

**West Yorkshire Lifelong Learning Network
Minutes of the IAG Task Group
20 October 2008**

**Start time: 0930 hours
Finish time: 1230 hours**

Present: Joanne Lambert, Stephen Challenger, Shaun Long, Julie Theakston, Craig Tupling, Denis Barry, Jan Daley, Mike Jackson, Mohan Mistry, Paul Denton, Leia Bassett, Vicky Pointing, Lyn Harrison, Graham Bailey, Cathy Denny, Jamila Riaz, Heather Crane, Rachael Brough and Joanna Puzo (note taker)

Apologies: Michelle Sowe, Alison Kinder, Jeanette Johanson, Rebecca Baldaro, Huw Thomas, Tony Sturdy, Tony Barrett, Gordon Brindle, Stephen Boyd, Liz Smith, Joanne Beaumont, Rebecca Moore, Zeenat Rosun, Andrea Cowans, Julia Calver.

Together with: Richard Etheridge, Axia Interactive Media and Sally Raby, University of Bradford

Action

1. **Welcome & Introductions**, Steve welcomed members to the third IAG Task group meeting.
2. Minutes of the meeting held on 25 June 2008. Steve noted the action points from the last meeting.
 - 2.1, It was noted that no further members had come forward to join the focus groups.
 - 2.2, Steve reported that the two proposals had been put forward to the WYLLN Management board from the Task group. Steve confirmed that the *Opportunity to claim up to 25% as repeat business* had been approved by the board. The second proposal, *Opportunity to request increased output figures and funding* had been rejected by the board. This was on the basis that not all partners would be able to benefit from the opportunity.
3. **Review of Activity to date**, Joanne presented to members and noted that it was key that partners linked the IAG to progression agreements and the management board had emphasised multi-exit agreements for partners to consider. There were 2795 learners entered onto the system which was a great achievement in the time scale. The sectors discussed were noted with the health, social care and early years sector the highest proportion.
4. **Richard Etheridge, Axia Interactive Media Ltd.** Richard reported that the latest developments had been for the HESA return. The University of Huddersfield as the accountable body required the course and student details for those institutions that had additional student numbers (ASNs) These institutions had been provided with instructions on how to create a CSV files which would be uploaded to the system, the University would then be able to use this information to create the return. A student that became an ASN and that had an IAG intervention the data would link up and would build up a story of the student's journey. Richard confirmed that there were high level security measures in place to prevent anyone from outside accessing the student data. It was noted that some institutions had looked at merging the student data with their own student database. Richard asked members to consider the reports that would be useful for them from the information entered into the system. Vicky had requested a destination report and

Richard noted this was currently in development. A benchmark report was noted to show the sectors and the number of institutions in the area offering a qualification. Heather noted that in the travel and tourism sector employers did not often request a higher education qualification from employees. Members confirmed that they would want to know the numbers across the whole system and not just their institutions entries and that they would not need to view the individual student records.

It was suggested to present these statistics in the news digest once a month. The WYLLN and Richard would look at this following the meeting.

WYLLN/
RE

Users of the system had previously commented that by having two search criteria it had made it easier to create a duplicate record and that in some instances the date of birth which was mandatory was not always available.

Joanne commented that the reason for two search criteria was to make it less likely to create a duplicate as the user had to be accurate with the input. It would also prevent other institutions searching another institutions clients and retains the confidentiality. Following a discussion it was **AGREED** to keep the search criteria in its current format.

5. **Compact Scheme**, Sally Raby University of Bradford. Sally spoke members through the compact scheme and noted this was aimed at post 16 learners to give them an insight into university, courses available, careers guidance, summer schools and taster days. Sally noted that the scheme was aimed at all learners including those that may enrol at a other universities.

A key point of the scheme was that student was receive a £300 bursary upon completion and would be able to use 20 credit points towards their next higher education course at the University of Bradford. The course is aimed to enable students to make an informed choice about their HE course.

There are summer schools provided for apprentices and work based learners which are generic one day events. The University also offer Saturday schools for any under 16 learners that would like more tuition on their Maths and Science. This is delivered by local teachers and currently has 300 regular learners attend.

Sally confirmed that the new compact scheme would be published onto the University website shortly.

Denis informed the members that Aimhigher West Yorkshire were currently undertaking a review of Compact provision across the Universities in the area with a working group reviewing the strengths and weaknesses of each scheme. The aim was for all the universities to agree on one model for West Yorkshire. It was **AGREED** to ask someone from the working group to attend the next meeting to present to the task group.

DB/JP

Cathy Denny attended the meeting on behalf of Alison Kinder from Nextstep. Cathy reported that all adults (people over 20) would now be able to receive IAG under the new Nextstep contracts. Alison had been contacting colleges to see how they can make use of the service and in particular to the part time students.

6. **Openings and Short Courses**, Shaun Long from Open University reported on the aims of the openings courses which gave the learner an insight into HE and to better equip them with studying a HE course. Shaun went through the presentation which included how the process works, the courses included and the application process. The courses each cost £110 and were free for some learners. It was also noted that Tesco Club card vouchers could be redeemed against the courses at four times their value.

The OU short courses also gave the learner an insight into HE and in some cases help them decide whether HE is the correct route for them.

7. **IAG Commissioned Activity**, Joanne reported that for round three of the commissioned activity there had been 6 submissions. The focus of the activity was the 'learner voice' and had been developed by the Quality Focus group. The submissions covered all of the sectors except Advanced Engineering and Manufacturing. Members commented that this sector was a more difficult area to cover than others and that in some cases the tutors were part time and did not have much HE experience. The Quality focus group would be meeting on Tuesday 28th October to review the submissions. Following this round of funding there would be £126,955 remaining to be spent on commissioned activity which would need to be allocated in the new year.
7. **IAG Commissioning Rounds 4 and 5**. Joanne noted possible themes for the next two rounds of activity. Members worked in small groups to consider other themes that would be of interest. The following were noted:
- Employer Engagement
 - Resource Development For Employer Engagement
 - Learning Partnerships
 - Train2Gain Enhancement Fund
 - Sector specific IAG
- Joanne thanked members and would be in consultation to the relevant focus groups as to the route to take for the next round.
8. **Focus Group Activity**, Joanne reported that it had been agreed by the training focus group to send information IAG advisors to funding for the NVQ level 4 in IAG, this had been sent out to members but with no take up. It was agreed to send the information again. The Training focus would be meeting following the task group and the resources focus group would be meeting on Thursday 23rd October. Anyone that wanted to join the meetings are welcome.
9. **Progression Agreement resources pack and booklets**, Rachael presented the resource pack. The pack included information about WYLLN progression agreements, the strategic agreement of intent which had been signed by all of our partners expect one. The templates to be used when signing an agreement were also included along with an example of a progression agreement. The packs would be sent to WYLLN key contacts shortly. In support of the packs was the booklet which was aimed at staff, this informed staff about the benefits of progression agreements and the process. The smaller booklet was aimed at students that were using a progression agreement to support them progressing from one course to another. The leaflet would be used to support an advisor or tutor to explain the process. Rachael presented the Construction and the Built Environment sector brochure. The brochure was aimed at employers to explain the benefits of the high level skills agenda, the qualifications framework and gave examples of courses within West Yorkshire and example job titles against the levels.
- 10 **Any other Business**, Steve noted that Joanne would soon be married and would be changing her surname to Charlesworth. Steve noted the extra funding that had been received by Yorkshire Forward and asked members to visit the website.

JL