

West Yorkshire Lifelong Learning Network
Minutes of the Credit Sub Group
Held on 28th November 2008
Start time 1000 hours
Finish time 1200 hours

Present: Ian McGregor-Brown, Vaughan Minshull, Jenny Share, Simon Thorpe, Joanne Beaumont (Chair) and Joanna Puzo

Apologies: Geoff Barker-Read, Dipika Naik, Judith Foreman, Jenny Beaumont

Action

1. Welcome and introductions

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

2. Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 15th October 2008.

3 Matters Arising

3.1, Minute 4.1, the jargon buster would be presented under item 6.

3.2, Minute 4.1, the credit leaflet would be taken under item 5.

3.3, Minute 4.2, the second progression conference would be discussed under item 9.

4. Progression Commissioning – APEL

Joanne reported that the APL commissioning panel had met prior to this meeting. Simon and Vaughan had attended the panel and comments on the submissions had been received from Geoff Barker-Read and Maura Wilson. There had been five expressions of interest received and three institutions had submitted five projects. The applications had been received from University of Bradford, Leeds College of Technology and Leeds Trinity and All Saints. The panel had decided to award all five projects the commissioning and two of these were subject to conditions. The applicants would be informed later today and Joanne would contact them next week to discuss the conditions set by the Panel. As all five bids were accepted the funding will be over the original allocation for this round. However there will still be funding to be allocated for the next round of commissioning in February/March 2009.

5. APL leaflet

Joanne tabled a copy of the text and noted that this would be in a leaflet format similar to the progression leaflet or the SWLLN leaflet. Members went through each page and made necessary changes to the wording. It was **AGREED** to add a description of higher education at the beginning of the leaflet. It was questioned whether all the institutions listed would want to be included and Joanne agreed this would be checked. There would also need to be either a specific phone number or a named contact of someone that was aware of the APL procedures. It was agreed that Joanne would make the necessary changes and would re-circulate around the sub-group in the next few weeks to allow enough time for comments. The leaflet would then be presented at the Credit and Progression Task Group meeting on 23rd January. It was hoped that institutions would post the information on their website and it was discussed that there would need to be internal communication to ensure that potential students were given the correct information. Jenny reported that Ian had recently set out a list of principles for Leeds Trinity. Ian agreed to circulate this around the group for members to use as the basis for the WYLLN APL principles.

JB

IMB

- 6. Jargon Buster,** Joanne presented a draft APL jargon buster which will eventually be placed on the WYLLN website for the use of staff in the partnership. The wording for Accreditation of Prior Learning Achieved (APLA), Accreditation of concurrent learning (ACL), Admission with Credit and Advanced Standing needs to be completed. Ian noted

that he had these and would forward them/liaise with Joanne.

7. **Joint Forum for Higher Levels briefing paper**, Joanne referred members to the briefing paper and asked them to consider whether this group should be taking on any of the recommendations. Members felt that for many of the points their institutions had put these into action. It was therefore **AGREED** not to action the paper at this time.
8. **National Qualifications Framework**, it was noted that this had been approved.
- 9 **2nd Annual Progression Conference**, Joanne presented a draft programme of the conference and asked members to comment. Suggested workshops included:
 - Progression agreements with employers, Janet Handley, University of Huddersfield
 - The Open University tariff
 - APL workshop which Ian agreed to lead.
10. **Date, time and place of next meeting**
Friday 20th February 2009 at 1000 hours, meeting Room 1, Leeds College of Building

DRAFT