

West Yorkshire Lifelong Learning Network
Minutes of the Credit Sub Group
Held on 3rd April 2009
Start time 1000 hours
Finish time 1200 hours

Present: Joanne Beaumont (Chair), Ian McGregor-Brown, Geoff Barker-Read, Jenny Share, Vaughan Minshull, Simon Thorpe, Neelam Mirza and Joanna Puzo (note taker)
Apologies: Vicki Illingworth, Dipika Naik, Lesley Barlow and Judith Foreman,

Action

1. Welcome and introductions

The Chair welcomed members to the third meeting of the Credit Sub group.

2. Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 28th November 2008.

3 Matters Arising

3.1, Joanne confirmed the APL leaflet is now in print and will be circulated later in the meeting.

3.2, Joanne thanked Ian for sending members the copy of the LTAS list of principles adopted for APL.

4. APEL Leaflet Update, Joanne tabled the new leaflets and confirmed that the changes suggested by the group had been made. The leaflet was approved at the Credit and Progression Task group in January. All WYLLN Champions were written to asking for a confirmation that their institution wanted to be included and for a named contact. The only two institutions that declined were the Northern School of Contemporary Dance (not an active partner) and Shipley College who do not offer any HE. The leaflet has been distributed at the Progression conference on 16th March and has received positive feedback. The WYLLN will be contacting WYLLN champions with an order form of how many leaflets they want.

5. Common Principles for accreditation on Prior Learning Update, It was noted by Joanne that Ian had sent a copy of the document used by LTAS and this had been considered alongside the QCA document. From these Joanne had produced the tabled document. The document has also been circulated to the task group members for feedback and to date WYLLN had received two positive responses. The next Credit and Progression task group meeting is on the 30th April. The WYLLN will write to WYLLN champions to chase up the feedback and their support before the next meeting. It was **AGREED** to send the LTAS request to Jenny and Ian as the current champion is off sick. Members went through the document and did not feel any of the points were unreasonable and it is linked to the leaflet that has already been approved. It was **AGREED** after the letter next week WYLLN will do follow up phone calls before the meeting. It was **AGREED** to change the wording about the institutions website to read 'ideally on the home page' to be more flexible for partners. It was discussed that institutions were at different stages with APL and the WYLLN would review how and where support may be offered. There would also be internal differences between schools and departments.

JB

JB

Joanne noted that if the WYLLN provided a training session then a speaker/trainer would need to be considered that could cover all aspects of APL and for delegates with different levels of awareness.

It was **AGREED** to approach institutions for copies of their APL policies and ask whether they are happy for these to be shared.

JB

The APL commissioned activity leads could be contacted about reporting their findings in May and this could be carried out at the launch in June with working sessions to disseminate what they have learned and talk about these points.

Case studies could also be shared and these could be developed into a separate leaflet 'give yourself some credit, we did' for example. It was **AGREED** that this would be pursued by the WYLLN.

JB

6. **Review discussion of 3 elements of the Terms of Reference of Credit and Progression Task Group:**

Joanne noted that the paper was the terms of reference for the Credit and Progression task group although the following point were tasks for the credit sub group. Joanne had tabled the paper as reminder.

To develop and implement a common approach and framework to using credit as:

- A tool to facilitate level 3 learners to progress into and through level 4 and above learning

It was questioned what meant by a tool. The Progression Agreement framework was already in place and would incorporate this. It was noted the maths part can be lacking in some courses and learners sometimes have to complete another level 3 course before they can progress. The motivational maths project led by Leeds Met was noted and members can find out more information on the WYLLN website. The number of apprentices progressing into HE is currently very low in West Yorkshire. In some cases HEIs do not understanding the framework of that what the apprentice has completed. Joanne noted that in Manchester there is a 7 week course available for apprentices to see if they would be able to progress into HE. This would be considered further by the group.

- To support institutions in providing employer-led, flexible, work-related HE provision that meets the needs of part time learners, and employers
- To consider the potential for developing a West Yorkshire Learner Passport system, how we can create this for a learner. It was noted that at Leicester University they are putting this together and WYLLN could review this. Joanne noted that in the past there has not been much support for this.
- To explore the potential for developing and implementing a West Yorkshire Module Catalogue which targets part time learners and employers. Joanne noted the XCRi event that had been delivered by WYLLN. This was a JISC funded project that will allow an institution to have all their modules and courses in one system so that could be seen by staff in the institution and sent out to providers such as Hotcourses, UCAS and the national learning directory to display the offer. XCRi is currently being piloted at the University of Huddersfield and the national standard may potential become an international standard. The WYLLN will provide funding for institutions involved in this and the presentations from the event are on the website.

7. **Links with SPA (Supporting Professionalism in Admissions)**

Joanne reported that this links to staff development and there has been a request from the 14-19 Steering Group to host an event aimed at admissions tutors. It would be held at the University of Leeds and would raise awareness about WYLLN, Progression agreements and the application processes for vocational learners. SPA would hopefully do presentations on their best practice and about access courses that have been revalidated. There was not a date set for this as yet.

- ## 8. **Draft Employer Progression Agreement**, Joanne reported there is now one Progression agreement with an employer, the Royal Mail. It was discussed whether a separate template needed to be developed for employers. Following the discussion it was **AGREED** to keep the same template but to attach an employer progression guidance sheet.

JB

- ## 9 **Update on APEL Commissioning Round**, Joanne reported that as minuted at the last meeting LTAS, University of Bradford and LCOT have each been awarded commissioning for the APL project. All the projects were working well and they are collaborating with each other. LCOT is doing an e-based competence devised questionnaire online.

University of Bradford are refreshing their existing diagnostic tool and LTAS are doing a reflective developmental model. Ian commented that the projects were going well and they had been able to share good practice.

10. Any Other Business

There were none

11. Date, time and place of next meeting

It was AGREED to circulate some dates.

JP

DRAFT