

**West Yorkshire Lifelong Learning Network**

**Minutes of the Credit and Progression Task Group meeting  
Held on Friday 23<sup>rd</sup> January 2009  
Start time 1000 hours  
Finish time 1205 hours**

**Present:** Steve Challenger (Chair), Joanne Beaumont, Joanne Charlesworth, Maura Wilson, Judith Davison, Paul Denton, Simon Thorpe, Shaun Long, Paul Cox, Paul Sharp, Carol Wood, Mohan Mistry, Vicki Illingworth, Dominic Ramsden and Leia Bassett.

**Together with:** Joanna Puzo note taker

**Apologies:** Celia Moran, Andrew Bates, Dave Norman, Louise Tearle, Steve Rhodes, Judith Foreman, Fiona Thompson, Steve Smith, Lis Edwards, Ceri Nursaw, Brian Duffy, Louise Clayton, Lesley Hannah, Michael Cuthbert, Julie Knowels and Simon Maller.

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|   | <b>Action</b> |
| <p>1. <b>Minutes</b><br/>Paul Denton noted that he had attended the last meeting.<br/><b>RESOLVED:</b> to approve the minutes of the meeting held on 7<sup>th</sup> October 2008. Subject to the above amendment.</p>   |               |
| <p>2. <b>Matters Arising</b><br/><b>2.1, Resource Packs,</b> Members confirmed that they had received their copy of the Progression Agreement Resource Pack. Any additional requests for leaflets should be sent to the WYLLN team.</p>   |               |
| <p>3. <b>Progression Agreement Framework</b><br/><br/><b>Update on Progression Agreement Activity,</b> Joanne B tabled the paper which gave a summary of the progression activity for 2007/08. The majority of agreements had been on the WYLLN template with the exception of Leeds College of Art and Design which had used the National Arts LLN framework. The majority had been received by the WYLLN in mid December 2008 and had subsequently gone to the recognition panel. The agreements had either come through as part of the partnership agreements or ASN allocations. There had been 25 agreements written to date and in the business plan the WYLLN had an overall target of 25. It was noted that the WYLLN would continue to assist partners with agreements and their impact for the learner. It was noted that the majority are agreements from a foundation degree to a top up and although these are important the WYLLN Management board want to see progress made on the non traditional routes and more level 3 to level 4 progression agreements rather than just top ups.<br/><br/>The first agreement with an employer has been developed with guaranteed places for the Royal Mail Group at the University of Huddersfield. It was agreed that all unique progression agreements would be shared with this group for future meetings. The agreements will be posted onto the WYLLN website for members to review. It was noted that some employer progression agreements may require some amendment to the template and this will be reviewed on an individual basis by the WYLLN. The outstanding agreements were identified and the WYLLN is working with partners on these. Some of the agreements have been recognised with conditions and so the WYLLN is awaiting a final copy that complies with the feedback.</p> |               |

**Feedback from Recognition Panel,** Joanne went through the issues that the panel have identified:

There has been a lack of signatures and some are still outstanding.

There has been the need for a lot of proof reading carried out by the panel.

Joanne noted the difficulties in there being a number of different people in the institution involved in the process and that it can be difficult getting the right information, there were also issues with internal communication.

It was important that all the required information was completed including the course and programme information and modes of study.

In some cases there had been information missing about the pre and post higher education awareness raising and IAG support linked into Individual Learning plans and PDPs.

The examples of good practice included links to student liaison committees, building in 1-1 feedback and feedback to unsuccessful applicants. The recognition of APEL in the employer agreement. These examples mirror best practice as promoted by SPA.

Informing tutors of special needs e.g. disabilities is an aspect which is often omitted. It was confirmed that there are data protection issues about how this information is stored and transferred between institutions. It was noted that the WYLLN IAG Now system would be a secure system to hold and transfer this data.

The panel have queried the course tutors that have completed the agreements forms as to where the learner agreement is and more work needs to be done around ensuring that this is also completed. The panel have agreed that in future it will not accept a progression agreement without a learner agreement. Some colleagues had not realised the amount of work involved in the process and perhaps there needs some formalising of the expectations of a WYLLN Progression Agreement. It was suggested that staff development events could be held for course tutors and those involved in the process.

**Planned activities for 2009/10,** Joanne tabled the paper and noted the timescale for delivery is the end of this academic year, June/ July 2009.

The sector groups have a target of 4 progression agreements each and with the work planned should achieve above this.

There was a concern raised on the progression agreements that are formed by sector groups working together and how these would be counted. Joanne reminded members that the management board were enthusiastic to see multi-exit and multi-institutional agreements. Steve noted that the WYLLN had recently received information from HEFCE regarding Progression agreements and this seems to be interpreted differently by the Lifelong Learning Networks across the country.

**WYLLN website,** Joanne confirmed that each progression agreement will be on the website with a named contact for the sending and receiving institutions.

It was discussed that IAG NOW would be used for the learners and it was confirmed that the system is very secure with lots of reporting opportunities.

**Aimhigher,** Maura reported on current work of Aimhigher, The first activity was trying to get the HEI's to accept each others compact schemes so that one could be produced for the region, unfortunately this has not been possible but it has been a useful exercise to bring peers together. Aimhigher have produced a leaflet for year 12 and 13 pupils.

The second point was the Action on Access which supports all Aimhigher and widening participation in the HEI's. A HE programme for Aimhigher has been produced and this can be amended locally. Aimhigher also have a database that can track these learners. Maura is currently going around admissions tutors in the HEI'S to promote this.

4. **Progression Commissioning rounds**

**AMA and work based learners**, This work is due to be completed by March 2009 and there should be 7 progression agreements as a result of this work.

**14-19 Diplomas** The 14-19 steering group which includes the 5 local authorities commissioned the work in September and it was due to be completed by the end of April, but due to lower numbers of take up on the diplomas it has been agreed to extend the work through to September 2009.

**APEL**, The University of Bradford had been awarded 3 projects, and Leeds Trinity and All Saints and Leeds College of Technology had each been awarded one project. These projects are due to be completed by September 2009.

The teams for each of the commissioning rounds will be presenting at the Progression Conference in March.

**Future Rounds**, Joanne reported that future rounds had been discussed including progression agreements with employers which would link to EBTA. Members **AGREED** to forward any suggestions to Joanne.

Joanne referred to the apprentice's module that was available in the Greater Manchester Lifelong Learning Network.

**Task Group**

5. **Credit Sub group**

Joanne reported that WYLLN had carried out some research into the information available from our partners about APL. The Credit Sub-group had developed the circulated the leaflet for the Task group to consider.

**APL leaflet**, Joanne referred to page 8 which would require a telephone number of the contact within institutions that would be able to assist a learner with getting credit for prior learning. A jargon buster had been developed to assist the user with the terminology and this had been circulated to members.

It was noted that the leaflet would be good for Train to Gain brokers and Nextstep advisers and would be a particularly useful tool in the current economic climate with unemployment on the rise. It was **AGREED** that any comments would be sent to Joanne within 2 weeks.

It was **AGREED** to send the email requesting a contact number for page 8 to the WYLLN champions and ask them to disseminate to the appropriate persons in the institution with a 2 week response time. The leaflets would then be printed and distributed to the partners in time for the March conference.

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**Common Principles**, The tabled paper was referred to and Joanne noted that the Credit Sub Group had looked at the statement. It was anticipated that there would be a statement on all provider websites people.

It was **AGREED** that members would consider the document and provide any feedback to Joanne. Joanne will also email the document to WYLLN Champions and Progression Champions for comment.

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6. **Progression Agreement Conference**, Joanne noted that all members should have received an e-invite to the conference which is being held on 16<sup>th</sup> March 2009.

7. **Date, Time and Place of Next Meeting**

Thursday 30<sup>th</sup> April 0930 hours venue to be confirmed.