

**West Yorkshire Lifelong Learning Network
Minutes of the IAG Task Group
23rd June 2009**

**Start time: 0930 hours
Finish time: 1210 hours**

Present: Joanne Charlesworth, Joanne Beaumont, Jan Daley, Michelle Sowe, Mohan Mistry, Jeanette Johanson, Vicky Pointing, Andrew Cawtheray, Tony Sturdy, Shaun Long, Joyce Martin, Stephen Boyd, Paul Spencer, Zeenat Rosun, Louise Clayton, Alison Hedley, Alan Spain, Rachael Brough and Joanna Puzo (note taker).

Apologies: Stephen Challenger, Maryke Deahl, Julie Theakston, Helen Child, Maura Wilson, Liz Smith, Mike Jackson, Heather Savage, Huw Thomas, Paul Denton, Leia Bassett, Rebecca Moore, Andrea Cowans, Julia Calver, Richard Etheridge, Cathy Denny, Rebecca Baldaro, Ann Binns, Cleo Greenwood, and Susan Roundhill.

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1. **Welcome & Introductions**, Joanne welcomed members to the fifth IAG Task group meeting. Minutes of the meeting held on 26th February 2009 were approved and the action point would be reported under agenda item 3. Jo noted that the next task group meeting would be early 2010. A proposal for a 4th year of the WYLLN would be discussed at the WYLLN Management Board which was being held on Thursday 25th June.

2. **Review of Activity to date,**

Joanne presented the key areas of IAG activity. The main point noted was the continuing development of IAG Now which now had ASN data imported and would be used for capturing the ECIF data.

Jo spoke through the statistics and was pleased to report there were now 6374 learners entered into the system so the WYLLN were on target for achieving the 7500 target. The numbers of learners that showed progression into HE was positive and members were encouraged to enter any outstanding destinations from 2007/08 as soon as possible.

The destination data of five of the partners was noted and these all showed high levels of progression into HE. Thomas Danby College showed the highest number of learners, which Jan noted was typical for the College. Members discussed progression into HE and that in recent years learners had preferred to stay within West Yorkshire and not move out the area to attend University. It was considered there were a number of influences affecting this such as ties to families with more mature learners entering HE, rising living costs, more choice available within the area and the progression agreements that were now in place.

Jo noted rounds 1, 2 and 3 of IAG commissioned activity. The round 2 had been difficult in making links with employers/ees with the change in the economy and the project had been amended to reflect this. The round 3 longitudinal study was going well and some of the feedback would support the round 4 project.

3. **IAG Commissioned Activity round 4**, Joanna reported that at the last meeting a number of themes had been presented for the final round of commissioning. The task group had suggested the WYLLN move forward with three themes, training skills analysis, decision making tools for learners and taking HE to another level. The specifications were written and were circulated around the task group for comment and support. The specs were also discussed at the Training and Development Focus group and the Resources Focus group. From these discussions it had been agreed to combine

two of the specs to create the effective HE learner project, which would be an interactive tool that would assist learners with the transition from FE to HE and make them a more effective HE learner. Expressions of interest were requested and 10 were received, with 3 completed applications received by the deadline. Last Friday a panel including WYLLN members and two externals (one from Wakefield Local Authority and the other from DCSF) was held with individual presentations from the 3 applications.

The panel were unanimous in awarding the University of Bradford with the project. Joanna will be the WYLLN project manager for this activity and members were requested to approach Joanna with any interest in becoming involved.

Mohan Mistry and Paul Spencer would be leading the project and spoke members through the activity that they would undertake over the next year.

The key points to the activity would be as follows:

- Review of current tools and materials available for learners
- Consult with staff and learners across the network
- Analysis of the findings
- Development of interactive tools
- Launch event for all WYLLN partners by July 2010

It was emphasised that this would be an inclusive project that all partners can benefit from and can be involved. A number of institutions had already expressed their support for the project and the University would be initially working with these institutions during the consultation process. The sustainability and marketing of the products would be key and the product would be available for at least three years post WYLLN.

5. Update on Sector Groups, Louise Clayton - Sector Officer

Louise presented the activity to date of the Construction and the Built Environment Sector Group. Louise presented a poster of the sector group and noted the four key areas:

- Raising awareness
- Developing HE
- Employer Links
- Collaborations

Louise noted the number of WYLLN and external partners that were involved in the group and the links that had been made with the sector between the institutions and the employers.

Louise had held a number of events that had been very successful and that had raised the awareness of the sector. These had been a good opportunity to network between institutions and employers that would not normally have met.

The sector group had worked on curriculum development including FD in Construction at the College of Building. Work was also being done regarding the diplomas and how these can be used as progression into HE.

The Construction industry was currently a sector that was at risk of redundancy and the sector group had been working together on initiatives to support employees and businesses. Further construction sector group events would be listed on the WYLLN website for members to attend.

6. **Update on 14-19 Activity**, Joanne B referred to the papers that had been circulated. The 14-19 Steering Group had representatives from the five Local Authorities and the WYLLN partner institutions. The 14-19 Steering Group had commissioned the University of Huddersfield to develop a database of the 14-19 diplomas offered in West Yorkshire, where they were being offered, the level and the key contact. The database was nearly complete and it was **AGREED** to circulate to the task group members. The final report from the commissioned work would be completed by September.

Joanne had sent out a document to a number of our contacts within the WYLLN offering to fund 14-19 diploma progression agreements. The aim is that for January 2010 the diploma lines that were introduced in 2008/09 will have progression agreements in place for those learners to progress into HE.

Progression agreements for advanced apprenticeships were also being worked on and Jo would be meeting shortly with members of the West Yorkshire Learning providers (WYLP) to move forward with this and to look at how the sector groups can be involved.

Joanne noted that if any members of the task group would like to attend the 14-19 Steering group meetings then they would be welcome. All future meeting dates are on the WYLLN website or members can contact Joanna.

The forth coming staff development events for the task group to note were two sessions delivered by Bill O'Connell, Motivating the Unmotivated and Cognitive behaviour skills. There would also be a finance event that would be arranged. The other WYLLN events were tabled for members to note with details of how to book.

- 7 **2009/10 Partnership and Project Activity**, Joanna referred to the tabled paper which listed the approved projects. WYLLN partners had been asked to submit project proposals for consideration for the final year. A set of criteria was drawn up by the Strategic Advisory Forum members and the criteria included points such as being strategic in nature, innovative and that would benefit the wider partnership.

A number of projects were put forward from partners and an assessment panel with WYLLN Management Board members reviewed the proposals and then approved those listed. The key projects for the task group to note are:

- XCRi, which is a way of enabling all courses/modules across an institution to be in one format and centrally held making it easier for staff and potential learners to view the offer. It was noted that the WYLLN would be recruiting a member of staff that will work with partners through this process.
- School Progression Partnership – this was developing a progression model of Vocational learners from schools to HEI, 14 year olds to HE level. Leeds Trinity and All Saints are the lead institution and will be working with the Catholic schools in Leeds.
- Get into Gear, this was about encouraging and retaining women as non traditional learners from Advanced engineering and Manufacturing, Construction and the Built Environment and Digital Industries sectors to progress into HE

Further information about the projects can be sent to members on request.

Alan presented an update on the ECIF project. Following the ECIF submission to HEFCE the WYLLN had been informed that the bid had been unsuccessful. However weeks later HEFCE reviewed the proposal and realised the WYLLN should have been awarded the funding. This has resulted in some time lost and the match funding that is being provided from Yorkshire Forward will not be available until August. Currently institutions that want to be involved are seeking other sources of match funding. Institutions are also informing the WYLLN the activity that they would be able to undertake. The diagram presented showed the links between job centre plus, next step and the referral points to the institutions. There are three elements to the WYLLN proposal, Element 1 included additional advisory service, element 2 included further 1-1 guidance and element 3 included bite sized learning.

The strategic partners were noted and the targets. The next meeting would be held on 1st July for partner institutions to attend for an update on the funding and next actions to be taken.

Rachael would be creating leaflets for institutions to tailor for their individual services and a generic leaflet for job centre plus and Nextstep to use. There would also be a page on the WYLLN website where members could find out more information.

8. Any other Business,

- WYLLN website, members were reminded that the website had a lot of information about all the activity within the network for members.
- Focus Groups, the 3rd round of commissioned activity met quarterly to review the projects. The Resources Focus Group continued to meet to discuss developments of the IAG Now system and would now also review the University of Bradford project. The Training and Development Group had been disbanded due to inconsistent and low attendance. Items for discussion would be now considered at the Staff development task group.
- XCRi project, a number of partners had shown interest in being involved and the University of Huddersfield was the pilot institution. It was noted that the Open University had already been through this process and it had made it a lot easier to present the curriculum offer.
- Members would be informed later in the year with details of the next meeting which would be held in February 2010. Members were reminded to contact the WYLLN team with any IAG questions and queries.