



Digital, ICT & Print Sector Group Meeting

**Tuesday 3rd November 2009
1.30pm til 4pm
Room AG10, Broadcasting Place**

Minutes & Action Notes

Present:

Linda Broughton	nti
Leia Bassett	nti
Anthony Sherlock	e-Skills UK
Gary Roper	Kirklees College
Don Parker	Leeds City College
Steve Smith	Leeds College of Art & Design
Julia Calver	Leeds Metropolitan University
Nick Cope	Leeds Metropolitan University
Salam Strudwick	Leeds Metropolitan University
Helen Whitehead	Reach Further
John Popham	Sero Consulting (Digital 2020)
Mark Goodliff	University of Bradford
Steve Rhodes	Wakefield College
Joanne Beaumont	WYLLN

Apologies:

Steve Ding	BMedia
Victor Burton	Bradford College
Neil MacBeth	Joseph Priestley College
Carole Martyn	Leeds City College
Paul Cox	Leeds City College
Simon Sharpe	Leeds Metropolitan University
Zoe Mitton	University of Huddersfield
Elizabeth Dobson	University of Huddersfield
Michael Cuthbert	Wakefield College
Nigel Hindley	Wakefield College

- 1. Apologies are recorded in the above list**
- 2. Confirmation of Action Notes from July Meeting**

The Actions from the last meeting were reviewed and agreed.

LBa raised that there is still additional work to be done on the Curriculum Map, which is being taken forward with the help of Richard Braddock from the Leeds Met JobShop, and encouraged all Sector Group members to be as helpful as possible in completing this.

An amend to the Agenda was then agreed to bring forward Anthony Sherlock's presentation on the e-skills National Skills Academy to allow for travel to other meetings.

3. National Skills Academy Update

AS Confirmed that a bid for a National Skills Academy (NSA) for ICT was submitted over the summer. A selection panel met during October and they are awaiting a final verdict. There was positive feedback to the business plan and it is hoped that the first NSA would be based within Yorkshire & Humber before April 2010, followed by roll-out to other regions, although this is yet to be confirmed. It is hoped that by February much of the work will have been completed to enable to Academy to open in April 2010.

The NSA would be funded by the LSC for the first three years but needs to be self-sustaining after that point. It is hoped this will be achieved via fees for providers, membership services and accreditation / endorsement of qualifications. The only proposed fees for employers at this point are in relation to membership services or endorsement of qualifications (e.g. EBTA).

AS encouraged Sector Group members to provide evidence of demand from employers for vocational qualifications in the region to support the Academy bid.

4. Review of Projects, Targets and Finances

LBa talked through the Project Plan and updated members on the status of each Curriculum Development project.

SR provided an update on the FD Commercial Photography project, including that approximately 15 students had been recruited to the course to date. It was originally thought that the work would be completed by September 2009, but this is still ongoing. SR said that Wakefield College had developed a good relationship with a number of employers and that he wanted to use the all the remaining allocated Curriculum Development monies to develop materials for year 2.

JC asked the group to share information and processes about employer engagement activities for each project and how this has worked as we want to learn from this going forward.

JB also asked that the group develop something in writing regarding what has been agreed for the final year.

ACTION 1: LBa to draft an agreement for each Project Leader to confirm the remaining monies for each Curriculum Development and the actions / targets / outcomes / expectations agreed for each project.

The group also asked for clarification about accessibility and distribution of materials developed through the projects.

ACTION 2: LBa to draft a note in collaboration with JB to clarify WYLLN's position on distribution / accessibility of materials developed through Curriculum Development projects and send this to all group members

DP provided an update on the renamed FD Advanced Professional Technologies (PROCOM) project. There had been problems with the Scheme Approvals Board following recent changes at Leeds Met which resulted in a number of recommendations that needed to be met before 23rd November 2009. There were some capacity issues at the College but it was hoped that these would be met and

the qualification validated very soon. There was now an urgent need to promote the course for Dec / Jan enrolment.

LBa asked SR and NC to look at whether staff from Wakefield College and/or Leeds Met could provide additional support to DP to meet the necessary requirements for validation on time.

DP also agreed that the project was unlikely to meet the full funding allocation and that £2.5k could be re-allocated to other projects as required.

DP also updated the group on the Digital Enterprise Modules project, explaining that four modules had been completed and validated with another one in progress. With the work on the FD Advanced Professional Technologies and current modules to be completed, it was unlikely there would be additional capacity to develop further modules, therefore the project was likely to be underspent by approx £4.5k, which could be reallocated to other projects as required.

LBa provided an update on the Staff Placements Toolkit project on behalf of Simon Sharpe, and explained that although there were still staff hours to be claimed for this it looked like the project may be underspent by up to £2k which could also be reallocated to other projects.

JB raised that the main outcome for this project is the toolkit itself and that additional placements should only be authorised if the quality of this was in question and further testing was needed.

LB also raised that although other projects such as the Vendor Skills project were behind schedule that it was still anticipated that these projects would require the full allocation for completion.

LBa proposed that the reallocated monies be distributed between the Inspiring Women and Video Learning Objects projects as required. This was agreed by the Group to be confirmed in the new agreements with Project Leaders as per Action 1 above.

5. Draft Final Year Project Plan

It was agreed that this would become clear following the new agreements with Project Leaders. LBa would also continue discussions with Digital 2020 regarding sustainability beyond June 2010 for selected Sector Group activities.

ACTION 3: LBa to draft Final Year Project Plan following agreements with Project Leaders and discussions with Digital 2020 and circulate this to the group for comment

It was also agreed to consider links to other work going on with partners and how this could be maximised.

JC explained that the Creative Entrepreneurship reports are now available for circulation and there are discussions taking place about extensions to this work.

ACTION 4: JC to forward copies of the Creative Entrepreneurship reports to LBa for circulation to the Sector Group

DP noted that Peter Jones had been talking to the Prime Minister about a Diploma in Enterprise and Entrepreneurship and it is hoped that this will be delivered at Leeds City College.

LB also raised that there may be additional links with the Inspiring Women project from recent reports about women on the IT Diploma.

6. Focus Session 1 - Progression

LBa raised a concern that the Sector Group had still not completed any formal Progression Agreements and that this was a key requirement before June 2010.

SR explained that there are currently several Progression Agreements in discussion at Wakefield College including those linked to the FD Commercial Photography and FD Web Design projects, but also one for Games and one for Music Technology. The Games agreement has already gone to the WYLLN panel and it is hoped this will be completed by Feb 2010, with the others hopefully completed by April 2010. There is also a new FD Computing at Wakefield which would require top-up routes.

DP raised a concern that the FD Advanced Professional Technologies is a very unique qualification and that there is still some work needed to identify appropriate top-up routes for this.

GR explained that there are Progression Agreements under consideration from Kirklees College to Leeds Met for computing courses, as well as the BA Digital Photography agreements. It is hoped that more work will happen here following the periodic review.

JB reminded Sector Group members of the event on 15th December at the Rose Bowl regarding progression from the 14-19 Diplomas and said that both the Creative and Media and IT Diplomas are within the priorities given the commissioned work on progression agreements. JB said that there are approx 30 developments being funded by WYLLN, all of them multi-exit so there were a lot of opportunities for partners.

DP raised concerns over the lack of Level 3 students on the IT Diploma. However SR maintained that it was still important for partners to get involved in terms of incoming students in the future.

7. Focus Session 2 - Promotion

LBa explained that she was working closely with JC to develop a joint promotional brochure to celebrate achievements of the two Sector Groups across the Creative, Cultural and Digital Industries and that Sarah Clothier, the PR Consultant for WYLLN would be in touch with Project Leaders to draft case study articles for this and other press activities.

LBa also reminded Sector Group members that it was important to share materials developed through Curriculum Development projects with partners in order to reap the full benefits of the work undertaken. JB confirmed that a list of resources would be added to the WYLLN website in the new year, together with contact details for those managing access to the different resources.

DP also requested help to promote the FD Advanced Professional Technologies.

8. Update on WYLLN

JB confirmed that WYLLN had been approved for a 4th year, but all curriculum development activities must still be completed by June 2010, especially as the Digital Sector Group will not be continuing. It is hoped that formal feedback on the 4th year proposals would be available on the WYLLN website soon.

JB also updated the Sector Group on the Employment and Skills Board posts being funded by WYLLN in Kirklees, Leeds and Bradford and said there would also be a part-time post within Calderdale in the new year.

The ECIF project is also moving forward and delivery has started within various partner institutions. Yorkshire Forward have also identified a number of specific organisations to help promote and deliver this project.

An update on the XCri project was also circulated, which also has relevance to the NSA proposals.

ACTION 5: JB to provide a written update to LBa for circulation to the Sector Group.

ACTION 6: LBa to also request an electronic copy of the 14-19 Diploma report for circulation to the Sector Group.

8. Date and Time of Next Meeting

Finally LB announced that during her absence Nick Cope from Leeds Metropolitan University will act as Chair for the Sector Group, although it is anticipated she may be back before the next Sector Group meeting.

The date for the next Digital, ICT & Print Sector Group Meeting is yet to be agreed but is likely to take place at the end of February 2010.

9. Summary of Actions

Action No.	What?	Who?	By When?
ACTION 1	Draft a formal agreement for each Project Leader regarding remaining financial allocations and project expectations / outcomes to be achieved before June 2010	LBa	Jan 2010
ACTION 2	Provide a written note to Sector Group members regarding sharing materials produced through Curriculum Development projects	LBa (with JB)	Jan 2010
ACTION 3	Draft Final Year Project Plan in line with agreements as per Action 1 above and circulate to Group members for discussion, agreement and comment	LBa	Jan 2010
ACTION 4	Forward Creative Entrepreneurship reports to Sector Group members	JC / LBa	Jan 2010
ACTION 5	Provide written update from central WYLLN team for circulation to Sector Group	JB / LBa	Jan 2010
ACTION 6	Circulate electronic copy of 14-19 diploma report to Sector Group	LBa	Jan 2010