0114 307 2344	andyc@tunatech.com	Games	Met at Creative Networks	Interested in Creative Entrepreneurship project and embedding L&M skills into HE with Games courses
Message4it	Message House Colne Vale Business Park Colne Vale Road Milnsbridge Huddersfield HD3 4NY	Andrew Earnshaw / Simon Wilson	0845 260 3060	andrew.earnshaw@message4it.co.uk	ICT / Retail	Met at Creative Networks	Discussion re flexible ICT courses inc. WBL

Employer name	Address	Contact Name	Telephone No	Email	Sector area	Nature of contact	Outcome of contact
Imagiclee / Student Posters	48 Wynford Terrace Leeds LS16 6HY	Peter Learoyd	0113 274 4954	printit@imagiclee.co.uk	Print	Met at Creative Networks	Discussion re Impress Degree WBL route and assisting with Showcase Posters
Talking Lens Productions	Newsam Lodge 53/55 Selby Road Leeds LS9 0EW	Raza Mallal	0113 248 4444	raza@talkinglens.co.uk	Digital / Media	Met at Creative Networks	Interested in Creative Entrepreneurship project
Mezzo Films	17 North Hill Road Headingley Leeds LS6 2EN	Helen Perkins	0113 203 6161	helenp@mezzofilms.com	Digital / Media	Met at Creative Networks	Interested in Creative Entrepreneurship project
Biskit	4 Granville Court Off Granville Mount Otley West Yorkshire LS21 3PB	Edward Ryder	01943 461030	edward@biskit.co.uk	Digital / Marketing	Met at Creative Networks	Interested in L&M in Digital event and Creative Entrepreneurship project, inc. Embedding L&M skills into HE
Make	The Media Centre 7 Northumberland Street Huddersfield HD1 1RL	Warren Slingsby	01484 483184	warren@makeonline.co.uk	Digital	Met at Creative Networks	Discussion re embedding Vendor quals into HE

Employer name	Address	Contact Name	Telephone No	Email	Sector area	Nature of contact	Outcome of contact
AQL	13-15 Hunslet Road Leeds LS10 1JQ	Melissa Sherriff	0800 389 5815 / 0113 20 30 40	Melissa.sherriff@uk.aql.com	ICT	Park Lane CoSE Board	Supporting FD E-Tech project and interested in further discussions around WBL and embedding L&M and Vendor quals into HE
Digital 20/20	Sheffield Technology Parks Arundel Street Sheffield S1 2NS	John Popham	07717 412977	John.popham@sero.co.uk	Digital / ICT	Met through nti Leeds / Member of Park Lane CoSE Board	Interested in aligning WYLLN DICTP priorities with Digital 20/20 priorities re technology strategy for the region. Also running joint events and supporting staff developments
Sero Consulting	Sheffield Technology Parks Arundel Street Sheffield S1 2NS	Mel Kanarek	0845 111 4122	melanie@sero.co.uk	Digital / ICT	Met through Digital 20/20	Running joint event to promote Higher Apprenticeships
Jeep Productions	30A Cowper Street Chapelton Leeds LS7 4DS	David Lawson	0113 229 3482	dave@jeepproductions.com	Digital / Media	Met at Creative Networks	Interested in Creative Entrepreneurship project, inc. Embedding L&M skills and also Vendor quals into HE

Employer name	Address	Contact Name	Telephone No	Email	Sector area	Nature of contact	Outcome of contact
Spiral Communications	Manor House 1 Manor Street Sheepscar Leeds LS7 1PZ	Simon Turner	0113 205 1400	Simon@spiralcom.co.uk	Digital / Print	Met at Creative Networks	Interested in L&M in Digital event
Bulletpoint Design		Paul Kerfoot	08701 221220	paul@bulletpointdesign.co.uk	Digital / Marketing	Met at Creative Networks	Interested in Creative Entrepreneurship project and embedding L&M into HE
Truemedia Productions	Old Broadcasting House Woodhouse Lane Leeds LS2 9EN	Adrian Larkin	07930 929251	Adrian@truemediaproductions.tv	Digital / Media	Met through nti Leeds	Working together on various DICTP marketing events e.g. Creative Networks and Games Tournament
Reach Further	Round Foundry Media Centre Foundry Street Leeds LS11 5QP	Liz Cable	0113 394 4525	Liz@reachfurther.com	Digital / ICT / e- learning	Met through nti Leeds	Contributed Case Study for Sector Group brochure, engaged with FD E-Tech e- learning project and speaking at L&M in Digital event

Employer name	Address	Contact Name	Telephone No	Email	Sector area	Nature of contact	Outcome of contact
Fabric	Yorkshire Craft Centre Carlton Street Bradford BD7 1AY	Gideon Seymour	01274 438966	G.Seymour@bradfordcollege.ac.uk	Digital / Media	Met through CMSALHT Sector Group	Interested in supporting Photography curriculum developments, work with animation employers and embedding Vendor quals into HE
Metcalfe Software Ltd	24 Farnham Close Weetwood Leeds LS16 5RR	Tim Metcalfe	0113 2784500	tim@metcalfe.co.uk	ICT	Introduced to Group via Leia Bassett	Interested in Creative Networks events and working with FE providers on WBL modules / placements
Chapter Eight	Castleton Mill Castleton Close Leeds LS12 2DS	Mario Thomas			Digital / Marketing	Interview for learning materials	Use as classroom resource
ICAD	1 Butterfield Park Otley Road Shipley	Darren Haigh			ICT	Met to discuss training requirements	Ongoing
Craytec Ltd	www.ajw.net	Gary Craven			ICT	Interview for learning materials	Classroom resource
TechnoPhobia	The Workstation 15 Paternoster Row Sheffield S1 2BX	Jonny Hayes			Digital / ICT	Interview for learning materials	Classroom resource
NHS Project Management	Leeds	Matthew Walton			ICT	Interview for learning materials	Classroom resource

Employer name	Address	Contact Name	Telephone No	Email	Sector area	Nature of contact	Outcome of contact
H2O Chemicals Ltd	Yeadon Court Limewood Business Park Seacroft LS14 1AB	Jaspal Singh			ICT	Info about unitised modules	Potential enrolments of employees
IOT PLC	Moor Knoll Lane East Ardsley Wakefield WF3 2EE	Howard Wadsworth			ICT	Info about unitised modules	Potential enrolments of employees
Enterprise Managed Services	7 Stanley Road Wakefield WF1 4NA	Naeem Khalid			ICT	Info about unitised modules	Potential enrolments of employees
Greenhead College	Huddersfield	Richard Lyons			ICT	Info about unitised modules	Potential enrolment of employees
Harvard Engineering	Unit 5 Harvard House Westland Road Leeds	Eliot Frost			ICT	Info about unitised modules	Potential enrolment of employees
Eversheds	Bridgewater Building Leeds	Craig Davidson			ICT	Info about unitised modules	Potential enrolment of employees
Freedom Communications	Unit 2 Birstall Business Park Bankwood Way Batley WF17 9TB	Leigh Sunter			Digital / ICT	Info about unitised modules	Potential enrolment of employees
MyKnowledgeMap Ltd	37A Micklegate York Y6 6JH	Craig Willis			Digital / ICT	Info about unitised modules	Potential enrolment of employees
Skipton BS	The Bailey Skipton BD23 1DN	Imran Ali			ICT	Info about unitised modules	Potential enrolment of employees

Employer name	Address	Contact Name	Telephone No	Email	Sector area	Nature of contact	Outcome of contact
Orange Tactical CS	Global - Ground Floor Senhouse Road Darlington County Durham DL1 4YB	Tom Walton / Kevin Bowman	+44 (0) 7970 377571	tom.walton@orange-ftgroup.com / Kevin.bowman@orange-ftgroup.com	ICT	Tom contacted us regarding student recruitment	Plan future meeting to discuss Orange informing curriculum development
Children's University	14 James Street, Oakworth, Keighley, BD22 7PE	Mark Curtis	07747625696	mark@childrensuniversity.co.uk	Digital / ICT	Park Lane CoSE Board	Supporting FD E-Tech project
Link Telecom	Airedale Buildings, Scott Street, Keighley BD21 2SP	Gary Fawcett	07770 833092	gary.fawcett@linktelecom.co.uk	Digital / ICT	Park Lane CoSE Board	Supporting FD E-Tech project
Leeds Institution of Medical Education	Room 7.09, Worsley Buidling, University of Leeds, LS2 7NL	Gareth Frith	07770 833092	G.S.Frith@Leeds.ac.uk	Digital / ICT	Park Lane CoSE Board	Supporting FD E-Tech project
3SIXTY Systems	No 4 St Davids Court, David Street, Leeds, LS11, 5QA	Ashley Moss	0870 251 3999	ashley.moss@3sixtysystems.com	Digital / ICT	Park Lane CoSE Board	Supporting FD E-Tech project
Ben Johnson Ltd.	Ben Johnson House, Stirling Park, Bleriot Way, Clifton Moor, York, YO80 4WU	Adrian Rumble		'adrian.rumble@benjohnson.co.uk'	Digital / ICT	Park Lane CoSE Board	Supporting FD E-Tech project

Jonny Haynes	36 Moorlands Cres., Whiston, Rotherham S60 4AW.	Jonny Haynes	Contact by email.	me@jonnyhaynes.com	Digital	Former student at Wakefield College – now freelance designer	Will contribute to the development of FdA Web Design
The British Institute of Professional Photography (BIPP)	1 Prebendal Court Oxford Road Aylesbury Bucks HP19 8EY	Kiran	01296 718530	cpd@bipp.com	Prof. Org	PQE Education	Supporting development of BA Digital Photography
Association of Photographers	81 Leonard Street London EC2A 4QS		020 7739 6669 0161- 236-2976	education@aophoto.co.uk	Prof.Org	Education contact	Supporting development of BA Digital Photography
Redeye Photography Network	3rd Floor 42 Edge Street, Manchester M4 1HN, UK	Paul Herman	0845 456 0260	info@redeye.org.uk	Photography Network	Education links	Supporting development of BA Digital Photography
Refinery	10 Pittbrook Street Manchester M12 6JX	Jim Barron Martin Laffan	0161 273 5511	jimbarron@refinerygroup.co.uk	Multi-Disciplinary Communications Agency	Advertising Design Marketing Photography	Supporting development of BA Digital Photography
Barrett Dixon Bell Ltd.	Craig Court, 25 Hale Road, Altrincham, Cheshire, WA14 2EY, UK	Henry Dixon Olivia Kehoe	0161-925 4700	Olivia@bdb.co.uk	International trade and technical marketing communications consultancy	Use new talent photography	Supporting development of BA Digital Photography
Capricorn IV	58 Higher Ardwick Manchester United Kingdom M12 6DA		0161-273 7345	info@capricorniv.co.uk	Large Photographic Studio Complex		Supporting development of BA Digital Photography

Photolink Creative Group	The Old School House Thirsk Street Manchester M12 6PN	David Walter	0161-273 7551	david.walter@photolink.co.uk	Multi-Disciplinary Communications Agency	Creative Photography Marketing Brand Development New Media	Supporting development of BA Digital Photography
Tracey Gibbs Photography Ltd	54 Oldfield Road Salford m5 4lz	Tracey Gibbs	0161 743 0008	info@traceygibbs.co.uk	Advertising Photographer		Supporting development of BA Digital Photography
Peter Crowther Associates Ltd	1 The Falconet 123 Wapping High Street London E1W 3NX	Peter Crowther	020 77029663	Peter Crowther <images@hdri-studio.com>	CGI Studio	CGI Render Studio	Supporting development of BA Digital Photography
Justin Windle Photography Ltd	18 Wheel Forge Way M17 1EH	Justin Windle	0161-872 9222	justin@justinwindle.co.uk	Advertising Photographer		Supporting development of BA Digital Photography
Ed Horwich Photography	Southport	Ed Horwich	07976 407 472 08456 444 345	book AT edphoto.com	Photographer Educator	AOP and Redeye Member Organises Shot up North (SuN)	Supporting development of BA Digital Photography
Charles Gregory Arts photography Leeds			07970290227		Director of company	Photography studios Leeds	Supporting development of BA Digital Photography
Mike Hargreaves ABIPP	One Pickering Street Leeds		0113 279 7175		Director	Creative Photography	Supporting development of BA Digital Photography
Caleb Group	10 Andrew St St John's Wakefield	Mike Croft	01924 386325	mike@caleb-group.co.uk	Digital / Photography	Meeting at his office	Discuss business mentoring for FdA Photo
Carte Blanch	West Park Studios Clayton West Road	Tony Speight	0113 230 6386	info@carteblanche-photography.co.uk	Digital / Photography	Input on HND Photo programme	Discuss developments in line with industry

	Leeds LS16 6RA						requirements for FdA Photo
Photolibrary Group Ltd	2 nd Floor Waterside Ho 9 Woodfield Road London#W9 2BA	Richard Ward	020 7432 8200	Richard.ward@osf.co.uk	Digital / Photography	Photography for Oxford Scientific Image Library	Supporting FD commercial Photography

N.B We are still waiting on the latest data from partners for Creative Networks. This will include further Employer Engagement contacts. There are also a number of partners who have not yet submitted their completed Employer Engagement records. We will forward this information to WYLLN as soon as it is available.

Employer Learning Needs Data

Employer	Address	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
BTEC National Diploma	Games Development – Wakefield College	FD	Computer Games Technology – University of Huddersfield	0	1 (multiple exit)	3	Not yet known	None
BTEC National Diploma	Games Development – Wakefield College	BA	Computer Games Design – University of Huddersfield	0	1 (multiple exit)	3	Not yet known	None
BTEC National Diploma	Games Development – Wakefield College	BSc	Computer Games Programming – University of Huddersfield	0	1 (multiple exit)	3	Not yet known	None
BTEC National Diploma	Games Development – Wakefield College	BSc	Games Design – Leeds Metropolitan University	0	1 (multiple exit)	3	Not yet known	None
FD	Computer Games Technology – University of Huddersfield	MSc	Artificial Intelligence for Games – University of Bradford	0	1 (multiple entry)	3	Not yet known	None
BA	Computer Games Design – University of Huddersfield	MSc	Artificial Intelligence for Games – University of Bradford	0	1 (multiple entry)	3	Not yet known	None
BSc	Computer Games Programming – University of Huddersfield	MSc	Artificial Intelligence for Games – University of Bradford	0	1 (multiple entry)	3	Not yet known	None
BSc	Games Design – Leeds Metropolitan University	MSc	Artificial Intelligence for Games – University of Bradford	0	1 (multiple entry)	3	Not yet known	None

Sector Group Members' Training and Development Needs

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)
Oracle Training	Park Lane College and Leeds College of Technology (awaiting final numbers)	1 (In progress – awaiting dates)

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

Proposal Title	
Proposal Outline	
Project Lead	
Other Partners Involved	
Outcomes	
Benefits for Wider Partnership – naming specific institutions if appropriate	
Estimated Total Cost	

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