

**WEST YORKSHIRE LIFELONG LEARNING NETWORK  
HEALTH, SOCIAL CARE & EARLY YEARS SECTOR GROUP MEETING**

**10.00AM, THURSDAY 28<sup>TH</sup> JANUARY 2010  
ESCALATE CENTRE, RICHMOND BUILDING,  
UNIVERSITY OF BRADFORD**

**NOTES**

**Actions**

- 1. Attendance:** Celia Moran, Joanne Beaumont, Alison Hedley, Rosie Hawley, Samantha McMahon, Dave Fisher, Anne Milne (Open University), Sylvia Ryan (on behalf of Lesley Dove), Jenny Lee, Peng McGettigan

**Apologies:** Val Ely, Lesley Hannah, Pat Millner, Alan Edmondson, Andrew Harvey, Lesley Dove, Lynda Gatecliffe, Carol Wood

**2. Minutes of Last Meeting & Matters Arising**

2.1) Minutes of last meeting were accepted as accurate.

2.2) Regarding the point 3a i.3), AH apologised that Chris Peat (LCC) was unable to come today and provide a demonstration about the E-portfolio for Foundation Degrees supporting study skills that had been developed by Business Services sector group and used by Learn Direct and Leeds City College. JB explained that the learning materials created using this framework were about managing communication, collating exam information and tracking the whole assessment process and completely transferable. She agreed to send the learning materials to AH and to organise with AH the next demonstration by Chris Peat, including a trial of the dummy site set up by Leeds City College staff.

**JB/AH**

**3. Curriculum Development**

**3.1) Completed developments**

• **Advocacy Modules (Bradford College)**

AH explained that there had been no news from Carol Wood regarding this matter and would continue to follow up this case.

**AH**

• **Consultation for Rehabilitation Support (UoB)**

AH apologised on behalf of JP for her absence today and tabled her report about the result of the consultation for Rehabilitation support event. AH would like to refer all queries to JP for information. AH confirmed that the actual certificate was going through approval and delivery was expected to start in Spring.

JB queried if any mappings had been done to link this certificate with NVQs. AH agreed to find out.

**AH**

As regards the 'skills passport' enabling people to cross occupation/sectors, AH confirmed that it had been discussed in relation to the development of flexible 'Shell' framework which tied in closely with this certificate.

- **FD Management for Children's Care (Wakefield College)**

It was explained that the two FDs for Leadership and Management in Social Care / Children's Care were separate awards but followed the same structure.

JL reported that this Foundation Degree for Management of Childrens Care (FD) had been developed since 2007 within the HE section of Wakefield College and its validation was approved on 12<sup>th</sup> Jun 2009 by LeedsMet. The course had started in September 2009 with a small number of enrolments. Bradford had also begun preparation for validation of the two FDs in Leadership and Management for Social Care and Children's Care in February and would be the validating institution for Calderdale College. She anticipated that other institutions who might be interested in delivering this programme would not start until September 2010.

JL explained the course structure in detail, ie that 60 credits were designed for the first year, and students were given a choice between a 12 month or 18 month course at their interview stage. In this first cohort only one student had chosen the 12month course. She reported that the course had begun with a PPD module as the first module, followed by a work related module before moving onto two core modules (Business Environment, and Leadership and Motivation for Change Management). JL also reported that in January 2010 they had started the first optional unit in the context of the Health & Safety laws and regulations within the Children's Care sector which was then followed by a second optional module at the end of year. For details, an e-copy of all modules descriptors is available from AH – both 15 credit and 20 credit versions.

JL further explained the delivery model that it would take 10 weeks, 3 hours every Tuesday evening, to deliver an optional module which usually included workshops, tutorials, presentations, and a 3000-3500 words assignment.

JL added that some other development work of this FD was still ongoing in relation to progression agreements and learning materials. JL stated that there currently were two progression routes in Wakefield College - FDs into Early Years Professional Status and FDs into Management degrees. DF queried the possibility of getting courses accredited by Chartered Management Institute (CMI) and also mentioned Michael Cuthbert who may have some CMI contacts and agreed to forward the contact details of Stella Bowdell, Regional Manager of CMI, to AH. JB informed that a project was underway within the Leadership and Management sector group looking at how training providers would give HE credits to common Leadership and Management courses and the whole relationship between QCF and HE credits. She then recommended that information from that group could be drawn to this sector in particular those about credit tariff and APEL.

**DF**

As to pursuing the Sector Skills endorsement, SM introduced that FDF had started running their own endorsements. JB suggested that FDF be invited to explain their endorsement process.

**AH**

JL summarised the result of the project evaluation that in the main students were satisfied with the enrolment process and had found course information were easily understood, however, issues were raised in relation to the high tuition fees and APL. JL explained that an APL assessment form was designed to map out learning outcomes of each module of the FD to NVQ L4 in order to obtain information as to where the learning outcomes had been met.

### 3.2) **Financial update (AH)**

AH informed that no funding had been taken away from the HSCEY budget at the last WYLLN board meeting in December, however there is no that further funding for curriculum development available for the 4<sup>th</sup> year. She reminded the group that the deadline to spending the remaining balance of this budget would be the end of April in order for the final project financial situation to be reported back to WYLLN by 17<sup>th</sup> May 2010 for the WYLLN Board meeting in early June. Anybody who is not in a position to invoice for activity costs by this date should discuss with AH so appropriate arrangements can be made to allow for late expenditure.

#### **4. Tender Opportunities – Facilitating Rapid Response (Discussion)**

In response to a recent invitation to tender from CWDC for developing a common FD framework for working with children's workforce, AH informed that bringing people together twice had proved very difficult despite the best efforts, as a result the deadline was missed. For that reason, it had been suggested by one of the partners that some sort of mechanism be set up to facilitate collaborative rapid response to such tenders. However it was agreed that due to a lack of relevant people today this item would be deferred to a special meeting/workshop where more relevant members can be invited.

**AH**

#### **5. WYLLN Fourth Year Business Plan (AH)**

AH reported that WYLLN's proposal to HEFCE for a fourth-year extension had been granted and the continuation proposal from this sector group for the fourth year was also being considered. Although no concern the rationale for the HSCEY proposal had been expressed by the WYLLN board, a more detailed Business Plan was now required by 27<sup>th</sup> February 2010 which should detail aims, objectives and specific measurable outcomes for the fourth year. AH tabled the draft sustainability proposal and three recent extracts that had largely reflected LLN's brief and current HE/skills policy. AH also confirmed that the University of Bradford had agreed to fund the Sector Officer's post till March 2011.

The group discussed potential business objectives and some suggestions were made as follows:

- Sustainable model beyond the fourth year.
- Managing professional capability with reduced budget.
- Taking offers to employers by holding employers events/exhibitions.
- Building fast track systems.
- Transferability/portability of skills and credits.
- Apprenticeship progression routes and culture change.

AH agreed to sum up the above ideas and circulate them within the group but would also like to continue to receive other thoughts/recommendations.

**AH**

#### **6. Work Plan updates (CD leads)**

6.1) P9: AH to chase up the actual copy of this module from Lynda.

**AH**

6.2) P12: AH confirmed this development had been completed and copies of the products received. AH agreed to find out if the draft progression agreement had been finalised.

**AH**

6.3) P15: AH informed that the steering group had now met twice and associates had also been appointed to conduct audits of employer needs and existing flexible provision, which would start in the Health & Social Care areas and then move into

the Early Years sector in due course. She confirmed that the first phase report would be presented at the next steering group meeting. and The work would incorporate APEL and credit transfer, building a suite of core units and additional specialist modules, and identifying institutional specialism.

6.4) P16: DF tabled his report outlining the progress made in developing progression agreements for apprentices. He summarised the following:

- Questionnaires had been sent out to apprenticeships and training providers to find out what people wanted and what courses they could progress to.
- He was still waiting to hear from Darren Hills, Admission Tutor for Social Work at LeedsMet, as to how one of their entry requirements, working in elderly people's home or by access course/specific course, had been met.
- He would attend the JHP training event in South Yorkshire to collect information on promoting apprentices into HE.
- He would find out more about the progression agreements developed by Sheffield and Sheffield Hallam University for apprentices progressing onto Social Work degrees.
- It was also worth noting that Paul Spencer was in the process of developing progression agreements to do with NVQ L3 Mental Health/Adult Nursing and Social Work/Nursing (Learning Disability) for Higher Futures.
- Group discussion continued on the topics of how to ensure transparency of information given to learners, how to identify their skills and make certain degrees more accessible.
- JB drew attention to the important letter that all HEIs including FEIs would receive respectively from HEFCE in March of the new funding regime which would create more opportunities for more flexible provisions.

## **7. Staff Development (JB/AH)**

7.1) JB informed that all staff development activities were accessible on the WYLLN website. JB also informed that a great deal of open learning resources of Open University were showcased at a recent e-learning event where good feedback was also received from learners who found the Open Learning website well structured, in particular the Open Lab site for academics containing quality assured e-learning materials.

7.2) JB also informed that Open University would like to offer consultancy support including their resources and expertise free of charge to Universities who would be interested in making their courses/resources more open educational/accessible. More details were available in the next WYLLN newsletter.

7.3) JB further informed that details of the Progression conference scheduled for 23<sup>rd</sup> April 2010 was available on the WYLLN website.

7.4) AH added that she had circulated the link for a Common Purpose Staff development Day on 17<sup>th</sup> May 2010 at the University of Bradford and explained that it was open to everyone and would consider making funding contributions depending on the interests received from WYLLN members.

## **8. Credit and Progression Task Group (LH)**

JB reported that the Progression Agreement Framework had gone through evaluation before Christmas and activities were likely to be carried out in the next two to three months in the direction of developing the framework, working with employers and learning agreement. She added that this development was due to end in 2011 and would continue to move forward although the sustainability

model had not been finalised yet. JB agreed to keep members updated.

## **9. Any Other Business**

DF informed that WYLLN were currently planning special events within six sectors to raise awareness of progression routes advancing apprentices into higher education. He confirmed that the first event would take place on 23<sup>rd</sup> February 2010 at the University of Huddersfield in support of the Children's Care Learning Development within the Early Years sector and the second event had been scheduled for 16<sup>th</sup> March 2010 at the University of Bradford within the Health & Social Care sector. He further explained that these events would aim to publicise training providers across Yorkshire, for them to find out the available courses for their apprentices to move onto after trainings, and to get employers and apprentices to talk about the benefits they had received. DF agreed to forward the details to AH and JB for circulation.

**DF**

## **10. Future Meetings – format / themes (Discussion)**

- 22<sup>nd</sup> April 2010, 10-12.30, Escalate Centre, Richmond Building, University of Bradford
- 17<sup>th</sup> June 2010, 10-12.30, Escalate Centre, Richmond Building, University of Bradford