

**Lancashire Work Based Learning Executive Forum Meeting**

**Minutes of the Quality Improvement Sub Group Meeting**

**Held at Blackburn College, 15th February 2015**

**Present:**  Simon Clarke (Chair, NLTG), Raeleen Duthoit & Jane Clarke (LWBLEF), Sandra Martland (Blackburn College), Michelle Keeley (Burnley College), Sean Starkie (Blackburn College), Alex Lang (Training 2000), James Robinson (Preston’s College), Kelly Jones (Rathbone). Paula Naik (Age UK), Daniel Gagg (Acc & Ross College), Heather De’Ath (Blackpool and Fylde College), Martin Talbot (T2000).

**Apologies**: Tim Cutler (Runshaw College), Kathy New (Lancashire Adult Learning), Becky Tootall (Acc & Ross College)

Paul McGrail (Myerscough College), Alison Humphreys (Preston’s College),

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|  | **ACTION** |
| 1. **Apologies/Minutes of the Last Meeting/Matters Arising**  5.6 – Raeleen now has Matt O Leary’s contact details and will contact him to see what he can do that could be useful to the group on classroom observations.  2.0- Progress Reviews - Sandra brought her newly drafted Progress Review sheets to meeting and took the group through. Ofsted expect to see them for Quality Assurance. This form tries to cater for all ages on apprenticeships, a mix of sectors and across 5 centres of delivery in Blackburn College. Prompts enable staff to give meaningful discussion. Ofsted Inspectors more interested in the review process and learning opportunities although some inspectors can be more form driven. Sandra has found that word banks help some staff to produce more constructive reviews.  2.3 Michelle emailed the Matrix which was disseminate with minutes.  2.5 Feltag recommendations - Paul sent his notes to circulate to members of the group.  On-line learning agenda item with Paul showing resources at Myerscough – on the agenda for June when we meet next at Myerscough College.  3.0 Feedback from NWFE and Skills Reference Group – notes were sent out with minutes.  4.0 Ofsted – Through the Lens feedback – Paul McGrail sent information for the meeting  7.0 British Values – Paul sent contact details of Nigel Lund. | Raeleen to contact for preliminary chat.  June agenda item |
| 2. **Trailblazers** –  2.1 Raeleen took the group through Paul’s PowerPoint presentation. Emphasis was place on the importance of individuals getting involved in relevant Trailblazer group for your particular areas of delivery. This would give you chance to understand the decisions being made and at least have the chance to influence decision making. Entry requirements seem to vary across sectors. Reviews were not going to be a feature but colleges fought to have reviews – otherwise how can you report progress? Paul envisaged students being brought into the college for last few months / weeks to prepare them for exams / end testing. Discussion regarding various implications regarding voucher system of funding, the fact that there were no English and Maths qualifications mentioned as far as we could establish for the Trailblazer on Paul’s presentation. Also discussion on what the synoptic / practical evidence could entail and the fact that the Personal Statements is potentially a portfolio. Notes and presentation to be sent to the entire group.  2.2 Trailblazers are to be kept on the agenda so anyone with new information on their sectors can add information into the group. Members were advised that you can’t just join a Trailblazer group but must wait until the next round. It was agreed that we need to learn as a group which organisations are on what group so that we can share information across the network. Forum will research with providers who is on what trailblazer group and draw up a table to share with members to use.  3. **Ofsted Through the Lens Development Opportunity** (feedback) Paul McGrail kindly sent in his notes. Driven by Ofsted to encourage colleges and training providers to work together on activities to support improvements. It challenges one another and helps to prepare for inspection. Myerscough have found it useful and staff have enjoyed it too. See notes. | Sent notes out to group 15 April 2015.  Forum to draw up a table.  Sent notes out to group 15 April 2015. |
| 4. **British Values** – information and assessment of current practice in organisations (All) Raeleen mentioned that we have made contact with Lindsay Frew who delivers WRAP training. Policy and risk assessment approach? Could be driven either through Forum or through the organisation. It was felt it would be better to come from organisation. Different organisations have had WRAP training and benefited from it. Particularly good to open the eyes of staff and where to go with concerns, what to look out for, what to do with the information, identifying problem behaviours of staff and students. Links are in the Bulletin but the Forum will invite Lindsay Frew to a future meeting for a 20 minute presentation. | Invite Lindsay Frew to future QI Sub Group meeting. |
| 5. **Support & Development Manager update**  5.1 Colin Gallagher email. E learning Adviser – JISC have closed 12 Regional Offices and Colin has gone on to set up a platform to advise on FE and Skills based learning.  5.2 **Future action learning sets** – perhaps one for the future would be the New Common Inspection Framework. There is some free training in May to highlight the changes they are planning. Simon is going so will feedback at the next meeting along with anyone else who attends.  Alex suggested a future learning set re Self-Assessment Framework in relation to the New Common Inspection Framework.    5.3 Sandra attended the AELP Conference in London – she will tidy up her notes and send to forum members.  5.4 **New Common Inspection Framework** – Raeleen is to invite Bev Barlow to come to the main Forum Meeting – Raeleen gave out her slides that detail what changes are forecasted for September onwards.  5.5 **ipegs guide** – 20 providers have signed up in Manchester but if anyone interested in Lancashire you can have a 30 day free trial. [simon@ipegs.co.uk](mailto:simon@ipegs.co.uk)  5.6 **Forum questionnaire** – this helps us ensure that we continue to meet member’s needs. Everyone completed one. | Simon to feedback at next meeting.  Sandra to forward to forum to send out. |
| 6. **Any Other Business**  6.1 Sandra attended NAS awards update event. Main findings – they are looking for niche entries, individual stories, how an apprentice has gone beyond normal duties or how they are an ambassador for apprentices. The final to be held in the Blackpool Tower Ballroom. They are highlighting benefits for employers and members can update their profile if get through to different stages of the competition to reflect new development and progress of apprentice. Sandra to email notes through to Forum to send out to Forum members.  6.2 Simon reported NLTG have expressed concern to AELP/ NAS re placement of vacancies on NAS website and asked if others had experienced similar? Sandra has had this problem and has a template which seems to work which she will forward on to Simon.    7. Date of Next Meeting – 17th June 2015 –Myerscough College.  Agenda item On line learning. Paul to show interactive learning Gold, Silver, Bronze levels in relation to internal QA of resources.    17th June 2015 – Myerscough College  16th September 2015 - TBA  18th November 2015 - TBA  Please let Jane know on admin@lancsforum if you are able to offer a venue for any of the future  meeting dates | Sandra’s notes emailed out with minutes 20.4.15  Sandra to forward template to Simon |