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| lwblef footer (2)**Lancashire Work Based Learning Executive Forum Meeting****8th July 2015 at Preston’s College Boardroom**Present: Raeleen Duthoit and Jane Clarke (LWBLEF), Lisa Bloomfield (T2000), Linda Taylor (Via), Lesley Sargeant (Age Uk), James Robinson (Preston’s College), Jill Nelson (Lancaster Training Services), Anita Dale (GPSkills), Tamsin Deasey (A&R College), Simon Clarke (NLTG), John Cramphorn (JTL), Claire Shore (Blackburn College), Tim Cutler (Runshaw College), Sandra Martland (Blackburn College), Lisa Rutter (Intraining), Sara Gaskill (Intraining), Keith Tidmarsh (Springfield Fuels), Daniel Gagg (A&R College), Martin Talbot (T2000) Lee Lawson (Lancaster Training Services) Lesley Rimmington (Intraining), Susan Hargreaves (Blackburn College) Valery Ashbrook (JTL), Daniel Heatley (RWP) and Faith Oakley (RWP). |
| **1** | **Guest Speakers** | **Actions** |
| **1.1** | Speaker Sam Mercer – SFA update: (See attached notes)Questions asked around Employer Satisfaction Survey but Sam said that SFA would have less and less to do with this and had no current information on where this was up to for this year. If she finds out anything she will let the Forum know.A question was asked about the linkage between the two teams around Localism and Growth and the quality of intervention. One of the things that Ofsted have noticed is that providers who are requiring intervention often have had growth but sometimes in a sector that they are not experienced in. Sam replied that the CDS team will continue to lead on performance management and growth. Growth has to be encouraged in the right sectors with the right organisations. More questions around growth and delivery – Sam assures that they have a lot of information at their disposal across the different teams to ensure growth is encouraged in the right areas.Raeleen updated Sam on the digitised sorted leaflet and they agreed to discuss soon the formation that should go on the leaflet from the SFA. | Jane to email the two structural maps to membersRaeleen to send Sam the Stewart Segal document.Raeleen to speak to Sam regarding the information required on Sorted leaflet. |
| **1.2** | Bev Barlow and Anita Jones – OFSTED – New Inspection Framework – Slides available on the Ofsted webpage along with the FE and Skills Handbook and a separate Safeguarding Handbook. <https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-from-september-2015>[www.gov.uk/changes-to-education-inspection-from-september-2015](http://www.gov.uk/changes-to-education-inspection-from-september-2015)A few notes from the presentation:33 providers inspected so far8 inadequate1 fell from outstanding5 independent Training Providers have had their contracts removed.15 require improvement10 good No outstanding.The aim of the New Framework is to reduce the burden of inspection on the providers and to work from the aspect that you are a good provider. The focus is on *Leadership and Management* – the culture of the organisation, the aspiration of managers, and the engagement of staff. *Safeguarding* (now a graded judgement and threaded through all aspects of the framework agenda) and *teaching / learning assessment* - how this affects the learning of students over time, tracking their learning even when doing on line learning. Ofsted are looking to see if Organisations have got the right systems and processes in place to ensure that learners progress timely rather than having some falling well behind during their time on programmes. Everyone is an English and Maths Teacher whatever your vocational area and you all should be aware of the English and maths standards and where your learners are in progressing in these skills.*Personal development, behaviour and welfare* are important rather than success rates. Ofsted want to see how organisations are developing learners towards their next steps e.g. assessing how confident they are in approaching their transition (punctuality and attendance rates etc.). The emphasis is on progress and the impact you have on the student – how you prepare your students for their transition and so you need to think about how you can get that over in a short inspection. Ofsted is interested in how your documentation and your systems affect the learning process and learner progressThere is an expectation for you to follow up your leavers to see where they are. Do they get promotion, seek further learning, do they progress and develop in their skills or do they leave, drop out, move to another sector? What value have you as an organisation added? (E.g. if they progress on to Higher Education do you know if they graduate?) Follow up those in employment 6 – 12 months down the line to get a picture as to how they are progressing. (Use an assessor to follow up or an organisation). This is all linked to growing the skills to fit the needs of the economy and so can you prove this?With regard to early leavers you need to know where they have gone (this is partly linked to the prevent agenda and you should be prepared to report any suspicions to BIS and SFA co-ordinator and Prevent Officers in Lancashire). Every provider should have a risk assessment (under the prevent agenda). Any incidents require an action plan on how the same or similar activities may be curtailed in the future. Subcontractors have to meet the prevent agenda in their own right. (Page 13 in FE Skills Handbook)Providers that are good will have a short inspection every 3 years. If it looks as though there is a risk during the short inspection you will go straight to a full inspection. The biggest change to inspections is that there are no longer inspections on specific subjects and no graded inspections. Areas of good practice are highlighted along with areas for improvement. A short inspection will change to a full inspection if there are concerns that standards may have dropped or you can’t show specific information during the 2 – 3 days or if there is an indication that you may be an outstanding provider. This will take place within 15 days of the short inspection.SEN young people attracting addition funding of up to £4000 will be looked at separately to see what impact you have had on their learning and progress. There is going to be an invitation to all providers with a direct funding contract in the first term for Nominee Training. More video clips around learning success will be on the website in the near future. |  |
| **2** | **Apologies / minutes of the last meeting / matters arising.** |  |
| **2.1** | Apologies received from Jamie Hughes (Lancaster and Morecambe College), Marie Crook Learndirect, Barbara Livesey (Nelson and Colne College), Hannah Cutler (Themis at Burnley College), Pam Mallabourn (North Lancs Training Group) |  |
| **2.2** | **Matters arising*** 1. Jane has sent a copy of the Forum’s Trailblazer information to Sam Mercer.
	2. Mark Aberdeen’s slides were sent out with the minutes and they are attached to the Forum’s website. Sam’s information was sent out to the forum members on 10.06.15.
	3. Andrew Flemings’ presentation was emailed to members and available on the website on 10.06.15 Jane sent the list of the organisations present at the meeting to Andrew Fleming.

3.1 Raeleen sent email / table out to members to put together a Special Feature on the numbers of entries for the National Apprenticeship Awards. Deadline for return was 24th June 2015 but there were no responses so we will not be running this article now. We still want articles of things happening in your organisation. The bulletin goes to Local Authorities and LEP etc. so good publicity for Training Providers.1.4 Raeleen sent out Simon Pringle’s PowerPoint on 10.06.15 and helped to set up a further meeting by sending details out on the 15.06.15.5.4 and 4.1 Marketing Apprenticeships Task Group – set up and met on 23.06.15 (See item on agenda later)4.4 Economies of Scale survey being compiled to send to members shortly.4.7 Raeleen to ask Sam Mercer for information on Level 2 Loans.  |  |
| **3** | **Forum Member Update / discussions – (omitted due to time on this occasion).** |  |
| **4** | **Support and Development Manager Update:** |  |
| **4.1** | Marketing Task and Finish Group: A small task and finish group was set up to look at the ‘Sorted’ leaflet and to look at how it could be evolved. It was decided to have a digitised version on the Forum Website whereby Forum Members could update their own data. At the same time the Website is being updated as its’ technology is out of date. Hopefully the website will connect to your vacancies and highlight your organisation and resources if selected by a person browsing the website. You will each receive a copy of the Sorted so that you can check your information to see if it requires updating. We will have QR codes, Employer leaflet and Young Persons Leaflet and some copies of Sorted but not as many as previous years. | Training providers to update their Sorted information by 23 July. |
| **4.2** | Membership Fees: A paper was given to the Board Members to consider regarding membership fees. It has been proposed to keep the existing bands based on their Lancashire Contract. August invoices will be going out soon.  |  |
| **4.3** | AELP – Two issues currently: Traineeships funding around traineeships and providers are stopping providing this programme. The other issue is regarding the EFA Allocation Methodology. During 2014/15 Providers have worked hard to implement the Government policy on RPA and have significantly developed their provision to ensure that they could provide high quality full time courses to learners in response to EFA priorities.The EFA 2015/16 funding allocation methodology does not reflect the transition that Providers have made during the past 12 months to increase the full time offer to young people, as allocations remain based on the lagged learner methodology. An example for one Provider is that whilst they have increased the number of learners who have been provided with full time programmes by 25%, they have only been allocated a 2% increase of Band 5 funding. In short by delivering more full time substantial programmes Providers are actively decreasing their contracts and rendering growth impossible. No other issues put forwarded by members. |  |
| **4.4** | ESIF update – Things are progressing in the background. The Forum have received all Expressions of Interest – our lead provider is Preston’s College. There is a meeting on the 23rd July at Preston’s College Board Room and Raeleen is due to send information and invitations out to all Independent Providers from LESE. (Steve Palmer will send the same information and invitations out to Principles.) More information will be coming out to look at the processes; who will be doing what. The Forum’s bid writer names are known through the Expressions of Interest that you sent in. There is a statement on exclusivity and all members need to remind the Business Development colleagues in your own organisations that you can apply to other geographical areas but The Forum want you to bid exclusively with LESE. The Statement on Exclusivity will be detailed in all your documents ready for the 23rd July and is as follows: ‘A College or Training Provider included in a Lancashire ESF 2015 -2020 bid will not directly or indirectly bid or support other applications to train within the Lancashire Area or area defined by the Lancashire bid.’ The Local Authorities all support the LESE bid and work has to start now as though LESE have got the bid in order to prepare successfully. This is why LESE require your most senior manager to be present at the meeting on the 23 July in order to sign and support the processes going forward.  |  |
| **4.5** | NWPN Update: NWPN are working on a Conference for October based on Apprenticeship reform. As the Conservative Party Conference is happening at same time in Manchester it is hoped to get some good speakers. |  |
| **4.6** | Economies of Scale – The Forum will be sending out to you a questionnaire to see if the Forum can get some reductions in price if we go in as a consortium. The Board Members just wanted to get a feel to see what you would be interested in securing savings with. This may take a while to collate the information required in your own organisations. |  |
| **5** | **Any other business:**  |  |
|  | None |  |
| **6** | **Date of next meeting – Wednesday 9th September 2015 – 10am to 12.30 at Preston’s College Room to be confirmed.** |  |