

**West Yorkshire Lifelong Learning Network  
Minutes of the IAG Task Group  
2<sup>nd</sup> February 2010**

**Start time: 0930 hours  
Finish time: 1200 hours**

**Present:** Stephen Challenger, Joanne Charlesworth, Joanne Beaumont, Michelle Sowe, Mohan Mistry, Christine Byrne, Graham Bailey, Jeanette Johanson, Julie Theakston, Leia Bassett, Linda Herriott, Andrew Cawtheray, Tony Sturdy, Joyce Martin, Alan Spain, Tie Doepel, Chris Parkin and Joanna Puzo (note taker).

**Apologies:** Alison Hedley, Alison Kinder, Ashfaq Gulab, Brian Duffy, Christine Facer, Zeenat Rosun, Deborah Laing, Elaine Thelie, Graham Austerberry, Howard Browes, Huw Thomas, Stephen Boyd, Maryke Deahl, Vicky Pointing, Heather Savage, Paul Denton, Cathy Denny, Rosemary Sheen, Rebecca Baldaro and Susan Roundhill.

**Action**

- 1. Welcome & Introductions,** Joanne welcomed members to the sixth IAG Task group meeting. Minutes of the meeting held on 23<sup>rd</sup> June were approved.
- 2. Review of Activity to date,**  
Joanne presented the key areas of IAG activity. The main point noted was there are now over 7870 learners on the system of those 1108 learners had progressed into HE. Jo reminded members that it was important that destination data was updated on the system. Anyone unsure how to input this on IAG Now should contact Joanna Puzo. The qualifications of learners supported were noted. The demographics chart identified a high percentage of Black/Black British learners in IAG Now. Joanne would investigate this further to see if one institution had contributed to this. The destination data showed a high number of West Yorkshire learners progressing into Leeds Metropolitan University, members noted that the RUN (Regional University Network) may have a lot of influence over this and that this was not necessarily as a consequence of WYLLN activity. Jo gave an updated on the commissioning rounds. Round 1 had now completed and had supported 750 learners. Round 2 was focussed on work based IAG and had engaged with 202 companies and 452 employees. Round 3 was still ongoing and would be completed this summer. The longitudinal study was following learners in FE and HE to review their progress and understand their expectations about making the transition to HE.
- 3. Round 4 IAG Commissioning,** Mohan Mistry presented an update on the round 4 project. The University had been awarded the project in July 2009 with an aim to develop a suit of interactive tools with supportive documents that are for learners in FE to use to help better prepare them for their transition into HE. Work had been undertaken by Colin Neville from the University of Bradford on the content of the project. Sarah Robinson from Leeds Further Forward had undertaken research into academic research into the field of transition. Sarah's findings supported the need for a tool such as this for FE learners. Finally Claire Gibbons, the Web Development Manager at the University of Bradford had undertaken research into other similar systems and tools that have been developed. A meeting with the 'experts' had been held in January with presentations from the researchers on their findings. There had also been a focus group held with learners that are currently in FE and are considering going into HE and with HE learners that have

progressed from a vocational FE course. The focus group has been really useful with the main differences between FE learning and HE learning noted by the students and the contrast in the environments. The next listening to the student's event was being held on 3<sup>rd</sup> February 2010 where the learners would be looking at the first drafts of the materials that have been developed.

Following this, work would be done to ensure that the product is accessible for partners and a website will be developed to house the materials.

There would be a final focus group meeting in May followed by a launch event in July which all WYLLN partners would be invited to. This would be an opportunity to test the products and see how they will be able to benefit their learners and tutors. The products will be sustainable for three years, as agreed in the contract and work would be undertaken to see how this can be extended after the three years.

Partners were reminded that it was important the final product would be of benefit for their institutions and anyone that wanted to become involved in the project could do so by contacting Joanna Puzo.

5. **Progression Agreement update**, Joanne Beaumont spoke to the tabled statistics which shows that the number of recognised progression agreements is currently at 73 across the network. A number of these were multi entry and multi exit agreements and 23 agreements explicitly stated a guaranteed place for the learner. Joanne noted the activity that was planned for 2009/10 which included work by partners, Higher Level Skills Co-ordinators, sector groups, 14-19 Diploma activity and an advanced apprenticeship project. The total planned for 2009/10 was 89 agreements. Joanne referred to the action points from the Progression Agreement Framework Evaluation report. These are currently being discussed through the Credit and Progression Task Group and further actions being taken.

6. **Economic Challenge Investment Fund (ECIF)**, Tie presented an update on the ECIF project. ECIF had been developed by the government in response to the UK economic downturn. The WYLLN offer includes IAG sessions, accredited and non-accredited courses, short courses, medium courses and full time programmes.

The partners that are involved in the project were noted. Tie spoke through the 3 elements that were being offered. Partner institutions were each offering different elements to suit their capacity. There was a requirement to input the learners in the IAG Now system and reports were currently being developed to review the work that is being undertaken. Tie had also made links with businesses and Joanne Beaumont had developed a careers development package to support this. Following questions Tie confirmed that there is no definitive list of the courses that partners are offering through the ECIF project. Tie **AGREED** to contact the ECIF leads for the institutions and ask them to ensure that their IAG staff are aware of the project and the offer. Tie would also circulate the ECIF fact sheet to the IAG task group.

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7. **Illuminate project**, Chris presented the aims of the Illuminate project which included determining the suitability of Illuminate for various meetings, other products available, how users feel about the system and whether it actually saves time and money. Illuminate allows members of a group to have a meeting without being face-to-face. There are options to use a webcam and to write messages during the meeting. The main advantage of Illuminate is that it saves people having to either drive or take public transport to a location. Costs of meetings can be high when taking into consideration travel, room hire and catering costs. Illuminate allows conference-in meetings if one person is unable to attend and remote meetings where participants can exchange chat and documents and large scale presentations. Chris is looking for members of WYLLN to participate in trialling the system with regular meetings and then providing feedback via the online questionnaire. There is also the opportunity to trail other software. WYLLN will provide the users with the appropriate equipment and set the meeting up in advance. Members were invited to contact Chris for more information. It was confirmed that businesses/employers could also be included in the project.

8. **WYLLN Activities 2010/11**, Steve reported that the main function during 2010/11 would be to develop a sustainability strategy for the WYLLN activities.

Steve gave an overview of the WYLLN targets to date against those set out in the Business plan. Steve noted that the WYLLN's role could also include supporting engagement with employers on the Higher level skills agenda, supporting the new diplomas and working on the West Yorkshire Progression Agreement framework. Steve presented the 2010/11 aims for members and noted the links with Leeds City Region. The core team in the fourth year were noted and there would be four sector groups continuing. There were targets for progression agreements in 2010/11 that would need to be met. Following questions the Task group considered that it was key that WYLLN obtained the support of Senior Management Teams within institutions in order for the network to continue and to achieve the targets. Members noted that having the basic admin support was sometimes a problem in achieving the work.

9. **Any other business**

Joanne reported that there would be a final IAG task group that would be a dissemination of the achievements of the group over the past 3 years, with hopefully a guest speaker. The event will be held in June with further details to follow. Joanne thanked members for attending and their contribution.

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