

## Filenote

<b>Meeting subject</b>	IAG Resources Focus Group		
<b>Meeting Date</b>	23 October 2008		
<b>Attendees</b>	VP, GA, SB, RE, JL, MJ, JP		
<b>Circulation List</b>	VP, GA, SB, RE, JL, MJ, GB, MM, HC		
Action Point	Details	Who	When
1	<p><b>File note 12 August</b>, Richard reported that the data transfer would be possible and this was in development. The uploading of groups was also being worked on. The order of the surname and first name had been changed.</p> <p>Joanne noted that she was still having discussions with FEC's and HEI's about the trialling of the IAG now system to support all IAG activity.</p> <p>Additional reports had been noted at the IAG task group included destination reports and benchmarking.</p> <p>It was confirmed that the LSC websites were on the WYLLN website and would be added to the IAG site.</p> <p>Mike <b>AGREED</b> to forward the contact for IGEN that was working on the regional learner database.</p> <p>Statistical analysis of the sectors was noted and Vicky <b>AGREED</b> to forward the requirements to Richard.</p> <p>The definition of 'destination' was discussed and it was <b>AGREED</b> to include some guidelines with the definition. For the purpose of the destination report on IAG now this was the point the learner was expected to complete their HE course.</p> <p>Graham <b>AGREED</b> to forward the DIUS link for the next news digest.</p> <p>Joanna confirmed that the IAG resources pack would be on the website in the next 3-4 weeks and the frequently asked questions would be on in the next 5-6 weeks. Members were asked to send any relevant questions and answers.</p> <p>At this stage the WYLLN website did not have Wiki capabilities but this would be looked into in the new year.</p>	<p>RL</p> <p>JL</p> <p>JP/RE</p> <p>MJ</p> <p>VP/RE</p> <p>GA</p> <p>ALL</p> <p>WYLLN</p>	<p>Nov/Dec</p> <p>Nov/Dec</p> <p>ASAP</p> <p>ASAP</p> <p>Oct</p> <p>ASAP</p> <p>Dec/Jan</p> <p>Oct/Nov</p> <p>Nov/Dec</p>
2	<p><b>IAG Now update</b>, Richard confirmed he was working on the uploading of the ASN information through the CSV files. Once complete he will work on the UCAS uploads. Graham agreed that his user name and password could be used for the UCAS website to practice with.</p>	JP	
3	<p><b>IAG Now Reports</b>, Joanna presented a short glossary of terms and descriptions of the reports on IAG now. Members thought this would be useful to have on the site and it was <b>AGREED</b> to include the destination definition. It was agreed to allow admin users to have access all the reports that are on the system.</p>	JP	Oct/Nov
4	<p><b>Progression Agreement resource pack and booklets</b>, The pack and booklets were presented. Joanne explained the link to IAG advisors. Any copies of the booklets could be forwarded on.</p>		
5	<p><b>Sector Brochure</b>, The Construction sector brochure had been completed first; this was aimed at employers to inform them of the benefits of HE and the courses available in West Yorkshire. It was <b>AGREED</b> to look into producing a pocket sized version that advisors could carry with them.</p>	WYLLN	Nov/Dec
6	<p><b>IAG Task Group feedback</b>, The task group had suggested a finance booklet to help explain the financial implications of a HE course and how they can obtain support. On discussion it was <b>AGREED</b> that there were already booklets with the information and that it was the</p>		

7	<p>communication of the information that required further development. It was <b><u>AGREED</u></b> WYLLN would contact welfare officers and students' Union officers on the issues and see where WYLLN can support. It was also <b><u>AGREED</u></b> to send the task group an email with a list of relevant websites with a brief description of each one.</p> <p><b>Any other business</b>, it was noted a tick box would need to be added for students that are part of a progression agreement on IAG now. There also needed to be a way of displaying the progression agreements in place. It was <b><u>AGREED</u></b> members would forward any ideas on the format and where this should be posted on IAG Now.</p>	<p>JP JP</p> <p>ALL</p>	<p>Nov/Dec Nov</p> <p>Nov/Dec</p>
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