

**Quality Improvement Sub Group  
24<sup>th</sup> February 2016 – Accrington and Rossendale College.**

**Present:** Simon Clarke (NLTG), Hannah Cutler (Burnley College), Sandra Martland (Blackburn College), Raeleen Duthoit (LWBLEF), Jane Clarke (LWBLEF), Dan Gagg (Accrington and Rossendale College), Tracy Landon (Accrington and Rossendale College), Heather De'Ath (Blackpool and the Fylde College), James Robinson (Preston's College) and Lee Lawson (Lancaster Training Services).

<b>1</b>	<b>Apologies / Minutes from the last meeting / Matters arising</b>	<b>Actions</b>
<b>1.1</b>	Apologies from Alison Humphreys (Preston's College), Jill Nelson (Lancaster Training Services), Tim Cutler, Jackie Tomson (RWP), Paul McGrail (Myerscough College) and Anne Frear (Runshaw College).	
<b>1.2</b>	<p>1.1- Raeleen researched how to take joint learning forward around the different topics highlighted by the Quality Sub Group but Jisc have changed and no funding is available. Raeleen to invite JISC to a future QI meeting to see how they can support the group.</p> <p>2.2- Raeleen is to get in touch with Tudor Williams to look at a 2 hour session regarding the Health and Safety Appraisal Process for apprentices. This session to be followed with an hour for Training Providers to discuss their own findings, needs and paperwork going forward. Training providers need to know where they stand under the law.</p> <p>5.1- Jane sent out a questionnaire to members to inform the training needs for Prevent on 18/11/15 and the training was completed on the 12<sup>th</sup> January 2016.</p>	<p>RD to invite JISC to a meeting.</p> <p>RD to contact Tudor.</p>
<b>2</b>	<b>Inspection News</b>	
<b>2.1</b>	Raeleen updated everyone on what was known since the closures of Via and AgeUk.	
<b>2.2</b>	Via – Their learners have all been moved and picked up by GPStrategies. There were subsequent problems with accessing the database for continued marketing to young people but this is now up and running again.	
<b>2.3</b>	AgeUk – Are going through redundancies but they apparently used a lot of sub-contractors. Karen Hopwood (SFA interventions) asked Training Providers at the last Executive Forum meeting to contact her if they were interested in taking on any learners. There are 900 Nationally seeking a new provider.	
<b>2.4</b>	LAL – have been inspected again and have achieved a grade 2 but they are not doing apprenticeships anymore. (The apprenticeship arm got a Grade 2 in the last inspection but still closed.)	
<b>2.5</b>	Simon Clarke goes to the Regional Ofsted Meetings and the next meeting is in June so if any Training Providers have any issues that they want raising could they let Simon or Raeleen know please. Simon will feedback at the QI meeting on June 22 <sup>nd</sup> .	TP's to send questions to SC or RD.
<b>3</b>	<b>Outcomes from The Prevent Training – the way forward</b>	
<b>3.1</b>	The group looked at the leaflet produced by Nigel Lund that can be altered to fit each organisations purpose. The group looked at the feedback from the Prevent Training to take into account any changes that they wish to make. There are Safeguarding Contacts in each area. Your own Safeguarding Officer should know who the Safeguarding Contacts are. The Forum can support by pulling together a list of Safeguarding contacts from each Forum Member.	JC to send out leaflet /notes from Prevent Training. Pull together list of Safeguarding Contacts.
<b>3.2</b>	Members were keen to have a 'Train the Trainer' session with Routes Puppets if an organisation would host the event. Raeleen to contact Routes Puppets to see when they are available.	RD to contact to find out more.
<b>3.3</b>	Lancaster and Morecambe College – had an Ofsted Review regarding Prevent. Action points from this to be sent out with the minutes.	JC to send out action points.
<b>3.4</b>	Simon asked what organisations did in respect of obtaining /sharing relevant safeguarding information between organisations at the different transition points i.e. Schools don't always know where the young person is going on to nor do Training Providers necessarily know if/when/where the learner is going after leaving the course programme. It was identified that the contact details for the Local Authority Designated Officers for Safeguarding for the different Authorities in Lancashire would be useful.	SC to source details of LADO contacts
<b>4</b>	<b>Quality Improvement – Progress towards Business Plan Objectives</b>	
<b>4.1</b>	Raeleen took the group through the QI Business Plan showing progress made in each objective. The only objective that remained for further consideration was regarding the SFA Audit team.	HD to let RD have contact name.

	Raeleen had enquired regarding a representative to attend a QI Group but they declined to come to meetings. Heather De'Ath knew of a possible contact name.	
<b>5</b>	<b>Website development for QI Group</b>	
<b>5.1</b>	<p>Raeleen took the group through the new Website. The following are action points:  Jane to find out which college Bethany-Jo comes from and add to the case study on the website.  Terms of reference for the QI group needs reviewing and updating.  If members feel that there are any useful documents that should be uploaded onto the website could they let RD know?  Members would possibly like to consider an archive section for old minutes to go into just in case they need to refer back to them.</p> <p>Jane to send completed list of web links for members vacancy sites to Redfern</p> <p>Accrington and Rossendale College wanted to take off Landscape Gardening and Call Centres.</p>	<p>Jane to amend with Redfern. RD/SC to review</p> <p>Sent to Redfern 24/02/16 Done</p>
<b>5.2</b>	Lee Lawson had Common Inspection Framework hot topics that are tutor led. They have outcomes to achieve for each session. Lee will forward the information to Raeleen and Lee will discuss with the group at a future meeting.	Lee to forward the information to RD
<b>6</b>	<b>Feedback from SFA regarding Performance Management</b>	
<b>6.1</b>	<p>The success rate data is usually available for December 2015 but there are serious delays. SFA don't have qualification success reports any more – but have QAR's. SFA still look at overall success rates, still look at apprenticeships (all ages), class based learning and work based learning have been added together, but what hasn't changed is the 40% below thresholds that decides whether or not Providers tip into intervention.  For Apprenticeships the threshold is still 55%.  Documents to use and available on the Government website are</p> <ul style="list-style-type: none"> <li>• Minimum standard Guidance Document 14 – 15  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398313/CL_QSR_MS_Guidance_Notes_201314_V1.2.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398313/CL_QSR_MS_Guidance_Notes_201314_V1.2.pdf</a></li> <li>• Business Rules 14 – 15.  <a href="https://www.gov.uk/government/publications/sfa-qualification-success-rates-business-rules">https://www.gov.uk/government/publications/sfa-qualification-success-rates-business-rules</a></li> </ul> <p>There is a table for 14 – 15 showing success rates and thresholds in the documents above.  As data isn't available to verify those who have fallen below the threshold the notice can be lifted for a while using Proxy Data but if the data by the end of February shows that someone is still under the 40% threshold then the notice would be put back on. SFA report that it could get to April or May before the data is published. If the Provider fails the minimum standards for 14 – 15 the way ahead is unclear at the moment. Karen will keep us posted with any new developments.  Threshold is rising from 55% to 62% for next year for apprenticeships.  Functional skills, English and Maths, ESOL all could go up by 10%.</p>	
<b>7</b>	<b>Any other business</b>	
<b>7.1</b>	Lee Sumner asked about Ofsted Survey and if other members completed them regularly. Feedback in the room was that members do them as a preparation for inspection rather than regularly.	
<b>7.2</b>	Tracy Landon requested advice on paperwork for apprenticeship reviews and signatures from employers and what other members do in their process.	
<b>7.3</b>	Tracy had a question about OSAT and James Robinson agreed to talk to her about that outside of the meeting.	
<b>7.4</b>	Simon asked a question regarding data use and privacy notices and whether it is better to have your own or just use the SFA's. Members shared their practices regarding this.	
<b>8</b>	<b>Date of next meeting – 27<sup>th</sup> April 2016 Venue to be confirmed.</b>	
	Simon thanked Dan Gagg and Accrington and Rossendale College for hosting the meeting.	