

Quality Improvement Sub Group 18th November 2015 – Burnley College.

Present: Simon Clarke (NLTG), Tim Cutler (Runshaw College), Hannah Cutler (Burnley College), Sandra Martland (Blackburn College), Raeleen Duthoit (LWBLEF), Jane Clarke (LWBLEF), Paul McGrail (Myerscough College), Dan Gagg (Accrington and Rossendale College).

Guest Speakers – Richard Sharples – e learning

1.1

Actions

- Richard gave a presentation regarding elearning in work-based learning.

 Main Points:
 - Elearning is no longer new. Most providers have some sort of online learning system. This
 might be a virtual learning environment (VLE), an eportfolio system for recording evidence,
 or a Moodle that's used to hold a few procedures and some Word and PowerPoint
 documents.
 - Elearning is an essential part of an effective providers business offer.
 - Work-based learning providers work closely with employers and most have parts of the business online because it's just good business. It provides a return on investment. It leads to improved efficiency, often more sales and a better experience for the customer.
 - Work-based providers work with learners and apprentices. Almost all learners are daily users of technology. Mobile devices and social media apps are an everyday part of life. Most learners have an expectation that at least some of their training will be available online. They expect that it will provide the flexibility to complete some of their learning when and where the want to. They also expect that it will work on mobile devices and allow them to communicate and interact with other learners.
 - Most work-based learning relies on some government funding. Increasingly the funding agencies are encouraging providers to make greater use of online learning to improve efficiency and flexibility for learners and employers. During 2014 an influential report was published by the FELTAG group. The Government responded to this report in late summer 2014. The key point is that the Government has agreed to a target of 10% of all courses being delivered wholly online in a relatively short period. This percentage is then set to increase. The priorities are clear. Online learning is now a fundamental part of an employer responsive work-based learning offer. (However discussion later in the group showed that there is some disagreement with the 10% idea.)
 - Richard doesn't have packages for you to buy but he can help you develop your on-line learning packages by turning your power-points into interactive digital learning.
 - He can train your staff to update existing content into interactive digital learning.
 - The hard part is developing the content creation this is something that Richard is particularly interested in helping you with. It is important to seek constant feedback in order to develop the content further.
 - It may be that interactive digital learning can be created for your employers to use there is a lot of information and resources that your employers need to have in order to engage with apprentices.

Richard ran through some examples on the internet. If you check out Richard Sharples website he has more information including this pdf document that puts the presentation into perspective. Website is www.richardsharples.com

And here is the link to the pdf.

http://richardsharples.com/testblog/wp-content/uploads/2014/10/Gain-Momentum-with-elearning-in-WBL.pdf

Simon thanked the Guest Speakers for their input and information at the meeting. Main discussion points afterwards:

- There may be some merit in co-ordinating joint e-learning around Health and Safety, Safeguarding / Prevent and all members could chip in with funding this.
- Paul urged the group not to focus on the awarding body as the content goes out of date quickly with changing standards.
- Paul also suggested that 'Canvass' are brilliant they also do e-learning development and are cloud based and designed as an 'app'.
- Raeleen is to research how to take joint learning around above topics forward with Jisc and discuss with Lisa Bloomfield and Nigel Lund.

Raeleen to research funding with Lisa, Jisc and Nigel Lund.

2 Apologies

- 2.1 Linda Taylor (Via), Martin Talbot and Wendy Holden (Training 2000), Alison Humphreys (Preston's College), Heather De'Ath (Blackpool and the Fylde College) was stuck on the motorway, James Robinson (Preston's College), Stephanie Whalley (Training 2000), Jill Nelson (Lancaster Training Services)
 2.2 Minutes from the last meeting / Matters arising.

 1.2 The 'Prevent' links have been put on the website for members to access. A WBL Prevent Training event has been organised for 12 January 2016.
 2.2 Value added and on line content is to remain on the agenda for a future meeting
 3.1 Simon's information from the CIF has been placed on the website for members to access and Raeleen placed the information in the October Bulletin.
 4.1 (Covered in 1.2)
 4.2 Richard is the guest speaker at the QI meeting today.
 4.3 The course list from Jo Higgins still hasn't come through but Raeleen will consult with members once it comes in.
 - 4.4 Raeleen is to get in touch with Tudor to learn more about the Health and Safety Training as Sandra's contact in Blackburn College has said that there would be some merit for members learning more. The training follows on from a court case earlier this year involving a Work placement Provider.
 - 4.5 There are still two places available on the Maths Pipeline course if anyone wants to take up those places. The course begins next week beginning 23 November 2015.
 - 4.6 Sandra notified Raeleen of Training that would be useful for the future but could other members alert Raeleen if they have any specific training needs.
 - 6.7 The website for VIDAS that Sandra referred to isn't completed so Sandra will forward it on once it is complete. At that stage members can see if there is any merit in advertising their vacancies for free on the website.

Raeleen to contact Tudor.

3 Inspection Feedback - Simon Clarke NLTG

3.1 Main points:

- The pre-inspection brief is a very useful document as it shows where they will focus the inspection.
- Given the focus for the inspection use the days before to have the answers and evidence readily to hand. In NLTG case – English and Maths and Study Programme.
- NLTG Graded 2 in 2012 self assessments showed that NLTG were fairly similar so it was curious why a full inspection was chosen as opposed to a short inspection.
- Because of the size of NLTG it was a 4 day inspection rather than a 3 day inspection.
- Many questions asked of staff 'Why are you not outstanding?'
- Don't just accept gaps in data e.g. Female learners out performing Male Learners they
 expect you to go underneath the data and ask is this a trend? What can you do about it as
 an organisation?
- Inspectors accepted NLTG's data as correct.
- At the last inspection NLTG were asked to invest in technology as a result NLTG invested heavily in technology. In this inspection NLTG had to show the impact of that technology and the impact on the learner.
- This inspection was different to the last inspection in the following ways:
 - The previous inspection was just before the introduction of the last CIF so this inspection didn't use that framework.
 - It wasn't an issue that NLTG hadn't self-assessed against the new 2015 CIF as the natural cycle for Inspection is published every January.
 - There was inspection feedback after each visit to a member of staff.
 - There was feedback at the end of every day so that you could feedback to your staff team ready for the next day.
 - There was a strong focus on the role of Board of Directors making sure that there was sufficient challenge and ambition and that they were in touch with provision... knowing the strengths and areas for improvement.
 - The inspectors were keen to look into Personal Development, Behaviour and Welfare of learners. They also looked into the Prevent Agenda saw the risk assessment, procedures etc. even though some were in development.
 - As a nominee it didn't feel as pressurised as a whole it was less stressful but more intensive and more tiring. Having a Link Manager was useful as the role of nominee meant dealing with the headline matters.

Key learnings – Don't assume that the Inspectors read the information that you have sent. You need to reiterate the data and information during the inspection. Having employer and learners surveys and feedback helps enormously with confirming with the Inspectors what they are finding for themselves. There is more emphasis on progress rather than success of the learner.

4 Standardising Paperwork

4.1 This will feature on another future QI Sub Group agenda. It may be an area to pursue with the sector

	Meeting in November. Slides are on the website under the November Forum Meeting. There is a specific Performance management document that you can download. Here are the specific notes	
	from the meeting. Performance Management: (See slides)	
	Performance Management has been simplified if you view slide 4.	
	 There is a Performance Management Rules document that providers can download that should be used as a reference along with the slides that Sam has sent. 	
	 It is up to each individual organisation to be responsible for ensuring that they meet the 	
	Performance Management dates in December and April. Providers will not be reminded.	
	Lisa asked about when the growth request would run from if requested in April. Sam would seek clarification from CDS.	
	 It is important that providers know who their sub-contractors are so as not to be pushed over the £100k contract delivery point. 	
	 The priority for any growth request is for Apprenticeships – this takes priority over Traineeships. Funding cannot be moved from Apprenticeships (in the past this could be the case.) Apprenticeship funding is strictly for Apprenticeships but there is Non- Apprenticeship funding (this includes other funding e.g. for Traineeships or other classroom based linked activity.) 	
	 Claire said that there was a good link on 24plus Advanced Learning Loans in the last SFA communications update regarding resources that could be used with employers. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474204/SFA-CommunicationsUpdate-Issue28.pdf It was suggested that it might be good to have a Training Provider advise the Forum somehow on how they have used the 24plus advanced learning loans with employers. 	
7	Any other business	
7.1	Tim asked about some development by City&Guilds but Simon referred him to Chris Sherratt.	
	Raeleen updated the group about LESE doing a collaborative bid for the Careers and Enterprise	
	Fund.	
	Simon highlighted a Nominee Ofsted Event at Preston's College next week. Date of next meeting – February 24 th at Accrington and Rossendale College.	
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