

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	<p>Minutes from the last meeting / Matters arising.</p> <p>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.</p> <p>2.2 Value added and on line content is to remain on the agenda for a future meeting</p> <p>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.</p> <p>4.1 (Covered in 1.2)</p> <p>4.2 – Richard is the guest speaker at the QI meeting today.</p> <p>4.3 – The course list from Jo Higgins still hasn't come through but Raeleen will consult with members once it comes in.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	Raeleen to contact Tudor.
3	Inspection Feedback - Simon Clarke NLTG	
3.1	<p>Main points:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - 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. <p>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.</p>	
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	

	frameworks in developing good practice. Raeleen will facilitate these groups if members felt it would be useful.	
5	Training	
5.1	Prevent Training – this is organised for January 12 th but will be focused on work based learning needs. There is a questionnaire that members are required to complete in order to formulate the training for January. Jane to email the questionnaire to the members present.	Jane sent the questionnaire to members 18/11/15
5.2	Education Training Foundation resources – Lorna Freakley attended the Executive Forum meeting in October and gave a hand out showing resources and pod casts. Handouts were given out in the meeting. The PowerPoint slides from Lorna are available on the website under the October Forum Meeting.	
6	Business Planning	
6.1	Raeleen gave out the Business Plan for the Forum for the Quality Improvement group. Raeleen took the group through the different objectives but agreed to go through this in more detail at the next meeting.	
6.2	<p>Raeleen gave out the presentation slides from Sam Mercers' presentation at the Executive Forum 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.</p> <p>Performance Management: (See slides)</p> <ul style="list-style-type: none"> • 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. <p>Lisa asked about when the growth request would run from if requested in April. Sam would seek clarification from CDS.</p> <ul style="list-style-type: none"> • 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.	
8	Date of next meeting – February 24th at Accrington and Rossendale College.	
	Simon thanked Hannah and Burnley College for hosting the morning's meeting.	