

Dates of 2008/09 Sector Group Meetings

Meeting	Date of Meeting
1 Sector group meeting	16/09/08
2 Sector group meeting	26/11/08
3 Sector group meeting	29/01/09
4 Sector group meeting	27/03/09
5 Sector group meeting	10/06/09
6 Sector group meeting	14/07/09

Chairperson of Sector Group Meetings

Name	Organisation	Tel. Number	Email
Michael Cuthbert	Wakefield College	01924 789854	m.cuthbert@wakefield.ac.uk

Sector Champions

Please record the name and contact details each Sector Champion

Name	Organisation	Tel. Number	Email
Auriel Le Pla	CMS Consultancy	01422 836606	auriel@cmsconsult.co.uk
Vanessa McPhail	Bradford District Care Trust	01274 228373	vanessa.mcphail@bdct.nhs.uk

Sector Group Members

Please record the name and contact details of each member of the Sector Group

Name	Job Title	Organisation	Tel. Number	Email Address	Attendee	Consultant
Larissa Bdzola	Programme Manager - Business Management	University of Leeds			Yes	
Ann Binns	Director of Higher Education	Park Lane College			yes	
Sandy Brook	Sector Leader - Business, Management, Finance & User Applications	ShIPLEY College			yes	

Louise Clayton	WYLLN Sector Officer Construction and the Built Environment	Leeds College of Building			yes	
Sue Cooke	Consultant	Sue Cooke Consultancy			yes	
Michael Cuthbert	WYLLN Sector Officer	Wakefield College			yes	
John Davies	Advisor	Chartered Management Institute				yes
Maryke Deahl	HE Manager / Programme Manager Business	Calderdale College			yes	
Sarah Deakin	Market Development Manager HE and Professional	Wakefield College			yes	
Judith Foreman	Director of Higher Education	Wakefield College			yes	
Stephen Gibbs	Senior Lecturer	University of Huddersfield			yes	
Janet Handley	Head of Management	University of Huddersfield			yes	
Mark Joesbury	ILM Programme Leader, Lecturer & Business Associate	Bradford College			yes	
Ann Jones	Business & Enterprise Manager	Huddersfield Technical College			yes	
Auriel Le Pla	Managing Director	CMS Consultancy			yes	

George Lodorfos	Director of Business Programmes	Leeds Metropolitan University			yes	
Alan Maybury	Academic Development Officer	University of Bradford			yes	
Liz McFarlane	Director of Services, Business	Wakefield College			yes	

Ian McGregor Brown	Senior Lecturer in Employability	Leeds Trinity & All Saints			yes	
Vanessa McPhail	Training & Development Manager	Bradford District Care Trust			yes	
Barbara Mitchell	Regional Development Officer	Skills for Care			yes	
Anna Rebaudo	Leeds Chamber Commercial Training Manager	Leeds Chamber of Commerce and Industry			yes	
Anne-marie Ridley	Associate Dean Undergraduate Programmes	Leeds Metropolitan University			yes	
Emma Roberts	Senior Lecturer	Leeds Trinity and All Saints			yes	
Linda Seddon	Development Manager	West Yorkshire Learning Providers			yes	
David Taylor	Services to Business	Wakefield College			yes	
Deborah Trayhurn	Director External Partnerships	Leeds Trinity & All Saints			yes	
Phil Williams	Careers	Leeds Trinity & All Saints			yes	

Sub Groups Established

Please record details of any sub groups established to deliver areas of this work plan

Sub Group Title / Sub Group Function	Dates of Sub Group Meetings
LMIE/HSCEY Joint Working Party – to develop FdA in Management for Social Care and FdA in Management for Children's Care	12/09/08, 10/10/08, 23/10/08, 15/12/08, 08/01/09, 26/01/09, 17/02/09, 25/02/09, 13/03/09, 17/03/09, 01/04/09, 01/05/09 14/05/09
Progression sub group	23/10/08, 26/11/08, 27/12/08

Credit and Progression Task Group Representative

Please record the name and contact details of the sector group credit and progression task group representative

Name	Organisation	Tel. Number	Email
Judith Foreman	Wakefield College	01924 789299	j.foreman@wakefield.ac.uk

IAG Task Group Representative

Please record the name and contact details of the sector group IAG task group representative

Name	Organisation	Tel. Number	Email
Jeanette Johanson	Wakefield College	01924 789352	j.johanson@wakefield.ac.uk

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

Curriculum Development 2008/09 Budget available to support activity £36,146 (3yrs £108,439)
Targets across the 3 years: 430 new learners (144 per year)
3 Foundation Degrees or equivalent
4 Progression Agreements (Undergraduate and/or postgraduate)

Please use these tables as a template and complete one full set for each curriculum development that is “In Development” or “In Planning” by copying and pasting the blank tables below. Please complete all **yellow highlighted** boxes where appropriate and applicable. The information contained in this work plan should be kept and updated as curriculum developments move from “In Planning” through “In Development” to final “Completion” so that a historical record of sector group progress is recorded. Funding will be provided for those curriculum developments “Completed” or “In Development” when actual costs or estimated costs are provided. Funding provided to curriculum developments “In Development” based on estimated costs will be adjusted when actual costs are known. A full costing breakdown will be required for all completed curriculum developments and a template will be provided on request.

1.

Title of Development		First at Work (LMIE/CDP/02)				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				Development	Delivery	Development	Delivery	Development	Delivery
		New		Modified							
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To meet employer needs and provide more	modules					Leeds University	Leeds University				

effective progression opportunities.											
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Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		N	Y	N	
Progression Agreements	1	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Dec 09		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	24880		
Resource Purchase	1075		
Other Expenditure Items			
Totals	25955		

2.

Title of Development		Progression Activity (LMIE/CDP/03)									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To map current progression routes identify blockages and develop 4 new multilateral progression agreements.	n/a					Leeds University Huddersfield University Bradford University Leeds Met Leeds Trinity Calderdale College Bradford College Wakefield College	Leeds University Huddersfield University Bradford University Leeds Met Leeds Trinity Calderdale College Bradford College Wakefield College				

Contribution To Targets (see above)		Status of Development			

New Learners		Completed	In Development	In Planning	
FDs or equivalent		N	Y	N	
Progression Agreements	4	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			July 2010		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	5015		
Resource Purchase	1000		
Other Expenditure Items			
Totals	6015		

3.

Title of Development		EBTA Trail Activity (LMIE/CDP/04)									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To assess effectiveness of EBTA model in developing accreditation of work based learning.	tbc					CMS Consultancy		CMS Consultancy FDF HEIs TBC			

Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		N	Y	N	
Progression Agreements	1	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Dec 09		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	5000		
Resource Purchase			
Other Expenditure Items			
Totals	5000		

4.

Title of Development		FdA in Social Care Management (LMIE/CDP/05) linked with LMIE/CDP/11									
	Type and Level of	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery

Rationale for Development	Provision (e.g. FD full course)	Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment	Development	Delivery	Development	Delivery	Development	Delivery
To develop a full Fd in Social Care to meet a skills gap identified by employers in the sector.	FD	Develop curriculum	Develop learning resources			Bradford University Leeds University Leeds Met Calderdale College Wakefield College Park Lane College Leeds Trinity Skills for Care Escalate Careforce		Kirklees MDC Leeds City Council Careforce		Skills for Care	

Contribution To Targets (see above)		Status of Development			
New Learners	20	Completed	In Development	In Planning	
FDs or equivalent	1	N	Y	N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Sept 09		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	5000		
Resource Purchase	1000		
Other Expenditure Items			
Totals	6000		

5.

Title of Development		Curriculum for Community Development and Leadership (LMIE/CDP/07)									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To identify the	modules	yes	yes			Leeds University					

community development and leadership needs of staff working in community development and to develop a negotiated pilot curriculum with them.						Thomas Danby College Park Lane College					
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Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		N	Y	N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Oct 09		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	12219		
Resource Purchase			
Other Expenditure Items			
Totals	12219		

6.

Title of Development		Modelling Progression Agreements with SMEs (LMIE/CDP/08)									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To develop progression agreements that meet the needs of SMEs	Level 4 60 credit certificate	yes				Leeds University		Identified SMEs			

Contribution To Targets (see above)		Status of Development			
New Learners	30?	Completed	In Development	In Planning	
FDs or equivalent		N	Y	N	
Progression Agreements	2	Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Sept 09		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	15490		
Resource Purchase			
Other Expenditure Items			
Totals	15490		

7.

Title of Development		FdA in Social Enterprise (LMIE/CDP/10)										
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery		
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery	
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment							
To develop a Fd in Social Enterprise	Full FD	yes	yes			Bradford University Wakefield College		Bradford MBC Bradford Trident				

Contribution To Targets (see above)		Status of Development			
New Learners	20	Completed	In Development	In Planning	
FDs or equivalent	1	Y	Y	N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
		June 09	June 09		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	5000		
Resource Purchase			
Other Expenditure Items	1000		
Totals	6000		

8.

Title of Development		FdA in Child Care Management (LMIE/CDP/11) joint activity with HSCEY sector group.									
Rationale for Development	Type and Level of Provision	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment								

Rationale for Development	Provision (e.g. FD full course)	Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment	Development	Delivery	Development	Delivery	Development	Delivery
To develop a new Fd to meet identified need of employers in the sector.	New Fd	yes	yes			Wakefield College Bradford University Leeds Trinity and All Saints Leeds Thomas Danby Park Lane College Bradford College Joseph Priestley College Calderdale College		Wakefield MDC Sure Start Private service providers – TBC CWDC			

Contribution To Targets (see above)		Status of Development			
New Learners	10	Completed	In Development	In Planning	
FDs or equivalent	1	N	Y	N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			March 2010		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	5000		
Resource Purchase	1000		
Other Expenditure Items			
Totals	6000		

9.

Title of Development		Leadership & Management Modules for Construction (LMIE/CDP/12) joint activity with CBE sector group.			
Type and Level of	Type of Activity		List Partners Engaged in Development or Delivery	List Employers Engaged in Development or Delivery	List SSCs Engaged in Development or Delivery
	New	Modified			

Rationale for Development	Provision (e.g. FD full course)	Content		Teaching and Learning or Assessment		Development		Delivery		Development		Delivery	
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment	Development	Delivery	Development	Delivery	Development	Delivery		
To develop modules in L&M for construction employees	modules	yes	tbc			Leeds College of Building Bradford University Leeds Met Wakefield College Park Lane College							

Contribution To Targets (see above)		Status of Development			
New Learners	3	Completed	In Development	In Planning	
FDs or equivalent		N	Y	N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			Jan 2010		

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	3000		
Resource Purchase			
Other Expenditure Items			
Totals	3000		

10.

Title of Development		Back to Basics – Synergy & Innovation (LMIE/CDP/13)										
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery		
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery	
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment							
To review the range of curriculum development projects which the LMIE group						LMIE Sector Group						

had supported to consider the synergies that might exist between the projects and what further curriculum innovation might be needed.											
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Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		N	Y	N	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			June 2010	June 2009	

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	6000		
Resource Purchase	1000		
Other Expenditure Items			
Totals	7000		

11.

Title of Development		Enterprise research (LMIE/CDP/14)										
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery		
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery	
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment							
To explore current enterprise content of HE courses and implications for curriculum design.		Dependent on research outcomes			Dependent on research outcomes	LMIE Sector Group and Culture, Media, Sports and the Arts; Leisure Hospitality and Tourism						

						sector group and Digital Industries including Creative Digital, ICT and Print sector group.					
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Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		N	Y	Y	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
				June 2009	

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	3000		
Resource Purchase			
Other Expenditure Items			
Totals	3000		

12.

Title of Development		Credit value of Leadership qualifications- creating a level playing field LMIE/CDP/15									
Rationale for Development	Type and Level of Provision (e.g. FD full course)	Type of Activity				List Partners Engaged in Development or Delivery		List Employers Engaged in Development or Delivery		List SSCs Engaged in Development or Delivery	
		New		Modified		Development	Delivery	Development	Delivery	Development	Delivery
		Content	Teaching and Learning or Assessment	Content	Teaching and Learning or Assessment						
To research into the different credit tariffs used by the different L&M awarding bodies to understand credit and guide learners in its transferrability.						Wakefield College Bradford University Leeds Trinity and All Saints Calderdale College					

Contribution To Targets (see above)		Status of Development			
New Learners		Completed	In Development	In Planning	
FDs or equivalent		N	N	Y	
Progression Agreements		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
				June 2009	

Expenditure Item	Estimated Cost (£)	Actual Cost When Known (£)	Estimated / Actual Cost Variance (£)
Staff Time	8000		
Resource Purchase	1000		
Other Expenditure Items			
Totals	9000		

Marketing Strategy 2008/09 Budget available to support activity £5,681 (3yrs £17,045)
Target across the 3 years: 145 employer engagements
6 Employer events

Please use these tables as a template and complete ONE FULL SET for each marketing event/development that is “In Development” or “In Planning” by copying and pasting the blank tables below. Please complete all **yellow highlighted** boxes where appropriate and applicable. The information contained in this work plan should be kept and updated as marketing events/developments move from “In Planning” through “In Development” to final “Completion” so that a historical record of sector group progress is recorded. Funding will be provided for those marketing events/developments “Completed” or “In Development” when actual costs or estimated costs are provided. Funding provided to marketing events/developments “In Development” based on estimated costs will be adjusted when actual costs are known. A full costing breakdown will be required for all completed marketing events/developments and a template will be provided on request.

Please complete this table for each Employer Event you record in the table above

1.

Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
To hold an event to enable discussion of leadership issues in West Yorkshire.	Open Space Wakefield event (LMIE/MKT/01)	Wakefield College Northern Leadership Academy	List already forwarded to WYLLN			3200

Contribution To No of Employer Engagement Events (if appropriate)		Status of Development		
		Completed	In Development	In Planning

No. of Employers Engaged * (if appropriate)	35	Y	N	N			2.
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date		
		July 08		Dec 2007			
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)	
To hold an open space event in Barnsley to enable discussion of key leadership issues in the region.	Open Space Barnsley event (LMIE/MKT/02)	Huddersfield University Northern Leadership Academy Barnsley and Rotherham Chamber of Commerce	See delegate list	See delegate list	3675		

Contribution To Employer Event and Engagement Targets (see above)		Status of Development				3.
No. of Employer Events (if appropriate)		Completed	In Development	In Planning		
No. of Employers Engaged * (if appropriate)		Y	N	N		
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date	
		May 2009	May 09	Nov 2008		

Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
To hold an event to discuss the under representation of women in the SET industries and construction.	Women into Leadership event(LMIE/MKT/03)	LMIE sector group UKRC CBE sector group Digital sector group AEM sector group	See delegate list	See delegate list	£1500 £500 to be paid from Digital group.	

Contribution To Employer Event and Engagement Targets (see above)		Status of Development			
No. of Employer Events (if appropriate)		Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)		N	Y	N	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			June 26 th 2009	Nov 2008.	

4.

Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
To hold an event to consider the issues surrounding leadership and management in the digital industries.	"How Important is Leadership & Management in the Creative Digital Industries" Joint event (LMIE/MKT/04)	LMIE and Digital sector groups Nti	See digital group workplan.		£1500	£1000 from LMIE group rest of cost supplied from digital group.

Contribution To Employer Event and Engagement Targets (see above)		Status of Development				5.
No. of Employer Events (if appropriate)		Completed	In Development	In Planning		
No. of Employers Engaged * (if appropriate)	20	Y	N	N		
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date	
		March 19 th 2009	March 19 th 2009			
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
To promote the finding of the work of EBTA with CMS .	Promotion event for EBTA activity (LMIE/MKT/05)	LMIE sector group EBTA CMS	CMS Consultancy		1000	

Contribution To Employer Event and Engagement Targets (see above)		Status of Development				6.
No. of Employer Events (if appropriate)		Completed	In Development	In Planning		
No. of Employers Engaged * (if appropriate)		N	Y	N		
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date	
				June 2009	June 2010	
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
Event to promote new Fds in Management for Social Care and Management of Children's Care	Promotion event for employers – FdA in Social Care Management (LMIE/MKT/06)	HSCEY and LMIE sector groups		Skills for Care CWDC	1000	

Contribution To Employer Event and Engagement Targets (see above)		Status of Development				7.
No. of Employer Events (if appropriate)		Completed	In Development	In Planning		
No. of Employers Engaged * (if appropriate)		N	Y	N		
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date	
			June 2010	June 2009		
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
	Joint employer event – Management in the Different Sectors of WYLLN FDs	LMIE and Business Services sector groups			1000	

Contribution To Employer Event and Engagement Targets (see above)		Status of Development				8.
No. of Employer Events (if appropriate)		Completed	In Development	In Planning		
No. of Employers Engaged * (if appropriate)		N	Y	N		
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date	
Rationale	Type of Activity	List of Partners Engaged	List of Employers Engaged	List of SSCs Engaged	Estimated Costs (£)	Actual Final Cost When Known (£)
	Open Space Bradford	tbc	tbc	tbc	3000	

Contribution To Employer Event and Engagement Targets (see above)		Status of Development			
No. of Employer Events (if appropriate)		Completed	In Development	In Planning	
No. of Employers Engaged * (if appropriate)		N	N	Y	
		Date Completed	Expected Completion Date	Expected Start Date	Expected Completion Date
			June 2010	June 2009	

* An engagement with an employer may be a substantial telephone call, a substantial email exchange, a meeting or discussion during a networking event.

WYLLN Employer Engagement Record for Sector Groups

Please use the WYLLN Employer Engagement Record to maintain a directory of your

employer contacts.

Employer Contact Data - guidelines

Employer: Record the name of the employer

Address: Record the full postal address

Contact Person: Record the name, telephone and email details

Sector area: Record the area covered under the sector group

Nature of contact: Record whether the contact was made via a meeting, telephone call, networking event, other

Outcome of contact: Record the outcome of the contact e.g. membership of sector group established, referral to a learning provider(s) (please name), invitation to an employer event issued, no further contact agreed, other - please state

Employer learning needs data - guidelines

Employer: Record the name of the employer

Address: Record the full postal address

Contact Person: Record the name, telephone and email details

Sector area: Record the area covered under the sector group

Higher level learning/skill needs: Describe in detail the nature of the learning/skill need

Level of learning: Record the level requirement of the learning/skill needs e.g. level 4/5, 6, 7/8

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Employer Contact Data

Employer Learning Needs Data

Employer	Address	Contact Name	Telephone no	Email	Sector area	Higher level learning/skill needs	Level of learning	Learner Status

Delivery Method	Volume of learning	Start Date	Duration	Number of learners	Current level of learners	Co-financing

Progression Agreements

Please provide details of all progression agreements developed to support sector activities that are not directly linked to funded curriculum development.

Please return to Joanne Beaumont (email. j.e.beaumont@hud.ac.uk) West Yorkshire Lifelong Learning Network, University of Huddersfield, Central Services Building, Queensgate, Huddersfield, HD1 3D