



West Yorkshire Lifelong Learning Network

Sector Group Work Plan August 2008 – July 2009: Version 4

Name of Sector Group: Construction & the Built Environment

Name of Lead Institution: Leeds College of Building

Name of Sector Officer: Louise Clayton

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Email: lclayton@lcb.ac.uk

Date Work Plan produced: 21st August 2008

Date Work Plan submitted to WYLLN: 2nd September 2008

Dates Work Plan reviewed by Sector Group

7th October 2008

12th January 2009

6th March 2009

14th July 2009

Dates quarterly and annual reports on Work Plan submitted to WYLLN

3 months: 10th September 2008

6 months: 1st December 2008

9 months: 4th March 2009

12 months: 22nd June 2009

1.0 Membership

Name	Job Title	Organisation
Peter Thompson	Programme Manager	Bradford College
Andrew Scanlan	Head of Faculty	Calderdale College
Vaughan Minshull	Ass't Faculty Manager	Leeds College of Building
Stephen Housden	Regional Strategic Advisor	Construction Skills
Mark Clayton	Assistant Operations Manager	Summitskills
Steve Eley	Manager	Wakefield College
Diana Branston	Head of Construction Engineering and Transport Studies	Huddersfield Technical College
Dave Pearce	Steering Group Member	Constructing Excellence
Chris Gorse	Senior Lecturer	Leeds Met Univ
Paul Cox	Director of Vocational Education	Park Lane College
Ellen Whitworth	Branch Manager	CIOB
Eric Morgan	Foundation Degree Director	Univ of Bradford
Bob Knapton	Lecturer in Electrical Installation	Leeds College of Technology
Name	Job Title	Organisation

Stephen Crane	Skills Development Manager-Higher Education Standards	Asset Skills
Ronnie Stephenson	Skills Director	Energy & Utilities
Stacey Jobson	Learning Programmes Manager	Integreat Yorkshire
June Herrera	Development Manager	BUILD
Eric Turner		Pro Skills
Jason Riley		ECITB

Please comment on the appropriateness of the membership and indicate any developments/changes required and how these will be implemented.

1. The current membership of the Steering Group recorded above provides a well balanced representation of sub-regional universities, colleges, Local Authority, Sector Skills Councils and a professional institute who operate within the CBE Sectors.
2. It is the desire of the Steering Group to continue to expand the current membership to include further CBE employer representation, appropriate to the identified curriculum aims of this Action Plan, as well as private and college work-based learning providers. This activity will be co-ordinated by the Sector Officer.
3. Ideally employer representation will expand on the coverage of design, construction, facilities management and building services, and also together with a representative from UK Resource Centre for Women to add the range of representation within the existing group; these are also acting as Sector Champions. Clearly the under-representation of women in construction in both professional and technical areas can also be addressed within our Sector Group plans.

2.0 Meetings, Communications and Representatives

Chairperson of quarterly Sector Group meetings: Sector Officer, Louise Clayton

Dates of Sector Group meetings: **Mtg. 1.** 9th October 2008

Mtg. 3. 2nd April 2009

Mtg. 2. 8th January 2009

Mtg. 4. 2nd July 2009

Sub-groups established: a) Curriculum Development Task Group

On going communication mechanisms agreed:

Sector Officer Site Visits, Steering Group Meetings & minute circulation, E-mail progress reports, Sub group Meetings & minute circulation

Credit and Progression Task Group representative:

Name: L Clayton

Organisation: Leeds College of Building

Tel: 0113 222 6085

lclayton@lcb.ac.uk

IAG Task Group representative:

Name: V Minshull
M Sowe

Organisation: Leeds College of Building
Leeds College of Building

Sector Champions:

Name: Richard Greenwood

Organisation: Southdale Homes

Name: Ellen Whitworth

Organisation: CIOB

Name: Kevin Stead

Organisation: N G Bailey

Name: Gill Rooker

Organisation: UK Resource Centre for Women

Name: Dave Pearce

Organisation: Constructing Excellence

Name: Chris Peers

Organisation: ASDA Walmart

Name: Mark Barrett

Organisation: WY Police

3.0 Curriculum Development 2008/09

Targets across the 3 years: 430 new learners (144 per year)
3 Foundation Degrees or equivalent
4 Progression Agreements (Undergraduate and/or postgraduate)

Curriculum development area 1: Design and develop five CBE FD Environment/Sustainability modules

Objectives	Target	Outcomes and Outputs	Activities	Roles and responsibilities	Resources / Budget available	Timescales	Actual achieved +variance	Actual cost
Design and Develop modules towards a FD	5 New modules	Modules	Design and develop 5 modules; - Environmental Design - Green Facilities Management - Zero Carbon Construction - Renewable Energy Systems and Developments - Environmental Site Management	Co-ordinated by Sector Officer and developed by Curriculum Task Group.		Jan 2009	-	-

Curriculum development area 2: Design and develop remaining modules towards Built Environment Sustainability

Objectives	Target	Outcomes and Outputs	Activities	Roles and responsibilities	Resources / Budget available	Timescales	Actual achieved +variance	Actual cost
Design and develop Foundation Degree	Remaining modules	Modules leading towards FD.	Design and develop remaining modules. Use generic FD framework. 8 modules will cover PPD and WBL. 3 more to be developed; - Developing Existing Building Stock. - 2 x tbc	As above	.	Feb 2009	-	-

Curriculum development area 3: West Yorkshire Building Control Alliance (lead Bradford District Council)

Objectives	Target	Outcomes and Outputs	Activities	Roles and responsibilities	Resources / Budget available	Timescales	Actual achieved +variance	Actual cost
To promote the building control by specifically designing qualifications that meets the needs of the industry.	Customised course. Modules towards a FD, a full FD or additional modules for HNC.	Modules.	Mapping exercise of current progression routes and pathways. Either a FD of 16 modules or 6 modules added onto the HNC. Accredited and link to private building control courses. WY Alliance to confirm modules. Explore possibilities of public safety / security courses.	Co-ordinated by Sector Officer and developed by WY Building Control Alliance and Curriculum Task Group.		Easter 2009	-	-

Curriculum development area 4: Conservation and Heritage Foundation Degree (Working with Craven College through Higher York)

Objectives	Target	Outcomes and Outputs	Activities	Roles and responsibilities	Resources / Budget available	Timescales	Actual achieved +variance	Actual cost
To promote conservation within CBE.	Modules towards a Foundation Degree	Foundation Degree.	Jointly develop modules towards FD.	Co-ordinated by Sector Officer and developed by Craven College and Curriculum Task Group.		September 2009	-	-

Curriculum development area 5: Employer Developments with ASDA Wal*Mart (Modules / FD)

Objectives	Target	Outcomes and Outputs	Activities	Roles and responsibilities	Resources / Budget available	Timescales	Actual achieved +variance	Actual cost
To promote and embed a higher level training scheme either within the environmental department or within the whole of ASDA.	Modules towards a FD or a full FD. TBC.	Modules.	Work with ASDA to design and develop a high level training scheme.	Co-ordinated by Sector Officer and ASDA and developed by Curriculum Task Group.		September 2009	-	-

Curriculum development area 6: Employer Developments with West Yorkshire Police

Objectives	Target	Outcomes and Outputs	Activities	Roles and responsibilities	Resources / Budget available	Timescales	Actual achieved +variance	Actual cost
To promote and embed a higher level training scheme within the estates department.	Modules towards a FD or a full FD. TBC.	Modules.	Work with ASDA to design and develop a high level training scheme.	Co-ordinated by Sector Officer and WY Police and developed by Curriculum Task Group.		September 2009	-	-

Curriculum development area 7: Further Curriculum Developments still to be identified by the Curriculum Task Group and Sector Group

Objectives	Target	Outcomes and Outputs	Activities	Roles and responsibilities	Resources / Budget available	Timescales	Actual achieved +variance	Actual cost
To further examine the CBE curriculum offer in WY to identify gaps.	New course to bridge gaps.	New course	TBC once gaps have been identified. Possible customised HND BSE course for a major employer.	Co-ordinated by Sector Officer and Sector Group and developed by Curriculum Task Group.		September 2009	-	-

Curriculum development area 8: Bridge to HND Course for Level 3 Advanced Apprenticeship Building Services Engineering

Objectives	Target	Outcomes and Outputs	Activities	Roles and responsibilities	Resources / Budget available	Timescales	Actual achieved +variance	Actual cost
To produce a one year Bridge Course with Progression to HND or access to HE course.	New Course and Progression Agreement for Building Services	Validated Course	- Review access to current provision and establish learner requirements - Develop appropriate modules - Develop progression maps - Validation and accreditation	Building Services Sector Groups		September 2009	-	-

5.0 Marketing Strategy - Employer Engagement 2008/09

**Target across the 3 years: 145 employer engagements
6 Employer events**

The marketing strategy of the CBE Sector will be customer focused and as far as possible work with existing groups and networks in order to maximise employer engagement. Partners include Sector Skills Councils, ECITB, UK Resource Centre for Women in SET, Institutes; CIOB and CIBSE, Chambers of Commerce, West Yorkshire Employer Coalition, Integreat Yorkshire (Yorkshire Forward), Education Leeds, Constructing Excellence, local College and Universities, regional networks such as National Heritage Training Academy, Environmental networks, other Sector Officers and employers.

Marketing Objectives:

Objectives	Outcomes and Outputs	Activities	Roles and responsibilities	Resource/Budget available	Timescales	Actual achieved plus variance	Actual cost
1. Raise awareness of CBE sector group to employers.	Corporate pack and increased awareness of sector group.	Develop corporate packs for CBE sector for employers, including information on Foundation Degrees, through FDF, progression maps, CBE booklet, institutions own marketing leaflets etc.	- Sector Officer - WYLLN Marketing team		25/09/2008	-	-
2. Promote CBE sector.	News articles, press releases, adverts and employer sponsorship.	Promote events and developments of sector group through AoC regional focus, newsletters and adverts e.g. CIOB year book etc.	- Sector Officer		31/07/2009	-	-
3. Event to raise awareness of environmental themes, issues and courses to employers.	Event linked to Sustainability and the Environment.	Organise guest speakers, case studies and partners.	- Sector Officer - Sector Group - Employers		30/05/2009	-	-
4. Establish clear and transparent progression opportunities and routes.	Progression routes linked to specific industries.	Establish progression routes.	- Sector Officer - Sector Group - Employers		31/07/2009		
5. Raise awareness of	Joint event with	Organise event. Perhaps a	- Sector Officer		31/07/2009		

Envirowise services linked to minimising waste, reducing environmental impact and legislative updates. Update on developments of CBE sector.	Envirowise. Such as breakfast or twilight meeting at a small cost to attract SME's.	regular event?	- Envirowise				
6. Promote women returners to CBE.	Joint event with UKRCW. Event aimed at women returners - direct marketing to learners.	Prepare and organise joint event and outcomes. Collaborative marketing, resourcing and case studies.	- Sector Officer - UKRCW in SET		30/11/2008	-	-
7. Raise awareness and aspirations of L&M opportunities within CBE.	Joint event with L&M sector group.	Prepare and organise joint event and outcomes. Source key note speakers for L&M and CBE.	- CBE Sector Officer - L&M Sector Officer		31/03/2009		
8. For CBE professionals to share their visions of renaissance and networking opportunity.	Joint event with Integreat Yorkshire – Rubarb, Rubarb.	Prepare and organise joint event and outcomes.	- Sector Officer - Business & Network Development Manager.		31/12/2008		
9. Increase employer contacts.	Employer Engagement.	Construction Lunches with Chamber of Commerce (Leeds & Bradford).	Sector Officer		31/07/2009		
10. Raise awareness to students of routes to membership for various institutes.	Work with institutes to promote to WY HE learners.	Event to raise awareness of HE and institutes membership routes.	Sector Officer Institutes such as CIOB and CIBSE.		31/12/2008		
11. Raise awareness of the HE offer in WY.	Helping to lead to increased uptake of courses in WY.	FE in HE and HE open days. One large joint event or several district level events – TBC.	- Sector Officer - FE Colleges - Universities		31/03/2009		
12. To facilitate an employer network, include employment and placement opportunities.	Direct employer input, opinion and influence.	Develop employer networking tool – ning.	- Sector Officer - WYLLN Marketing team		31/12/2008		

6.0 Sector Group Members' Training and Development Needs 2008/09

Details of need	Target Audience / numbers involved	Level of priority 1. Urgent and important (Must) 2. Not urgent but Important (Should) 3. Not urgent but useful (Could)	T & D solution preferred / identified e.g. conference, in-house session, short course	Outcomes/consequences following the training and development delivery
Gender stereo-type training	Course leaders and delivery teams.	1	Workshop	Develop best practice on how to make teaching more female friendly.
New teacher training / induction into HE for those that have come directly from industry. Develop booklet or toolkit.	New staff into CBE departments, primarily aimed at FE.	1	Workshop	Develop consistency and improve retention of staff within the sector.
Develop and collate Learner support information for tutors in order to encourage learners to progress into HE.	Course leaders and delivery teams, primarily aimed at FE.	1	Workshop	Help to improve learner progression from FE to HE by understanding all learners support routes.
Integrated Quality & Enhancement Review	All sector group members teams	1	Workshop	Overview of the variety of processes and best practice across institutions for degree courses.
Awareness of all CBE sectors, including new diploma.	All Sector Group partners	1	Seminar	Development of shared understanding of the six sectors that have developed the CBE Diploma for Sept 2008 delivery.
Development, Design and Delivery of e-learning	Curriculum development staff	1	Workshop	Develop best practice for VLE and distance learning as well as other potential learning materials.

APL & APEL	Curriculum development staff	1	Workshop	Overview of the variety of processes and best practice across institutions for degree courses.
Foundation Degrees & Work-based Learning	Course leaders	1	Seminar	Develop and share best practice for all partners.
Train to Gain higher level	All Sector Group partners	1	Seminar	Raise awareness and identify potential markets and courses
Plagiarism awareness	Course leaders and delivery teams	2	JISC Workshop	Raise awareness, develop processes and establish consistent protocol.
Effective Learner Tutorials	Course leaders	2	In house session	Overview of the variety of processes and best practice across institutions for Level 3 / HE courses.
Employer Engagement	All Sector Group partners including Business Development Managers	2	Workshop	Improved links with employers and consistent useful feedback and clear employer perceptions.
Effective submission and presentation to HE validation panels.	Course leaders	3	In house information sharing	Raise awareness and confidence of staff teams

7.0 WYLLN Projects Fund 2008/09

Project Specification Format for applications for funding:

Sector Group	CBE	CBE	CBE
Project title	Developing Maths Skills	Industry driven CPD Programme for CBE staff.	Electronic employer notice board / website.
Aims	Alleviate some of the issues relating to the relevance of maths in the curriculum and to find out which teaching methods are successful and promote these.	To update staff and to ensure that they keep abreast of specific industry developments.	To enable employers to communicate with institutions and students and to forge stronger links with education. E.g. job and placement opportunities.
Objectives	To improve maths teaching strategies and resources, this will lead to improved learner results.	To update the skills and knowledge of teaching staff.	To improve communications and opportunities for students and employers.
Target Groups	All sector group institutions.	All sector group institutions.	All sector group institutions and companies.
Outcomes and outputs anticipated	Research and creation of work-related bite size learning objects.	Structured programme of varied training opportunities.	Website.
Programme of Activities, Resources, Timescales and Milestones, Costs	<ul style="list-style-type: none"> - Analyse existing materials - Evaluate and review learner and sector group issues. - £ TBC - 2 parts; research and development. 	<ul style="list-style-type: none"> - Collate current needs. - Source speakers / trainers - Market training - £ TBC 	<ul style="list-style-type: none"> - Assess need - Gain interest - Design content and process - Update - Launch & market - £ TBC
Monitoring and review processes	TBC	TBC	TBC
Evaluation and dissemination processes	Event to report findings in order to take forward good practice.	Collate training evaluations to review effectiveness of programme.	

8.0 Application for Additional Student Numbers

**2007/08 105 already allocated
(Yr2 Network wide c400 plus 100 carry forward,
Yr3 Network wide c400 plus 500 carry forward)**

Criterion for applications:

1. The course must have the full approval of relevant Institutions.
2. The course/department must have a track record of delivering student numbers to target.
3. The course must fit with one or more of the seven skill sector groups.
4. The qualification must have been designed **with** employers.
5. The course must be delivered in a flexible way to support learners in the workplace.
6. The course must have a progression agreement(s) with another institution(s).
7. The proposal must support the partnership approach that lies at the heart of the WYLLN.

No Applications at this time.

Name of delivery Institution: Name of validating Institution: Name of other Institutions involved in the delivery:	
Contact name:	
Qualification:	
Numbers requested: State whether full-time or part-time:	
Planned start date:	
Track Record:	
Fit with one or more of the seven skill sector groups:	
Employer involvement:	
Flexibility to support learners in the workplace:	
Progression agreement(s) with other institution(s):	
Partnership approach that aligns the WYLLN:	