

**West Yorkshire Lifelong Learning Network**

**Minutes of the Progression Task Group meeting**

**Held on Thursday 24<sup>th</sup> February 2010**

**Start time 1000 hours**

**Finish time 1200 hours**

**Present:** Judith Foreman (Chair), Joanne Beaumont, Neelam Mirza, Ann-Marie Spry, Ashfaq Gulab, Shaun Long, Brian Duffy, Christine Byrne, Don Parker, Alison Hedley, Michael Cuthbert, Jayne Belkadi, Jeanette Johanson, Ian Sinkinson, Graham Austerberry, Leslie Peers, Sue Holland and Maryke Deahl

**Together with:** Joanna Puzo note taker

**Apologies:** Andrea Cowans, Andrew Cawtheray, Ceri Nursaw, Christine Facer, Graham Bailey, Heather Savage, Helen Child, Ian McGregor-Brown, Jonathan Higgins, Judith Davison, Pam MacPherson-Barrett, Michelle Fraser, Michelle Sowe, Richard Brown, Rupert Ward, Susan Roundhill, Vicki Illingworth and Zeenat Rosun

		<b>Action</b>
<b>1</b>	<b>Welcome and Introductions.</b> It was noted that Steve Challenger had sent his apologies to the meeting and had asked Judith Foreman to Chair.	
<b>2</b>	<b>Minutes</b> <b>RESOLVED:</b> to approve the minutes of the 9 <sup>th</sup> November 2010	
<b>3</b>	<b>Matters Arising</b> <b>Minute 4.1,</b> It was noted that there would not be feedback from HEFCE on the WYLLN annual report unless they had particular points to raise.	
<b>4</b>	<b>Year 4 Progression Agreement Activity</b> 4.1. East Leeds Schools Project, this was being led by Leeds Trinity University College and looked at progression from the East Leeds Catholic schools without 6 <sup>th</sup> forms into HE. The project also worked with Notre Dame 6 <sup>th</sup> Form College and Leeds City College for progression into HE. Ann-Marie noted that the main aim of the project was to give all learners the opportunity to progress and to prevent them from becoming NEET.  4.2. FE A level student progression project, Neelam reported that this had now become a wider focus than A levels. The data at University of Leeds had shown a low conversion rate in progression into HE for those with A levels studying in FE. The project was identifying barriers and progression routes taken. Some of the colleges involved have done their own analysis from UCAS data and have looked at key areas and progression issues and then to try and bridge the gaps. It has been difficult for the colleges to select just A level data so it has become broader. It is interesting to understand the choices of level 3 learners and understand why they make them. The project is beginning to look at HE practices around admissions. It has been interesting to learn that some learners have declined offers from University of Leeds. Brian noted that Leeds College of Building now publicise where their students' progress to and this has increased progression talks from universities and providers. The project group is continuing.  4.3. CBE sector group level 2-3-4 progression activity, Christine reported that the project focussed on the craft trades and the progression agreement allow them to progress to specialist diplomas as a bridging course to HNCs. The minimum requirements are level 2 maths and English.	

	<p>This originally included science but this was an issue for many of the learners and science is covered in the bridging course so is now not a requirement. The second part of the project is Leeds school students progressing from level 1-2.</p> <p>4.4. HLSC Employer/Training Provider Progression Agreements, The higher level skills co-ordinators funded by WYLLN are placed with the Employment and Skills boards for the districts. The Zenos progression agreement was presented as an example which had been agreed with 4 institutions; this can be found on the progression database on the WYLLN website.</p> <p>4.5. 14-19 diploma/apprenticeship progression The 13 progression agreements from the West Yorkshire Learning Providers (WYLP) were noted. Jo noted that on the 11<sup>th</sup> February the WYLLN had hosted an apprenticeship event which had presentations from some SSCs and the National Apprenticeship Service (NAS). The SASE paper provides the framework for the development of higher level apprentices. The finance available for higher level apprenticeships was noted and there was potential SFA funding if the level 4 model is agreed by the SSCs.</p> <p>Jo also reported that at the 14-19 steering group, the local authority (LAs) members had indicated that they had started to look more at apprenticeship routes and that Wakefield and Kirklees were each developing an apprentices strategy. The LAs had noted that some schools had pulled back on diplomas but were continuing with those that were already running. Leeds and Calderdale LAs would be undergoing re-structures shortly and this will have an effect on the 14-19 teams.</p>	
5	<p><b>Progression agreement targets and data for HEFCE Report 2010/11</b> A requirement of HEFCE is to report the number of progression agreement beneficiaries and then how many actually progress. Jo noted the two spreadsheets showing where the institution is either a sending institution or a receiving institution of learners on progression agreements, which partners had completed last year. The concern this year was that post July the WYLLN team will not be in place, but the data would still be required by HEFCE and would need to be collated by the University of Huddersfield as the accountable body. Jo suggested that the sending institution spreadsheet could be sent out shortly with a summer deadline, however the progression receiving data will not be available for collection until the end of September. It was <b>AGREED</b> that the two pre-populated spreadsheets should be issued to all partner institutions/organisations by the end of March.</p>	JB/JP
6	<p><b>Student Finance England</b> <i>Ian Sinkinson, Student Finance Consultant, Yorkshire and Humberside</i> Ian presented the latest information from Student Finance England. Entry 2012, students will be considering where they go or if they are to go into HE at all. Student Finance England was currently processing 1.14m applications for September. Main points, the requirements would include those deferred from 2011. The fees for PT learners were still going through parliament. The maximum fees charge was £6000 and up to £9000 in special circumstances but with a number of conditions such as WP evidence. There could be variable fees within an institution depending on different courses. The loans available were noted and the thresholds to receive these. The Interest rates and repayments would be changed under the new structure, with the changes to the timescales and amounts. There could also be a penalty for early repayments. Overall students will not pay back as much per month but the repayments will be over a longer period. Ian noted the BIS website which was hosting the latest information about the changes. Access agreements were noted and OFFA were still finalising the letter to institutions about the changes to access agreements and future applications to OFFA.</p>	

7	<p><b>Widening participation activities post July 2011</b></p> <p>Jo noted the paper that had been circulated was about partnership activity beyond July. The paper had been to the SAF and management board. A costed model had been requested by partners, which had been put to the Board and included points under the additional services. The statement from the Chair of the Board was read by Jo which stated that in principle the subscription model was supported. Between now and the end of March WYLLN has been asked to prepare a formal proposal to show the benefits to institutions, to develop the activities around the 3 groups and set targets to measure performance, to look at alternative funding and to liaise and integrate with Aimhigher. A paper written by Jonathan Higgins, the Aimhigher West Yorkshire Director would be joined with the WYLLN paper to complement activities.</p> <p>There will be an extraordinary Board meeting inviting involving all HE providers in April. It was agreed that any comments should be sent to Joanne. Joanne noted that perhaps the proposals should have more IAG focus and IAG staff were asked to consider how this could be incorporated</p>	
8	<p><b>Joint conference with Aimhigher – June 2011</b></p> <p>Neelam noted that following previous Aimhigher and WYLLN events it had been decided to hold a joint conference – 10<sup>th</sup> June 2011, the Business School, University of Leeds. There will be a focus on admissions, IAG and progression in the changing world of HE.</p> <p>Jo noted that the Annual progression conference would be held on Friday 15<sup>th</sup> April at the Norcroft Centre at the University of Bradford. Speakers will include HEFCE, Helena Kennedy Foundation, LEP and CFE plus workshops with a WP and business engagement focus. The programmes for both events will be circulated shortly.</p>	
9	<p><b>Any Other Business</b></p> <p>There was none</p>	
10	<p><b>Date and time of next meeting</b>  <b>Tuesday 21<sup>st</sup> June 2011 at 1000 hours at the University of Huddersfield</b> it was <b><u>AGREED</u></b> to bring forward the date of the next meeting to May. It was <b><u>AGREED</u></b> a new date would be circulated with the minutes.</p>	JP