

**West Yorkshire Lifelong Learning Network  
Minutes of the IAG Task Group  
26<sup>th</sup> February 2009**

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

**Present:** Joanne Charlesworth, Stephen Challenger, Joanne Beaumont, Jan Daley, Julie Theakston, Craig Tupling, Michelle Sowe, Mohan Mistry, Jeanette Johanson, Vicky Pointing, Andrew Cawtheray, Tony Sturdy, Maura Wilson, Joyce Martin, Stephen Boyd, Zeenat Rosun, Liz Smith, Alison Hedley, Rachael Brough and Joanna Puzo (note taker).

**Apologies:** Ashfaq Gulab, Maryke Deahl, Deborah Laing, Helen Child, Graham Austerberry, Howard Browes, Shaun Long, Mike Jackson, Heather Crane, Graham Bailey, Sharon Bristowe, Huw Thomas, Paul Denton, Leia Bassett, Tony Barrett, Gordon Brindle, Rebecca Moore, Andrea Cowans, Julia Calver, Richard Etheridge, Cathy Denny, Ann Binns, Elaine Thelier and Susan Roundhill.

**Together with:** Ian Sinkinson, Student Finance Consultant, Student Loans Company up to minute 5

**Action**

1. **Welcome & Introductions**, Steve welcomed members to the fourth IAG Task group meeting.
2. Minutes of the meeting held on 20<sup>th</sup> October 2008. Steve noted the action points from the last meeting.  
2.1, Minute 5, Maura confirmed that a steering group of the HEIs had looked at developing a compact scheme for West Yorkshire. It had not been possible for the HEIs to agree on one model but a framework had been put together in a booklet form which Maura tabled. This had been well received and was aimed at practitioners. The scheme would help a learner make decisions about entering into higher education in the future.
3. **Review of Activity to date**,  
Joanne presented the key areas of IAG activity; this included the move between linking progression agreements and IAG. It was now possible to input bulk students through the creation of a CSV file and this had been developed initially for the ASN data and would shortly be trialled by Wakefield College for the IAG interventions with groups of learners. Joanne had been working on a number of projects including two JISC projects. The first was the XCRi (eXchanging Course Related information). This system was currently being developed at the University of Huddersfield and would enable course information across the University to be standardised and then reused in different contexts. The second project was Elluminate which was a system that would allow virtual meetings through webcams and instant messaging. It would save a lot of time for people that attend meetings and have to travel and documents could be shared by the users and worked on. It had the potential for one to one or one to many attendees.  
Steve reported that the WYLLN had been working on an ECIF bid which would bring money into the network for partners to support recently unemployed managers or those facing the possibility of redundancy that may or may not have a qualification but have high level skills. There were many organisations involved including Job centre plus, Nextstep, the 5 local authorities and Yorkshire Forward.  
Joanne showed members the link to the IAG resource pack which had recently been developed and this was available on the WYLLN website.

There were now 4213 learners on the IAG NOW system which was a great achievement. The percentage of interventions by sector was reported with the health and social care sector having the most learner interventions. From the reports it was possible to see that there was an increasing amount of repeat interviews.

4. **New Approach to Student Finance IAG Presentation**, Ian Sinkinson, Student Loans Company. Ian presented the back ground to the student loans company. The partners that Ian works with which included Aimhigher and UCAS, this list was not exhaustive. Ian reported on the support that was available to IAG providers and informed members how to access this support

The key developments were reported and the application process which was now a lot easier with an online form. There was also a translation service available in 75 different languages for those that required help and support.

A new guide had been written for students and parents and there was now more information on the Directgov website which members may find useful. Ian noted the practitioner website which would provide them with support and there was also a practitioner pack available.

5. **Update on Sector Groups**, Alison Headley Sector Officer

Alison spoke to members about the WYLLN seven sectors groups which were the priority sectors for West Yorkshire. Each sector lead was based in a different WYLLN institution, with Alison based at the University of Bradford. Alison reported on the main activities of the sector groups which included employer engagement, curriculum development, progression agreements, marketing and staff training and development needs. Alison was the lead for the Health, Social Care and Early Years sector group and this included HEIs, FEC's, Sector Skills Councils and employers. The sector group had £108k of WYLLN funding over the 3 year project. To date £50k had been allocated and there would be workshops shortly to allocate the other £58k. Alison spoke through the issues for the sector which included the large number of employers and the low qualification level of the work force. The sector group had been developing four FDs and were looking at new areas of curriculum development. Alison asked members to consider how and where the sector group could support IAG, particularly as this had been identified as the largest sector in IAG interventions.

Following questions it was confirmed that the work plan for the sectors would be on the WYLLN website shortly which would give members more information about the work of the sector groups and the curriculum developments.

Joanne B noted there were a number of projects that the other sector groups were involved with including motivational maths for construction learners and an e-portfolio.

6. **Update on development of Progression Agreements**, Joanne Beaumont presented an update on progression agreements and reminded members that these were established either through WYLLN partnership agreements, additional student numbers, progression commissioning activities and sector group curriculum developments.

Joanne reported that the two mandatory documents were the progression agreement which was for the tutors of the receiving and sending institutions and the learner agreement which informed the learners of the established progression agreements.

There were templates for both of these in the resource pack which had now been sent to each institution and was also on the WYLLN website.

There had been 25 progression agreements written to date, which already exceeded the WYLLN target. These would be posted on the website shortly. The planned progression agreements by July 2009 were noted with a further number of agreements through the sector groups. Joanne reported on the process of the recognition panel and the feedback from the panel on submissions received which included ensuring that the awarding body was stated and that appropriate signatures are obtained. Joanne concluded with the challenges ahead and noted that ownership of the agreements was important and that the learner agreement is visible. The WYLLN had also developed an APL leaflet which would be distributed once printed to partners and which IAG advisers would find very useful during interventions.

## 7. IAG Commissioning Rounds 4 and 5.

Joanne reported that there was still funding available for IAG commissioning but the money needed to be allocated in the next couple of months for it to have any benefit before the WYLLN project ends in July 2010. Therefore if the task group did not decide on areas for commissioning the funds would be reallocated into other WYLLN activities. Joanne reminded members the commissioning topics that were discussed at the last meeting and since then Joanne had spoken to other members about possible activity. These included responding to the recession and learner support tools which would be tools to help learners make decisions about higher education.

The University of Bradford had previously offered a bridging face to face module aimed at mature students, the details of the module were tabled for members.

Wakefield College were currently undertaking a project which would be a tool that would analyse the level of IAG given as it had been recognised that many people across the college were offering students with advice that had not real experience and qualifications. It was hoped that eventually this would be a web based tool and could be rolled out to other institutions.

Following a discussion Joanne **AGREED** to work on three commissioning proposal; Training Skills analysis, Decision making tools for learners and Taking HE to another level. The outlines would be circulated and would require members to provide feedback. Joanne reiterated that it was vital that the members became involved and that if no one provided any feedback then the funds would be reallocated.

**JC**

## 8. Any other Business,

8.1, Joanne reported that there would be an XCRi meeting on 27<sup>th</sup> March at Albion Place, Leeds which would discuss the system and the benefit. Anyone that wanted to attend could complete a tabled booking form or contact the WYLLN team.

8.2, Joanne invited members to join the Elluminate working group that would be trialling the system. Anyone interested was asked to contact Joanne.

8.3, Rachael reported that there would be a WYLLN showcase event being held on Monday 30<sup>th</sup> March at the University of Huddersfield. The showcase was an opportunity for all the projects to be showcased through posters and short presentations. Further information was on the website for anyone that wanted to attend. If the showcase is successful it was hoped that this would be replicated across the other WYLLN HEI's.

8.4, Rachael noted the second work based learner awards would be taking place on Thursday 11 June at Leeds Civic Hall. There would also be employer and tutor awards this year and nomination forms were on the WYLLN website.

8.4, Rachael had been working with the sector officers to create a brochure for each Sector. All of these were now finalised except the culture group.

8.5, Joanne reported that WYLLN had been working with Axia on the destination reports and how these could be uploaded into IAG Now without manual upload. At the moment this did not seem possible so WYLLN were looking at how these could be made easier. Joanne asked members to be aware of a request email from the WYLLN asking for their UCAS reports for the WYLLN to trial on the system.