

**West Yorkshire Lifelong Learning Network**  
**Minutes of the Credit and Progression Task Group**  
**Held on 7<sup>th</sup> October 2008**  
**Start time 1000 hours**  
**Finish time 1200 hours**

**Present:** Stephen Challenger (Chair), Joanne Beaumont, Joanne Lambert, Paul Denton, Paul Cox, Shaun Long, Judith Foreman, Steve Rhodes, Paul Sharpe, Fiona Thompson, Louise Clayton, Michael Cuthbert, Carol Wood, Mohan Mistry and Paul Denton.

**Together with** Graham Rees and Joanna Puzo (note taker)

**Apologies:** Louise Tearle, Ceri Nursaw, Judith Davison, Maura Wilson, Celia Moran, Brian Duffy and Lesley Hannah

**Action**

**1. Welcome and introductions**

The Chair welcomed members to the fifth Credit and Progression Task group.

**2. Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on 9<sup>th</sup> July 2008.

**2.1 Matters Arising**

Minute 5, Joanne confirmed that Louise Tearle has joined the Progression Commissioning Review meetings.

**3. Progression Agreement Framework**

3.1 Agreement of Intent - signatures and certificates, Joanne referred to the tabled paper which identified a list of the partners that have returned the agreement of intent. It was noted that 22 of the 23 WYLLN partners were listed with only the Northern School of Contemporary Dance not signed up. This is due to their position as a national and international institution. Joanne referred to the certificate template which will be distributed to institutions for display.

3.2 Progression Agreement updated documents, Joanne noted the updated documents which had been amended to be easier to read and complete.

3.3 Progression Agreement Resource Pack and leaflets, Joanne thanked members for their feedback during the consultation stage of the leaflet and confirmed that all the suggestion had been incorporated. The first leaflet is aimed at learners and it is anticipated that there will be a member of staff explaining the leaflet on receipt. The second leaflet is for staff. Joanne asked members to send through any comments on how they are using the leaflets in their institutions and comments of how the leaflets are received by learners and other members of staff.

The Progression Agreement Resource Pack will be circulated shortly to members once copies have been returned to the WYLLN from the printers.

Steve reminded members that to date there is not a signed Progression Agreement in place although there are a number of discussions taking place between institutions.

Joanne highlighted the HEFCE template which showed a list of the courses that should have a progression agreement in place through a partnership agreement (by December 2008), commissioning activity or ASNs. It was noted that the majority of the progression routes that are to be formalised are based on Foundation degree to top up degree within an institution. Steve noted that although these were important institutions need to try and extend beyond their own institutions and diversify the offer from one qualification to another. The Management Board have stated that they wish progression agreements to focus on level 3 to level 4 and provide multiply exits.

3.4 Partner and Sector Group Progression Agreement Activities, at this point Steve asked members to comment on their work to date with progression agreements.

*Wakefield College*, Judith noted that internal progression agreements were in some

cases just as challenging to arrange as those with other institutions and that colleagues were working to try and improve internal progression routes. Wakefield College are currently in discussions with staff internally and staff from the University of Leeds and the University of Huddersfield. Wakefield College is attempting to vary the type of institutions that progression agreements are set up with. The Leadership, Management, Enterprise and Innovation sector group had also undertaken a mapping exercise across their institutions. APEL links are also being investigated. It was noted that in some instances IAG advisors were not fully aware of APEL and the credit value of qualifications.

*Open University*, Shaun informed members that he had made contact with staff from University of Leeds regarding the OU 2+2 model however at the moment this lead had gone cold. He has also had contact with the University of Huddersfield Health Department although again this lead has gone cold. He will continue to pursue them though at this stage.

*University of Bradford*, Mohan commented that he had been working with Bradford College, Shipley College and a local training provider for progression from level 3 to level 4 for work based learners and apprentices. There have been four courses identified

*Leeds College of Building*, Louise reported that there had been some internal mapping carried out across the provision and a lot of discussion with one institution. The discussions were for Foundation degree to top ups with some possibility out of West Yorkshire. The Construction sector group had also undertaken the mapping exercise.

Joanne noted that there would be a section on the WYLLN website for sector curriculum maps, and career and progression routes.

Members commented that there are websites such as the GMSA that claim to have thousands of progression routes in place. Joanne L noted that these are not formal agreements and soon become dated as the information is reliant on manual upload.

*Park Lane College*, Paul reported that there had been discussions around progression agreements both internally and with a university.

Other activities that were suggested by members included a progression agreement broker that would work with both the receiving and sending institutions.

A speed dating style session was also suggested to give institutions the opportunity to network.

3.5 Recognition panel, Joanne referred to a draft template for the Recognition Panel to use whilst reviewing the proposed progression agreement. Joanne noted that Leeds College or Art and Design were currently drafting a progression agreement. LCAD were also part of the National Arts Lifelong learning Network that had their own Progression Agreement framework and the WYLLN had been in contact with them.

**5. Progression Commissioning rounds 1 and 2 updates.** Joanne reported that the AMA commissioned activity involved 3 organisations that were working on 7 projects and would have a minimum of 7 progression agreements in place. The projects are due to end in February 2009 with a half day review session for members of this group to attend to understand the issues and successes of the project.

The 14-19 diploma commissioning has been awarded to the University of Huddersfield and will focus on the first three diploma lines. The University will be presenting their work to date to the 14-19 diploma steering group on 21<sup>st</sup> October.

**6. Progression Commissioning round 3.** Joanne referred to the draft paper that had been tabled. This round of commissioning has been developed from the discussions at the credit sub group regarding APEL practice within the institutions and through follow up discussions with members and colleagues within partner institutions. The activity will be based on APEL and credit transfer/tariff and how these can be improved and promoted to vocational learners and work based learners.

The time scale for the project was noted from December 2008 until April 2009, following a discussion it was **AGREED** to extend the trial date to September 2009. It was further **AGREED** that Joanne would explain the scope in more detail in particular the type of courses that would be the focus of the activity. Joanne noted that the credit sub group would be meeting on 15<sup>th</sup> October and that this group would be undertaking research on the information available to date on APEL and whether a common practice can be

agreed across West Yorkshire. A jargon buster would be written to assist staff in understanding the APEL terminology.  
It was **AGREED** that Joanne would bring information to the next meeting regarding other LLNs that have developed a progression module aimed at apprentices.

**JB**

7. **Any Other Business**, The Aimhigher compact scheme was noted and the leaflet was now available. On the HEFCE website there was a report on the compact schemes which members may find of interest.

8. **Date, time and place of next meeting**

Friday 23<sup>rd</sup> January 2009 at 0930 hours, venue to be confirmed.