

**West Yorkshire Lifelong Learning Network
Minutes of the IAG Task Group
25 June 2008**

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

- Present:** Joanne Lambert (Chair), Alison Kinder, Denis Barry, Jeanette Johanson, Craig Tupling, Ashfaq Gulab, Michelle Sowe, Lynne Fox, Rebecca Baldaro, Gordon Brindle, Tony Sturdy, Vicky Pointing, Andrea Cowans, Sharon Bristowe, Michael Jackson, Liz Smith, Zeenat Rosun, Joanne Beaumont, Linda Broughton, Julia Calver, Rachael Brough, Denise Bennett, Joanna Puzo (note taker).
- Apologies:** Stephen Challenger, Heather Crane Julie Theakston, Jan Daley, Huw Thomas, Hilary Woodhall, Stephen Boyd, Tony Barrett, Paul Denton
- Together with:** Richard Etheridge, Axia Interactive Media.

Action

- 1. Welcome & Introductions**, Joanne L welcomed members to the second IAG Task group meeting.
- 2. Review of Activity to date**, Joanne reported that there were now 14 out of our 20 partners engaged in IAG activity, either as part of their partnership with the WYLLN or through commissioned activity. There had been a lot of activity on the IAG Now system with 1483 clients entered into the system (as of 23 June 2008). From these clients entered 78% had achieved level 2 and 86% were working towards level 3. Joanne noted the percentage of the sectors discussed during the intervention with health, social care and early years the highest sector. It was noted the construction section had the lowest number.
- 3. Sector Group Activity**, Joanne Beaumont spoke to the task group about the curriculum development for 2008 by the seven sector groups, these included foundation degrees and individual modules. Joanne referred the task group to the Progression Agreement framework documents which had been tabled. The Credit and Progression Task group had approved the documents with the Management Boards approval on 12 May 2008. The Progression Agreement, Agreement of Intent had recently been sent to all the Principals and Vice Chancellor within the Network with 16 to date signed and returned to the WYLLN office. It was hoped that all 25 partners would be signed up shortly. The agreements would work at strategic and operation level and out of the 8 aspects of the agreement, Joanne had identified 6 that would be part of the IAG intervention. Through the allocated additional student numbers, the partnership agreements that were focusing on progression agreements and the commissioned activity there should be 23 progression agreements in place by December 2008.

Joanne reported that there was still work to be done with regards to the 14-19 diplomas and the progression into higher education from the diplomas. The WYLLN had initially £60k to give out to partners through diploma commissioned activity. The closing date for the proposals was Friday 27 June.

Following questioning Joanne confirmed that the WYLLN would need to ensure that the HE courses within the progression agreement was not one that usually had low retention rates and that they are recruiting courses. The WYLLN would also need to ensure that the progression agreements were linked to IAG activity.

4. **Innovation in IAG Delivery**, Tony Sturdy, Huddersfield New College. Tony gave members a brief background to Huddersfield New College and particularly noted the range of courses and number of students.

Tony spoke about the awareness of BTEC qualifications in HEIs and the perceived differences between the students that complete A levels compared to BTECs.

Tony presented the wiki that he had set up on the Huddersfield New College system which allowed both staff and students to update a web page on the college site. The system had proved to be very popular and allowed students to communicate with each other.

Tony noted that funding for widening participation students needed to be expanded to allow students to leave the area to progress onto a higher education course, just as many traditional learners move outside the area.

5. **Marketing and Website Development**, Rachael presented to members and went through the communications objectives, this included raising awareness, offering a central information source and tackling perceived barriers of entry into HE. The three strap lines that had been developed for the WYLLN brand were noted. Rachael made reference to the online and offline communication methods. Members were asked to contact Rachael if they had not received the fortnightly digest. The task group were asked to inform Rachael of any items or resources that they would wish to be added to the website. Rachael noted that the IAG Task group presentations and minutes would be in the IAG section of the site.

There would be a fact sheet developed for learners, anyone that wants to assist Rachael with the development of the fact sheet were asked to contact Rachael. Finally Rachael asked the task group to inform her of any resources for gaps in the market.

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6. **IAG NOW update**, Richard Etheridge, Axia Interactive Media.

Richard reminded the task group of the development of the IAG Now system. Axia were currently working on phase two of the development. This would require all institutions that had additional student numbers (ASNs) to transfer the student data onto the system for the University of Huddersfield as the accountable institution to send HEFCE the data.

Richard asked the task group to encourage the advisors within their institutions to use the professional search and to rate the resources using the drop down option.

Richard would also be developing the destination section of the system which would allow students to be tracked throughout their education.

Richard went through the reports and presented the numbers by the seven sectors. Members noted that the 'other' was quite a significant number and following a discussion it was agreed to interrogate the information and find any trends.

Richard requested members to contact him if they had any other reports that they would like to see on the system. It was noted that currently users of the system could not edit a clients details once entered. Richard informed members that Axia were currently developing this and members would be informed when this is available.

Vicky Pointing from Leeds College of Technology spoke to members about how they had taken the process a step further and are now able to pre-populate the fields on the IAG NOW form that are already held within the college's central database. It was hoped that this method could be implemented across all the institutions.

Members noted their concern that Aimhigher would be creating a similar system to hold student details and that there would be a lot of duplication. Joanne confirmed that the WYLLN worked closely with Aimhigher and that they would look at linking the systems.

It was noted that on the front page there should be a range of ages on the picture and that equality and diversity monitoring needed to be in place.

Focus Groups, Joanne reminded members of the three focus groups and it was **AGREED** that those had already chosen their focus group would be reminded of the group they had chosen. It was also **AGREED** that Joanna Puzo would send a reminder to those that had not selected a focus group.

JP

IAG Commissioning, Joanne spoke through the funds available for round 1 and 2 of the commissioning there was currently £186,955 remaining and Joanne would aim to distribute all of this month by the end of 2008/09 academic year.

The institutions that had received the commissioning from round 2 were noted as the University of Huddersfield, Leeds College of Building and Calderdale College. For the 3rd round of commissioning the task group would set the specification and this would be based on the learner voice.

Any other business, Joanne asked members to consider the following proposal from the WYLLN:

Opportunity to claim up to 25% as repeat business. The WYLLN recognised that institutions would see a number of clients in year one and would then see them again in year 2 as they come to the end of their course. Therefore the WYLLN wanted to award this as part of the institutions funding. Joanne asked members to take a vote, the proposal would then need to be put forward to the management board for approval. Following a discussion all members were in favour of the proposal with no objections.

The second proposal was as follows:

Opportunity to request increased output figures and funding. Joanne explained that this would allow for those currently categorised as a small or medium institution to move up to the next band and work towards the targets of that band, in return the institution would increase the funding provided by the WYLLN. Following a discussion all members were in favour of the proposal with no objections.

Joanne **AGREED** to take the proposal forward to the Management Board and would report back to members at the next meeting.

JL

Joanne thanked members for their contribution and closed the meeting.