

**West Yorkshire Lifelong Learning Network
Minutes of the Credit and Progression Task Group
29 January 2008**

Present: Stephen Challenger (Chair), Joanne Beaumont, Gill Ponsford, Michelle Fraser, Paul Denton, Fiona Thompson, Steve Rhodes, Michael Cuthbert, Steve Smith, Chris Kelly, Judith Davison and Joanna Puzo (note taker)

Apologies: Judith Foreman, Celia Moran, Maura Wilson, Shaun Long, Geoff Layer, Lis Edwards, Brian Duffy.

Action

1. Welcome and introductions

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

2. Update on the expectations on WYLLN in relation to progression and credit

Joanne gave members back ground of the WYLLN and referred to the presentation slides that had been circulated. The main points noted were the role of the seven sector groups, the business plan progression objective and outcomes, and the HEFCE progression expectations which focussed on the FE-HE interface. This final point had been endorsed by Kevin Whitston, Head of Widening Participation at the recent Credit and Progression conference.

Joanne tabled examples of Progression Agreements from two LLNs, and a Learner Passport designed by the Greater Merseyside Lifelong Learning Network. The passport was designed for the learner to complete and gave clear examples of progression routes and the credit values for vocational courses onto HE courses.

Members discussed creating an easy to use map for learners to see all the progression routes available across West Yorkshire, although this would be a difficult and large scale task. Existing progression agreements and arrangements were noted and how these may be affected by any the new agreements. It was considered that in some cases these would need to be amended or become absorbed into new agreements or would continue in their existing format.

Members noted that it was important for the WYLLN to establish clear progression routes for the new diplomas that are currently being developed as these will be different to existing vocational and A-level courses. The government agenda currently is to expand on these diplomas and therefore universities and colleges will need to re-adjust their entry requirements to accommodate these learners. Joanne noted that in the pack of papers was the presentation slides from the four key speakers at the Credit and Progression conference and information from other LLNs in the country for information.

The partnership agreements were noted. As part of the agreement, partners are required to indicate how they will spend the WYLLN funds, either through IAG activities or credit and progression activities. It was noted that to date only one institution has indicated a spend against credit and progression activity, although there are a number of agreements still outstanding. Joanne referred members to the menu of progression activities presented with the partner agreements. WYLLN will also be providing funding for credit and progression activity via commissioning funding. To date one institution had shown an expression of interest.

Joanne circulated the request for additional student numbers paper. Members noted the qualification titles and the numbers requested.

3. Terms of reference and Membership

Steve referred members to the circulated terms of reference of the task group for approval. It was commented that it would be a very big job to undertake the research and preparation of a module catalogue and whether this was a worthwhile exercise. Joanne noted that the word 'explore' was within this bullet point and that in further meetings a module catalogue could be discussed in more detail and the group may or may not decide to go ahead with it.

Following a discussion in was **AGREED** to include this bullet point.

JB

For certain bullet points on the terms of reference it would be necessary to invite registry and quality managers to provide knowledge and make decisions on. Although the membership would be too large to invite them to every meeting. It was **AGREED** to ask the Pro-Vice Chancellors on the management board to lead the discussion for this separate group. It was also **AGREED** to add the quorum to the membership.

SC/JB

Members discussed the progression agreements and noted that at departmental level these may vary and therefore this could also be a lot of work and difficult to bring together when there are 24 partners. There will also be variations between how the same qualification title is taught between the partners. It was **AGREED** to ask Aimhigher whether they had undertaken any research on progression routes through their postcode analysis. It was **AGREED** to include levels 4 and 5 to bullet point number 6.

JB

It was **RESOLVED** to approve the membership and terms of reference subject to the above amendments and the documents would be reviewed on an annual basis.

4. Forming and agreeing an initial Work Plan

Joanne referred members to the Credit Audit questionnaire which she had drafted for the task group to consider. Members noted that different departments would work differently within each institution and therefore the questionnaire may need to be copied a few times per institution and answered by a number of people. It was also noted however that the person responsible for the policies should answer the questionnaire as local agreements were not always in line with internal procedures.

It was felt that the most effective way to have the questionnaire answered properly would be for a member of WYLLN to present the questionnaire in person and not send them through the post. It was **AGREED** to complete a cover page of the acronyms within the questionnaire. Con-current learning was noted and it was **AGREED** to add this as an option to question 8. On question 14 it was **AGREED** to take out the word 'University'. Under question 1 it was noted that some partner institutions will have other partners that are based outside of West Yorkshire. It was **AGREED** to split question 1 into two parts.

JB

Members advised Joanne to find out what was the institution's policy to answer some of these questions and arrange to meet the person responsible for enforcing the policy. If there is no policy in place then it may be necessary to find out what is happening at course level.

5. Progression Audit

Joanne reported that for the next meeting the task group would review the progression agreements currently in place and start to build a picture for West Yorkshire.

Joanne noted that the seven sector groups have been tasked with a curriculum mapping exercise for each of their sectors which this group would be able to obtain copies of.

The group will discuss in future meetings the issue and importance of raising awareness of the 14-19 diplomas. It may also be necessary to find key people that can advocate the 14-19 diplomas across the county. Such as Michael Arthur Vice Chancellor, University of Leeds who had been named the 14-19 champion.

The task group would also consider a positioning document showing the new diplomas that have and are currently being developed.

Joanne noted that there had been some data produced from the South West Lifelong learning Network regarding the transferable skills with the Diploma lines and it was **AGREED** to request this data and circulate it to the group.

JB

The group agreed to research progression agreements and make suggestions for the WYLLN model. Michelle Fraser (Leeds Metropolitan University) **AGREED** to work with Joanne on this and Celia Moran (Leeds Trinity and All Saints) was nominated.

JB/MF/CM

6. Meeting and communications schedule

It was noted that the next Strategic Advisory Forum is to held on the 21 April 2008 and that this group would need to do a report for that meeting. It was **AGREED** to hold the next task group on Tuesday 8 April 2008 at 1400 hours, at a Leeds based venue to be confirmed. Proposed future dates would also be circulated to members.

JP