Filenote

Meeting subject	IAG Training Focus Group
Meeting Date	6th August 2008
Attendees	JT, GA, LS, DE, SP, SB
Circulation List	JT, RM, GA, LS, AB, JD, DL, JJ, JL, DE, SP, SB

Action Point	Details	Who	When
1	Suzan McGladdery (Careers West Yorkshire) has funding through Train 2 Gain for NVQ L2 in Guidance. Need to find out more information and opportunities for staff within FECs/HEIs within West Yorkshire	JL	Aug/Sept 08
2	Explore the opportunity for undertaking an audit of IAG provision within FECs against 'Quality Standard' to identify training needs, funding opportunities and areas of excellence. • Identify any current quality standards within institutions • Circulate among Focus Group – seek consensus on agreed content and approach • Implement review process • Evaluate outcomes and action plan remedial steps were necessary	JL	Aug/Sept 08
3	Explore current qualifications available for Guidance Practitioners and any associated funding. • Review current qualifications and availability • Identify opportunities and support for the development of new qualifications (Foundation Degrees) • Contact Paul Chubb for any existing reports/review of quals • Seek commitment from Focus Group to support developments • Explore developments underway between Leeds University and Manchester Metropolitan University around the Part-Time DipCG	JL	Aug/Sept 08
	Immediate Training Opportunities identified	JL	ASAP
	Student Finance – approach Jonathon Croal (UoH) approach Benefits (DWP) to see if they can add value	JL	ASAP
	Solution Focused Interviewing – contact Bill O'Connell - should be a session for experienced guidance practitioners involved in interviewing (Stacey Powell to provide contacts)	JL	ASAP
	Introduction to Admissions – Entry Tests, References, Personal Statements – expectations. Identify individual at York University		