|  |  |  |
| --- | --- | --- |
| **Quality Improvement Sub Group**  **22nd June 2016 – Runshaw College.**  **Present:** Simon Clarke (NLTG), Sandra Martland (Blackburn College), Raeleen Duthoit (LWBLEF), Jane Clarke (LWBLEF), Heather De’Ath (Blackpool and the Fylde College), James Robinson (Preston’s College) and Lee Lawson (Lancaster Training Services), Simon Pollard (Accrington and Rossendale College), Martin Talbot (T2000) Anita Dale (GP Strategies) Paul McGrail (Myerscough College) and Anne Frear, (Runshaw College). | | |
| **1** | **Apologies / Minutes from the last meeting / Matters arising** | **Actions** |
| **1.1** | Apologies from Alison Humphreys (Preston’s College), Paul McGrail (Myerscough College) and Hannah Cutler (Burnley College), Dan Gagg (Accrington and Rossendale College), Tracy Landon & Dan Gagg – Accrington and Rossendale College. |  |
| **1.2** | 1.2 Raeleen’s Jisc contact is on long term sick so the action point remains to invite Jisc to a future meeting.  2.2 Regarding Health and Safety Training a session is to be organised at Myerscough College for the next Sub Group meeting along with David Foy.  2.5 Simon to feedback from Regional Ofsted meeting- item on the agenda.  3.1 JC sent out Prevent Training notes and leaflet. Safeguarding contacts are on the leaflets.  3.2 RD hasn’t contacted Routes Puppets to find out more about train the trainer. Other time pressures so has agreed not to pursue this for the time being.  3.3 Lancaster and Morecambe College Ofsted Review and Prevent action points sent out with Minutes.  3.4 SC to source the details of LADO contacts – SC had sourced but Lee reported he had attended a recent event where he had some more uptodate contacts . This list of contacts to be emailed with these minutes.  4.1 HD let RD have contact name regarding SFA Audit team although not suitable in the end.  5.1 Forum did amendments with Redfern on the website as recommended by the QI group.  5.2 Lee sent RD the Hot Topics information and is on agenda today. | RD to invite Jisc to a future meeting  RD to expedite H and S for agenda next sub group meeting  JC to email out with minutes SC up to date LADO contacts. |
| **2** | **Ofsted News** |  |
| **2.1** | **GP Strategies – 2 day short Ofsted inspection feedback for a National Provider with 17 sites – Anita Dale.**  This was the first time one of the network members had had a short inspection. Feedback from day one showed good indications for a positive overall assessment and thus the inspection kept to 2 days. Telephone conferencing was used to co-ordinate responses from 4 geographical areas. There was a feedback meeting at the end of each day.  Areas covered Halifax, Manchester Head Office, Blackpool, Cornwall and themes included Safeguarding and British Values, Maths and English, Traineeships, Outcomes for learners, Leadership and Management.  Questions were very in-depth. The Inspector attended 4 class based sessions including functional skills, talked to learners and employers in the placements and checked through paperwork for placements. Data was scrutinised especially DBS systems.  Feedback showed great consistencies across the key themes and across all levels of employees and learners. Weaknesses identified from the last inspection had progressed into strengths.  Improvements identified by the inspectors included a suggested 24 hour helpline for students and that they would like to see more progression from level 2 to level 3 rather than just employment or college.  It was important to follow up how your learners progressed after they have left your organisation for 6 months.  The inspectors wanted to come back to press for outstanding but this was declined. |  |
| **2.2** | **Accrington and Rossendale College Ofsted inspection feedback – Simon Pollard.**  The college assessment showed that they could be ‘at risk’ and that proved to be correct. It was unfortunate that the time frame had been quite short so improvements were not showing up as well as they could have done. Full inspection undertaken in all provision across all themes.  The College set up leads for each department to aid the inspection.  Key notes:  Too few timely completions (wrong person – wrong course).  NVQ courses running alongside other courses came across as just as on-site assessment. Feedback wasn’t thorough enough.  Inconsistencies e.g. the use of e-portfolio systems (One file) – some departments used it, some dipped into it and others hadn’t touched it.  Important to be clear when target setting. There were inconsistencies regarding strength of target setting across departments.  Be careful how you let Employers know and who you let know regarding contact from Ofsted especially in a large company. If the reception don’t know or the Inspectors go to the wrong department it means that feedback cannot be sought: it is a good idea to have employers prepared in advance.  The college were criticised for being too concerned with passing exams than the actual learning journey.  Learning systems should be robust with softer human systems (pastoral) in keeping students on track.  The college could show progress and so by next year at the next assessment good progress should be evident. |  |
| **2.3** | **Feedback from Regional Ofsted meeting – Simon Clarke**  Simon couldn’t attend the meeting in the end but will forward on the minutes once they come through. | SC to forward minutes of Regional Ofsted meeting. |
| **3** | **Common Inspection Framework Hot topics – Lee Lawson**  Lee gave an inspiring insight into how he, at Lancaster Training Services, has highlighted key areas mentioned in the CIF regarding safeguarding topics. He has evolved Hot Topics – training and learning resources for learners and tutors. Benchmark assessments at induction on these topics showed understanding at 34% but by the end assessment knowledge and understanding had increased to 93%. All training delivered in half hour sessions with notes for Tutor.  Lee happy to take any questions if you contact him at Lancaster Services. |  |
| **4** | **Financial Audit feedback – Training 2000**  Martin Talbot gave detailed information regarding T2000 experience under the recent Financial Audit. A handout accompanied his presentation.  Key points:  The Audit is based on the last return.  The Auditor selects 80 learner samples.  The Auditor gives 2 weeks’ notice.  It is key to check what specifically the auditor is looking at with each of the learners as it differs. This can save a great deal of time.  If by the end you are over a 5% error then a 100% self-audit is required.  Recording is key. From the day a learner starts to the day the learner leaves there should be evidence of learning even on the first and last day.  The Auditor appeared inconsistent and seemed not to listen but it is important to choose your arguments and make sure you identify and close out the higher value ones.  You receive a report from the Auditor of the summary and findings and then you agree arrangement and timescales to amend the ILR data (pay back) and the Training Provider has to make a response with a post audit Action Plan within a 3 to 4 week timescale. (How recommendations are to be addressed.) |  |
| **5** | **Employers Liability Insurance – Simon Clarke**  Simon reported that he had enquired on behalf of NLTG via IOSH, the HSE and their insurance company re the need for evidencing renewal of Employers Liability Insurance. It was clear from their response that the primary duty of care is with the employer therefore there was no specific requirement for providers to evidence renewal. Simon suggested that if providers are to go down this route that they liaise with their insurance company to ensure they are happy with such arrangements and that it is detailed within any contracts/SLA with the employer that it is an expectation that they retain uptodate ELI. The need for obtaining evidence of ELI when a learner enrols onto a programme is still required. |  |
| **6** | **Lancashire Forum update** |  |
| **6.1** | **Business Plan for 16 – 20**  Raeleen explained to members that the Forum Board had met to discuss the Business Plan for 16-17 with agreed objectives for the next 12 months but also having a 2020 horizon plan. Paul Holme had facilitated the event.  The Board scoped out the priorities and agreed going forward they would be:-   1. Apprenticeships and the routes into Apprenticeships   Discussions around all routes to include young people as well as employers  Geographical focus   1. ESIF   Helps to fund to support the agenda  Develop LESE partnership  Contribute towards economic prosperity  Address national policy as it changes   1. Strategic Partnerships   Develop links with strategic partners, for example ensure that the Forum is the go to place for the LEP   1. Membership   Review the criterial for membership recognising the changes to the landscape  Should we include Universities, etc (Higher & Degree apprenticeships)  Should we introduce an associate membership scheme   1. Financial stability   We recognise that there are financial challenges for the network.  Raeleen to produce a Business Plan for the next Board meeting in July, which would be tabled at the Forum meeting in September. |  |
| **6.2** | **Semta projects**  Details were given out on a handout – This project will be looked at within the Employer and Skills Sub Group rather than QI. Three projects have been developed by Semta which support strategic economic skills delivery and which Semta believe closely align with the interests of the Lancs Provider Network. 1 Stem exchange and Stem Experience. 2 Apprenticeship Vacancy Generation and Matching Service / Clearing House. 3 Training and Organisational Needs Analysis.  Semta would like to work with us on the further development and communication of these tools to support employers and providers in the Lancashire region. This will be done through the Employer and Skills Sub Group. |  |
| **6.3** | **Its learning – on line learning platform – better than Moodle**  An online learning platform to colleges and training providers. Accrington and Rossendale College are long serving UK customers.  More information can be found here: <http://www.itslearning.co.uk/training-providers> |  |
| **6.4** | **Professional exchange – CPD Opportunities**  Professional Exchange programme on 5 key topics is to be delivered by CPD sessions and put together by David Gallagher based on the key needs of the Forum members in Lancashire.  Discussions focussed primarily around the Apprenticeship Reform agenda (The Levy, contracting with employers, dispute resolution etc.) Ideas to be formulated between now and September so if you have any other ideas that you wish covering please let Raeleen know. | RD has sent out an email in regard to this. |
| **6.5** | **English and Maths managers network**  Raeleen explained that she had been speaking with Sue Lownsbrough about setting up an English and Maths manager’s network. Sue has been working with the ETF and arranging Maths GCSE courses for tutors, which many Forum members attended.  The proposal is to:-   1. Set up of a Maths and English manager's network with a view to setting up local networks in the longer term 2. To use EDMODO in the first instance as a secure chat area for managers to chat to each other, share best practice, post resources etc. 3. To arrange an on line meeting using Adobe Connect or Google hangouts to hold our first meeting. 4. Set up a face to face meeting at some time in the autumn 5. To establish a network specifically for work base learning maths and English managers if there is sufficient interest.   If anyone is interested in joining the network please email Sue on S.Lownsbrough@hud.ac.uk  Sue will then send you an invitation to join the Edmodo site. You will then be able to post questions, link with others and find out when meetings are going to be held etc.  Sue has offered to attend a future meeting to explain and give an update about what support is available from ETF. |  |
| **6.6** | **Employer guide to assessment – SQA attached to agenda**  Sent to all in case useful. |  |
| **6.7** | **SFA new structure and Apprenticeship reform update**  Paul Johnson came to Forum Meeting as the new Head of Provider Management at the SFA.   * **SFA change programme, revised structures and teams.**   **key challenges -** Paul’s team would be the outward facing team of the SFA and would work closely with the Joint Intervention team. The team which included 4 people and covered the North would cover contracting and funding. Other departments included a service centre, a small team looking after ESF, a larger ESF contract management team, a small NAS team looking at employer readiness for levy payers plus a policy department.  There were now 400 staff across the country.   * **How the provider management team at the SFA can work with the Forum.**   Paul emphasised that he felt it was crucial to work with us to deliver the SFA’s objectives.  Future meetings would be attended by Nina Ketcher one of his managers.  Each of his staff had a case load of 60. Provider’s would be contacted only based on risk so might only receive a phone call on a quarterly basis.  SFA were keen to hear key messages from members.  The draft funding rates, rules and regulations would be issued at the end of June. They would be going through a readiness process leading on maintaining the business cycle. They were preparing for the change and at first would have to manage 4 systems until frameworks were turned off.   * **Apprenticeship reforms and plans to support provider / employer readiness**   It was estimated that 30% of starts would be from levy payers.  Public sector. Consulting at the moment with the results out shortly. Public sector companies would have to start procuring now.  New register – Apprenticeship Training organisations end of June  Register of Apprenticeship Assessment Centres. Tensions on costs currently  **Contracting** No contract with SFA. It will be between TP and employer.  Framework agreement only.  Contract for non-levy paying employers  Likely to be April – March funding system, financial year  Contract will be different from April and will have a number of  different schedules  Sub-contracting arrangements not clear. Sub contracts will no longer exist for levy payers  Apprenticeships pre April 17 will stay as is currently  Funding – Funding bands discussed. Funding caps on levy and non-levy. It would be more commercially focussed engagement.  20,000 Levy payers but no published list.  Proportion of funding in English system and devolved administrations. Paul suggested members get in touch if issues arise.  Funds will be paid monthly from 1st April, but there may be a 6-7 week gap before any funding can be paid for.  TPs need to calculate what is in an employer’s levy account. Discussion took place about there not being enough money in an employer pot to pay for the training.  There would be other incentives for 16-18 yr olds  NI incentive payments for under 25s  SFA need to understand issues that occur through funding payments as the policy context might work against the funding system.  Challenge – No forum members have degree awarding powers. Paul was asked how the SFA were going to support and help develop links with Universities. Need to ensure partners are up for cohesive offer. Paul said that his team would look at this and encourage dialogue to start. Paul would like regular feedback from the Forum.  Non levy – Trailblazer standard model yet to be determined. 80/20 and 75/25 had been muted. Treasury still working up.  Digital Apprenticeship Service. End to end system. Geographical location a concern for employers searching for a Training provider. The ILR will drive everything. Both systems to eventually work through the DAS.  A concern was raised about the contribution from non-levy paying employers and about being audited if employer had not paid or it was in the system and could not be evidenced. Implications for staffing was also discussed in relation to collecting payments.  A levy payer has the control of when funding stops and starts, although there should be a contract between the employer and the TP. Can just stop funding if Apprentice does not perform etc.  Incentive payment – none micro businesses or 25+  16-18  19-24 care leavers  19-24 Education health plan  A question over Apprenticeship grant for Employers  A question over Additional incentive payment  What detail to expect by the end of June   * Funding bands * Framework standards * Contracting and procurement * English & Maths * Completion * Co-Investment rates * Level of Incentive payments * Eligibility new register * Eligibility rules   End October  Final version of the funding rules and rates  End December  Eligibility rules finalised  How calculate levy    Paul was asked about the provider register and Due Diligence. Details to be published later this month.  Paul explained that all employers with a pay bill of 3m would have to pay the levy including FE Colleges. Still consulting with the Industry training boards. |  |
| **7** | **Any other business** |  |
| **7.1** | Sandra Martland – question regarding LDD under the New Standards. These are treated now in much the same way as English and Maths - funded elements. |  |
| **7.2** | Raeleen clarified that nothing would be undertaken with Routes Puppets owing to time being place elsewhere. Attendees agreed. |  |
| **7.3** | Simon Clarke reported that one of the changes to the Qualification Achievement Rate (QAR) business rules for 2015-16 relates to learners on Planned Breaks in Learning. Any learners who were recorded as starting a planned break in 2014-15 who have not returned by R04 of 2016-17 will be treated as a withdrawal in the QAR. i.e. if providers have such learners this change will adversely affect success rates |  |
|  |  |  |
| **8** | **Date of next meeting – 21st September 2016 Myerscough College** |  |
|  | On behalf of the group Simon thanked all the contributors to todays meeting and thanked Anne Frear and Runshaw College for hosting the meeting. |  |