

Quality Improvement Sub Group  
16<sup>th</sup> September 2015 – Runshaw College.

**Present:** Simon Clarke (NLTG), Tim Cutler (Runshaw College), Hannah Cutler (Burnley College), Sandra Martland (Blackburn College), Alison Humphreys (Preston's College), Raeleen Duthoit (LWBLEF), Jane Clarke (LWBLEF), Heather De'Ath (Blackpool and the Fylde College), James Robinson (Preston's College), Stephanie Whalley (Training 2000), Lindsay Frew and Nigel Lund (Prevent Lancashire)

1	<b>Guest Speakers – Nigel Lund, North West Regional Prevent Coordinator, Lindsay Frew Prevent Officer: British Values and Prevent.</b>	Actions
1.1	<p>The presentation used by Nigel will be placed on the members Website. Key points: Prevent is an agenda firmly placed under Safeguarding. Counter Terrorism and Security Act could be live from 1<sup>st</sup> October for FE and HE. 'Channel' exists for referrals for vulnerable people. There are local contacts in the North West but contact them direct at one of the bases in Blackburn, Preston and Burnley. There are specific leaflets available on Channel. A good initial source of the outline of Prevent perhaps for new staff as part of their inductions could be found at <a href="http://course.ncalt.com/Channel_General_Awareness/01/index.html">http://course.ncalt.com/Channel_General_Awareness/01/index.html</a> and you can print off a certificate too. But this is only a starting point to set out the 'Prevent' agenda. It is important to set out arrangements between Training Providers and Employers of their responsibilities in respect of Prevent e.g. Training Providers could invite their employers to shared training events. It was proposed to put on a 2 hour training event for Providers on a date in January for members. Raeleen to negotiate dates with Nigel and to then seek a venue once there is an idea of numbers. There is an ETF website with on-line modules, advice and guidance and tutorial materials. Good idea to keep an eye on this website for up to date materials as these are being constantly developed. <a href="http://www.preventforfeandtraining.org.uk">www.preventforfeandtraining.org.uk</a></p> <p>Simon thanked the Guest Speakers for their input and information at the meeting.</p>	<p>Jane to action.</p> <p>Raeleen to agree dates with Nigel</p>
2	<b>Apologies</b>	
2.1	Linda Taylor (Via), Paul McGrail (Myerscough College), Martin Talbot and Wendy Holden (Training 2000), Daniel Gagg (Accrington and Rossendale College), Alex Lang (Training 2000), Rachel Colclough (Blackburn College).	
2.2	<p><b>Minutes from the last meeting / Matters arising.</b> 4.1 Jane rearranged the Prevent Specialists for this meeting today. 3.2 Raeleen put in the Bulletin an article from Kath Lowe from Myerscough that had links to regarding Health and Safety/ Safeguarding and Prevent. 4.2 Alison was to send the slides from the AOC conference once they come through but despite chasing they have never come through to her. 4.2 "Value added" and "data" to remain on the agenda and the QI group to decide the right time to consider this item and also who would be good to ask to cover these topics and when? 5.4 Jisc link and address passed on to members and highlighted in Bulletin by Raeleen.</p>	Value added and data to remain on agenda for future meeting
3	<b>New Common Inspection Framework – Feedback from conference July 2015 – Simon Clarke</b>	
3.1	<p>Simon reported since the conference there have been numerous information filtering down into organisations and Simon referred to the different pieces including Ofsted leaflets on Short inspections and Full Inspections. <a href="http://www.gov.uk/government/publications/short-inspections-of-further-education-and-skills-leaflet-for-providers">www.gov.uk/government/publications/short-inspections-of-further-education-and-skills-leaflet-for-providers</a> <a href="http://www.gov.uk/government/publications/inspecting-further-education-and-skills-leaflet-for-providers">www.gov.uk/government/publications/inspecting-further-education-and-skills-leaflet-for-providers</a> In addition, Simon reported that for short inspections organisations would receive 2 days' notice but that the phone call to notify providers of their inspection could be at any time during the week. Simons understanding is that Ofsted Learner views can be submitted up until the end of the first day for short inspections (for full inspections it remains that they can be submitted up until the end of the second day of inspection. It was suggested that it would be useful to have different leads in each organisation for each of the relevant types of provision that are being inspected (e.g. Apprenticeships, Study Programme, Traineeships, Adult Learning etc.</p>	Jane to add these to the website for members to download. Raeleen to add to Bulletin.

	There are some Ofsted Nominee events coming up – Simon is going to one on the 17 <sup>th</sup> September but there are some more coming up later in the year.	
<b>4</b>	<b>Training:</b>	
4.1	Raeleen mentioned opportunities for Forum Training: Prevent training for January with Nigel Lund. Forum to organise with Nigel.	Action Raeleen.
4.2	Richard Sharples is developing e-learning content for SME's – Raeleen asked if the group were interested to learn more. She will ask him to come to present to the next meeting after which if members are interested they can invite him into their organisations to pursue.	Action Raeleen
4.3	Raeleen regularly receives a list of courses on offer from Jo Higgins. Next time an up to date course list comes in the group to identify any that might be useful.	Action Raeleen
4.4	Tudor Williams from DTD Training has approached Raeleen with a seminar on Health and Safety following on from a court case earlier this year involving a Work placement Provider. It was indicated that there maybe some new HSE guidance that will be relevant to Work placement. Attendance on such a seminar would be £40 per head. Sandra to ask her Health and Safety Manager to get an opinion on the relevance of such a seminar	Sandra to let Raeleen know if the training is likely to be relevant.
4.5	Hugh Baird College are offering 9 places on a 3 day course for Providers called How to teach GCSE Maths. This would be £100 per head but two places free for the provider who hosts the training for 3 days. Training Providers to notify Raeleen if interested as soon as possible.	Action Training Providers.
4.6	Raeleen asked members to notify her of any specific Training needs so that she can source training for the Forum Members.	Action Training Providers.
<b>5</b>	<b>Contract of services for apprenticeships</b>	
5.1	Every organisation has something in place in their policies and procedures detailing the contract of services for apprentices.	
<b>6</b>	<b>Any other business</b>	
6.1	Sandra Martland had a query about anyone having had any experience of how to claim the age grant either in Greater Manchester or West Yorkshire. No one had themselves this experience but Simon suggested speaking to Claire at NLTG.	
6.2	Tim asked if anyone had experience of Smart Screen, an on-line resource from C&G. Hannah suggested that their Construction Department could use it.	
6.3	Raeleen mentioned a meeting with Highfield Awarding Body – they are seeking more custom but were prepared to deliver a Network Package in order to be cost effective to members. They are talking already to Training 2000 and Accrington and Rossendale currently use them. They pride themselves on high quality products but outstanding customer service and undercut the larger providers significantly. Raeleen to seek more information and take through to another forum meeting to consider perhaps with presentation.	
6.4	NWPN Conference at Haydock Park on 6 <sup>th</sup> October. Raeleen has sent an updated flier to those not registered an interest in going. Blackburn were interested but couldn't deal with the payment procedure. Raeleen said that she could raise a purchase order if they wanted. Sandra to consider.	
6.5	Raeleen will invite Training 2000 to highlight their win in a National Competition. The team called 'A licence to learn' developed an app.	
6.6	Blackpool and the Fylde College are hosting a meeting on Tuesday 22 <sup>nd</sup> September at 10am to respond to the Levy Consultation. This information is to feed into the North West response and also allow you to inform your own organisational response. Members are welcome to attend.	
6.7	Sandra informed members of a Burnley based organisation that works with young people giving information and advice who gain fees from Government for doing so. In return she wonders if it is useful for providers to work with the organisation to host their vacancies especially those organisations who have placements in the Burnley and surrounding area. Sandra to forward on the web link to the Forum so members can consider.	Sandra to send the web link.
6.8	Raeleen mentioned on a similar note that Via also have a vacancy website that is free to advertise vacancies. There was hope that Linda Taylor was hoping to marry that one with NAS to create a Lancashire specific website for Lancashire Young People. More information will be available in the coming months once Via have been able to talk to NAS.	
<b>7</b>	<b>Date of next meeting – 18<sup>th</sup> November at Burnley College.</b>	
	Simon thanked Tim and Runshaw College for hosting the morning's meeting.	