

**Lancashire Forum Quality Improvement Sub Group  
17<sup>th</sup> June 2015 at Myerscough College.**

**Present:** Simon Clarke (NLTG), Tim Cutler (Runshaw College), Hannah Cutler (Burnley College), Peter Caney (Myerscough College), Sandra Martland (Blackburn College), Alison Humphreys (Preston's College), Kathleen Lowe (Myerscough College), Martin Talbot (Training 2000), Mark Shiers (NLTG), Raeleen Duthoit (LWBLEF), Jane Clarke (LWBLEF), Paul McGrail (Myerscough College).

**1 Apologies / Minutes of the last meeting / Matters arising:**

1.1 Apologies from Heather De'Ath (Blackpool and the Fylde College), James Robinson (Preston's College), Alex Lang (Training 2000).

1.2 5.6 – Raeleen will not contacted Matt O'Leary until she knows exactly what sort of training the Forum Members would like to consider. She does have his contact details though.

2.5 – Feltag - On line learning is an agenda item in today's meeting.

2.1 – Trailblazer presentation and notes were sent out to the QI Group Members on 15.04.15.

2.2 - Trailblazer table drawn up showing which Forum Members were part of which particular Trailblazer Groups. This table will be shared with the group later on the agenda.

3 – Ofsted Through the Lens: The notes from Paul McGrail were forwarded to the members of the Quality Improvement Sub Group on 15<sup>th</sup> April 2015.

4 – British Values: Lindsay Frew from Lancashire Constabulary was due to give a presentation but unfortunately was delayed in America. The Forum will invite her to the next Quality Sub Group Meeting in September.

5.2 – The New Common Inspection Framework - Simon Clarke is attending a meeting on 30<sup>th</sup> June and will feedback his findings to the group at the next meeting.

5.3 – Sandra is going to attend another AELP conference on 22.06.15 and so will update her notes and send up to date information to the Forum Members.

6.1 – Sandra's notes from the National Apprenticeship Awards Event were sent out to Forum Members with the minutes of the last meeting.

6.2 – Sandra had sent Simon the template that should help with placing vacancies with the National Apprenticeships Service.

**2 Prevent – Lindsay Frew, Prevent Officer with Lancashire Constabulary.**

2.1 Unfortunately Lindsay had been delayed with her flight back from America and so has had to cancel at 4pm yesterday. Jane to contact her to see if she can come to the next QI Sub Group meeting.

**3 On line learning demonstration – Peter Caney and Kathleen Lowe from Myerscough College.**

3.1 Kathleen explained that in the climate today you have to hunt for pots of funding in order to develop on-line learning as there is no one pot that is sufficient and with funding cuts and efficiencies the lack of finance is hitting the college hard. Myerscough have been working predominantly on two projects – Leonardo European Project and a Jisc project. The Jisc project helped them to develop 6 interactive learning packages – all of which are free to download from Jorum in the interactive skills area. It may be that there is the opportunity to do a joint bid in the future with Forum Members in order to continue to develop eLearning. Articulate has been a good vehicle to develop eLearning and Myerscough have persisted with it over the last few years. It is hard to free up tutors time for them to develop their on-line learning packages but having mandatory units on-line was a big payoff – e.g. Personal Performance, Equality and Diversity, Health and Safety. All the eLearning that they have developed ends with a quiz to see if the student has understood what they have learned and then they can print out their certificate. This is to show meaningful assessment / outcomes. In addition Myerscough are in round 2 of bidding for monies for an interactive video package – 16 videos followed by a 'learning app'.

3.2 Myerscough as a partner in the Forum are happy to work on a collaborative bid for funding to develop key online learning packages that would benefit all members: e.g. Health and Safety, Safeguarding/ Prevent. Kathleen to send the links to Raeleen on where to download the interactive learner resources for skills on the Jisc website. There are some really good packages. E.g. Gloucester College on Customer service. Articulate is £400 – 500 for a licence for a computer and one mobile device such as a laptop.

3.3 Jorum is an open source repository of resources – you have to download a programme before perusing so it is time consuming looking for the right resources but it does provide integration with the VLE but not fully but there are ways around this if you can capture the results. There

**Actions**

Jane has since booked Lindsay Frew for the next QI meeting in September. Placed on next agenda

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Jane contacted Lindsay Frew 22.06.15

Raeleen to send links from Kath to members. Kath to do an article for the Bulletin.

are some really good programmes in the Jorum resource.

#### **4 North West FES Reference Group Meeting – Attended by Simon Clarke 22.05.15**

4.1 Simon read out his notes from this meeting. See notes attached

4.2 Alison Humphreys from Preston's College added the following from a meeting that she attended with AOC.

- Policies should show how they link to the LEP strategic plan and Inspectors will not only look at all strategies that you have but also how they impact on the learners' experience.
- Inspectors are looking more closely at learning achieved over time and showing how you are tracking the learners learning.
- When the Inspectors have inspected private Training Providers for Adult Apprenticeships they can't see much skills development as many have been doing their job for years. ie too much Assessment and not enough Teaching and Learning
- They are also looking at the impact of Culture in the Provider e.g. how ambitious they are to advance their learners.
- Equality and Diversity go across all four key judgement areas on the inspection. They won't grade at occupational level it will be graded on types of provision e.g. Apprenticeships, Study Programme etc.
- AOC mentioned that Inspectors are going to look at new qualifications but couldn't identify what they meant by new qualifications: Clarity is to be sought on this whether this means new qualifications / standards or new qualifications to your College/ Training Provider.
- QSR's are disappearing and data such as destinations is going to be based on Government data. You will therefore get comparability and instead of chasing your destination data you will be given data to show whether your learners have been in sustained employment or sustained learning.
- If any of you have "value added" in your areas, some "value added" has been removed on the AELP's data and therefore what effect would that have on your College / Training Provider? Simon suggested it would might be a good idea to have a speaker in to talk about changes to data – perhaps someone from the AOC for later on in the year.
- English and Maths is of great importance when being inspected and especially how Providers improve English and Maths provision and therefore the learner's grades.
- Another area of importance is personal development, behaviour and welfare within training provision or college provision. What sort of evidence will providers have to collect? Obviously Colleges and Training Providers can only start collecting this evidence once Ofsted decide to publish what it is they want to inspect. Hopefully such information will become clearer in the next few months
- Inspectors are looking at the LEPs and the programmes being delivered to see whether apprentices are moving on into the destinations of the sector that they have been studying in. If they don't is this because of incorrect IAG that they have been given? And if they can't get jobs in this sector why then are you running the programme in the first place?

Alison to send slides once they come through.

Action for future meeting.

#### **5 Support and Development Manager update. Raeleen Duthoit.**

5.1 Ekosgen are conducting research on behalf of the LEP – this will go into the Bulletin in due course. It is based in Lancashire only. There are 6 sector subject area groups to analyse where the skill shortage areas are and then they must develop a Skills Action Plan. The research also looks at what qualifications people are studying and whether or not they stay in the area or not. This information should help you fill in your CIFs or help with inspections. There is a need for Providers therefore to approach different LEP's in the different geographical areas that you work in to learn about their skills action plans.

5.2 Bev Barlow is coming to the next Forum Meeting on the 8<sup>th</sup> July 2015 to talk to Members about the New Inspection Framework. It would be useful if the Quality Group Members came along to that meeting.

5.3 Training – Raeleen would like to know what you may want training on in the future that she would organise as a Forum Event. Simon and Raeleen have perused training courses offered by QLS which appeared to be quite expensive. For the moment it was decided that members are managing to keep one another up to date in the different Forum meetings. If there is something very specific that is required for training purposes Raeleen will organise it. Raeleen will endeavour to ask Forum members and QI sub group members at every meeting. Raeleen mentioned 'Safeguarding Update' training being marketed by Candy Events that has come through recently. She will forward to you the information on any training that comes to the Forum in between meetings.

5.4 Jisc information: Andrew Fleming came to talk to the Executive Forum regarding the services

Raeleen to

that they can offer to support Training Providers and College in their work. They may be able to deliver Prevent Training in the Future on Counter Terrorism. He is going to submit an update regularly for the Bulletin. Raeleen will send you the web link address.

- 5.5 Raeleen passed round the document compiled by the Forum on those members who are involved in Trailblazer groups. The information that the Forum have received is sometimes sketchy but does highlight that only a few members are actually involved directly with Trailblazers.
- 5.6 Eportfolio Qualifications Direct: This information was emailed out to you with the agenda. This organisation want to market their product to members of the Forum. Members can take it forward if you want to within your organisation.
- 5.7 Apprenticeship Awards. There will be a special feature on the breadth and depth of apprenticeship candidates that Forum Members are submitting to the National Apprenticeship Awards. The information is to show the LEP how diverse Providers work is. Information is being collated by a table that is being sent out to Training Providers and the Forum will collate that information for the Bulletin. Photos would be useful too. The Forums' Bulletin can feature more specific information as successful candidates get through the rounds.
- 5.8 The Bulletin features key work done by each sub group or features on events that people have attended.
- 5.9 Innoved is an Education Management System and a member of the organisation promoting it will come at the end of a Forum Meeting to demonstrate it at some stage in the future. Careermap (an Apprenticeship Vacancy Website) has been shown to the Employer and Skills Group in case it was something that we wanted to carry forward as a group. It was decided not to proceed for the time being.
- 6 Paul McGrail – Quality System for Myerscough VLE – Bronze, Silver and Gold.**
- 6.1 VLE is important for the out of classroom support. Myerscough's VLE is called Bloom which is a version similar to moodle. There is a danger that staff will use it to store information rather than developing a package that is interactive and engaging for students to use. The Quality Team therefore designed a quality system to assess the VLE developed by tutors and graded Gold, Silver or Bronze.  
It is graded across core functions from the perspective of the student and their learning experience. Staff assess their own sites to the criteria and then the quality team sample their findings to see if the self-assessment is a true assessment. There are different types of VLE such as Campus Learning, Blended Learning and On-line Learning and the Quality System needs tweaking for each method of learning. If the learner likes their experience of VLE they can 'like' it. It is important that the VLE is supportive, engaging and helps the student to learn by having depth of knowledge. Myerscough haven't set it up to seek learner's opinion of Bronze, Silver and Gold directly on the modules but it would have been useful to have done so.
- 7 Any other business**
- 7.1 Paul suggested future training for the group could include self-assessment in relation to the new common inspection framework.
- 7.2 Sandra explained her staff's frustrations about the lack of information and even conflicting information regarding the new Trailblazer standards and dual running and the inability to plan for September course starts. Sandra will phone John Cramphorn to see if he can shed any light on the developments in plumbing. Sandra is attending a Nick Linford Seminar in York on the 1<sup>st</sup> July and he might have something new to say and Sandra will let us know if any new information transpires.
- 7.3 Raeleen going to North West Provider Network with regard to putting on an event with key note speakers in Lancashire on the Trailblazer standards. She will bear Sandra's needs in mind when at the meeting on Tuesday 23<sup>rd</sup> June.
- 7.4 Tim volunteered to host the next Quality Sub Group meeting at Runshaw College, Euxton Lane. Directions and room number to follow.
- 7.5 Simon closed the meeting and thanked Myerscough for hosting the event today.

**Date of next meeting – September 16<sup>th</sup> 2015 at Runshaw College**