

Lancashire Work Based Learning Executive Forum Meeting

North Lancs Training Group
9th September 2015

Present: Raeleen Duthoit and Jane Clarke (LWBLEF), Lisa Bloomfield (T2000), Linda Taylor (Via), Carol Gardner (AgeUk), Tamsin Deasey (A&R College), Pam Mallabourn (NLTG), Hannah Cutler (Themis at Burnley College), Tim Cutler (Runshaw College), Sandra Martland (Blackburn College), Rob Garside (Intraining), Keith Tidmarsh (Springfield Fuels), Tracy Landon (A&R College), Michelle Chambers (RWP Training Ltd), Dawn Leak (Blackpool and Fylde College), Andrea Gardner (Myerscough College), Simon Jordan (Themis).

| 1 Guest Speakers | Actions |
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| 1.1 Richard Nash and Peter Gaunt – GMLPN – Demonstrating Impact – Tailored support for skills providers to meet the needs of business and demonstrating Return On Investment. Details of their presentation can be found on the member's page of the website. | |
| 1.2 John Oates and Wayne Joyce – InnovEd – Sharing with members an Education Management System necessary for the online aware Education Sector. It controls the entire process of teaching, assessment, quality verification and learner progress tracking. For more information view innovedlearning.co.uk – John Oates is interested to meet with members individually and informally during October to demonstrate the system not to sell but to seek feedback since the owner would like to branch out into Lancashire. In return any members signing up for the demonstration will receive 4 free tickets for Wigan Warriors that you can use for yourself or to reward staff. Please contact John Oates on 020 78812566. | |
| 2 Apologies- Sam Mercer (SFA), Ray Brown, (JTL) Jill Nelson (Lancaster Training Services), Alison Humphrey's (Preston's College), John Cramphorn (JTL), Anita Dale (GP Strategies), Barbara Livesey (Nelson and Colne College), Claire Shore (Blackburn College), Ray Brown (JTL). | |
| 2.1 Minutes of the last meeting/ matters arising. | |
| 1.1 – Jane emailed out the two structural SFA Maps to members. Raeleen sent the Stewart Segal Document to Sam. | |
| Raeleen spoke to Sam regarding the information required on the Sorted Leaflet. | |
| 4.1- Training providers updated their Sorted information in liaison with Jane at Forum. | |
| 3 Forum Member Update / Discussions | |
| 3.1 Apprenticeship Levy Consultation At the Forum Board Meeting it was agreed that we would undertake the consultation as a Network. Raeleen agreed to organise a meeting to pull together the responses to the consultation questions. There are 23 Questions with 5 Headings which needs to be completed by 2nd October. Raeleen will send out an email to hold the meeting either the morning of the 22 nd or 23 rd of September. Once the thoughts of the group have been minuted the response will be circulated to members to inform their own individual responses. This approach worked well for Lancashire during the Consultation on Funding Reforms with Lancashire having the best response nationally. Concern was raised by Simon Jordan regarding how to seek responses from employers. Simon is to bring this up at the NWPB Board Meeting. | Raeleen to set up meeting. Simon to raise with NWPB. |
| 4 Support and Development Manager update – Raeleen Duthoit | |
| 4.1 LESE / ESIF update | |
| LESE have met a number of times in order to set up the terms of reference and move forward the ESIF agenda. Future developments would be to consider the legal aspects of the Partnership, the Supply Chain Management Framework, Corporate Marketing, and brand and website development. LESE is comprised of two Principles Lis Smith (Preston's College), David Wood (Lancaster and Morecambe College), Lisa Bloomfield and Claire Shore from the LWBLEF Board and Steve Palmer and Raeleen. LESE will communicate with partners on policy and external influences. They are responsible for bid ready activity. They have set up a bid ready group that is looking at previous bids and acquainting themselves with common themes. | |
| ESIF- since the last meeting LESE have met with all members who have shown an interest in delivering on the NEET and SSFW programmes. A memo of understanding has been developed which will be signed by the chair of TLC and chair of LWBLEF and the Principle of the Lead Accountable body which is Preston's College. A number of members of the Forum have been asked to form a bid ready team and have met to formulate a plan to be ready to respond to the ITTS. Once the tenders are out there will be one month in order to write the bid. Please look out for extra emails seeking further information. The bid writing team is led by Jean Costello-Smith from Preston's College. | |
| Exclusivity: at the last meeting exclusivity was discussed and Raeleen reiterated that all | |

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| <p>College Principles and C.E.Os. of Independent Training Providers who had agreed to be deliverers had signed up for exclusivity. Make sure that this knowledge filters down through the organisations especially to those who are involved with bid writing. When the ITTS are published we will have just two weeks to get the bid ready. Over the next few weeks we will be contacting those members who have agreed that they would like to be involved with delivery with information such as due diligence and service level agreements.</p> | |
| <p>4.2 AELP Issues – Concerns around the Levy and area reviews.</p> | |
| <p>4.3 NWPN Conference – Raeleen has sent out details of the conference in October to all members. She would like a small company involved with Trailblazers to be involved – Simon Jordan said that he could approach Padgetts if Raeleen gave him more information.</p> | <p>Raeleen and Simon to action</p> |
| <p>4.4 Apprenticeship Marketing project – Raeleen updated members on the marketing project which was as a result of money being given by the LEP for marketing apprenticeships. The Sorted leaflet has been updated. An update has been sent to the LEP for Evidence. Printing will take place later once the rebranding has been completed. Website is being updated so that it can hold the digitised version of the Sorted leaflet. Members will be able to log in and update the apprenticeships that they offer. The working group will come back together to advise on the design of the website. Lisa Moizer from the Skills Hub will attend future marketing meetings.</p> | |
| <p>4.5 Economies of Scale - There were 5 responses from members with useful ideas. It is the aim to pull together a task and finish group for the 5 who responded to share findings and good practice to see what comes out. Other members can attend as well. Examples to explore include sharing Health and Safety visits and linking the vacancy database to the NAS one and developing it further for Lancashire Members. Raeleen to send out a date for a Task and finish group.</p> | <p>Raeleen to set up meeting.</p> |
| <p>4.6 Forum Survey feedback - Useful feedback. Forum meetings were useful for members especially with opportunity to network. Website not used often but Bulletin valued, QI group working well. People appreciated Raeleen and the work and support she gave members. Some sub groups felt information was replicated therefore Employer and Skills group will focus on LEP issues for the future. The LEP especially want feedback from members regarding the Sector Development Groups findings. Members have requested a return of the Data Managers group which may in conjunction with JISC. Members would appreciate more CPD and support to manage change. Members are concerned with the lack of IAG, the response to the 3 million apprenticeship issue and LEP's and the unknowns that go along with them. Raeleen said that all feedback would inform the Business Plan. Lisa also acknowledged the support and help that members said they gained from Raeleen. There were additional concerns regarding the 6 Sector Development Areas and their findings and how could members gain access to the findings in order to inform their Business Planning. Raeleen to distribute the information once she has access to it and to use the findings with the LEP in the Employer and Skills sub group in the near future.</p> | <p>Raeleen to send out once available.</p> |
| <p>5 Any other business</p> | |
| <p>Sandra had a question regarding the Age Grant for an apprentice in Greater Manchester and if anyone had any experience of the process.</p> | |
| <p>Lisa mentioned that she had heard that DFE are appointing people into roles to specifically audit organisations along the Prevent Agenda which could lead to some audits locally. Lisa is attending a few meetings and will send out any new information to members. Prevent agenda features in the next QI sub group meeting on 16 September 2015 at Runshaw College.</p> | <p>Lisa to send out information.</p> |
| <p>Andrea has a question regarding the translation of credits into points for university – Linda Taylor said that she would check with Connexions Staff at Blackburn with Darwen and get back to Andrea.</p> | <p>Action Linda Taylor</p> |
| <p>Raeleen mentioned that the new Careers Inspiration Co-Ordinator for Lancashire will attend the next Executive meeting in October. His name is Iain Logan. He will work with Michele Lawty-Jones and Lisa Mozier at the LEP.</p> | |
| <p>Raeleen also mentioned that the Area Review Guidance is out.</p> | |
| <p>Raeleen mentioned that Hugh Baird had funding to deliver how to teach GCSE Maths to Independent Training providers. There are 9 places available for a 3 day course. If anyone interested in hosting and requiring a place please let Raeleen know. She will send an email out in due course.</p> | <p>Raeleen to email details.</p> |
| <p>Sam Mercer has sent apologies for the October meeting. Jane to send members questions to Sam and seek update following the meeting today.</p> | <p>Jane to contact Sam Mercer.</p> |
| <p>No further items.</p> | |
| <p>6 Date of Next Meeting</p> | |
| <p>Wednesday 7th October 2015 10am to 12.30 Preston's College Room EZ1 Iain Logan will be attending from the Careers Inspiration Co-ordinator for Lancashire.</p> | |