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| **Quality Improvement Sub Group**  **21 February 2017 Blackpool and the Fylde College**  **Present:** Simon Clarke, Chair (NLTG), Raeleen Duthoit (LWBLEF), Helen Fenton (LWBLEF), Tracy Landon (Accrington and Rossendale College), Katie Proctor (Myerscough College), Becky Coleman (Lancaster and Morecambe College), Valerie Armitage (T2000), Shirley Monks (Rathbone), Allan Openshaw, (Blackpool and the Fylde College), Paul Thompson (Blackpool and the Fylde College), Heather De’Ath (Blackpool and the Fylde College), Colleen McLaughlin (Blackpool and the Fylde College), Michelle Keeley (Burnley College), Sandra Martland (Blackburn College), Alison Humphreys (Preston’s College), Hannah Cutler (Burnley College)  **Guests:** Amy Stokes and Georgina Read (Forbes Solicitors) | | |
| 1. | **Apprenticeship Contracts**  Amy Stokes from Forbes Solicitors gave a presentation about Apprenticeship contracts. The slides will be circulated following the meeting. The following issues were discussed:-   * Amy confirmed that employers don’t have to have a separate contract to address the three key elements described in slide 8 – but these would need to be incorporated into their own agreements so that apprentices are “statutory apprentices” * Regarding wage for 16–18 year old apprentices who turn 19 – it is the employer’s responsibility to be aware of this. * Working time regulations – travel to and from work is NOT included in the 8 hour day/40 hour week, nor are breaks included. * “No night time working between 10pm and 6am” – there are some exceptions to this in the hospitality sector.   Any questions can be e-mailed directly to Amy Stokes [Amystokes@forbessolicitors.co.uk](mailto:Amystokes@forbessolicitors.co.uk)  Some discussion also took place about Employer/SFA contracts (see item 3.2 below) and Employer/Provider contracts. It was identified that it maybe beneficial for one contract to cover both levy and non levy paying employers (as on occasions employers may move between the two. | **HF** |
| 2. | **Apologies/minutes from last meeting/matters arising** |  |
|  | **Apologies:** Paul McGrail (Myerscough College), James Robinson (Preston’s College), Becky Tootell (Accrington and Rossendale College), Lee Lawson (Lancaster Training Services), Martin Talbot (T2000).  **Minutes from last meeting/matters arising**  Item 1.2  4.1 Information relating to apprenticeship contracts from Forbes Solicitors was sent with the  minutes.    5.1 Ofsted North West - on the agenda item 5.  2.2 Provider/employer contract – comments were requested for submission to AELP. This was done and is on the agenda under item 3.  2.3 SFA (Provider Management) Nina Ketcher and Sue Ritson attended the Forum meeting on 8th February to update members  2.5 DAS – in Martin Talbot’s absence Simon will feed back under agenda item 3.  2.7 Instructional videos/interactive resources developed at Myerscough College - Paul McGrail’s slides were circulated on 24 November.  3.1 Teaching, Learning and Assessment Practitioners Development Fund bid has been  progressed - agenda item 4  3.3 ASK Project. – RD has met with staff from Preston’s College this is now progressing. |  |
| 3.  3.1  3.2  3.3 | **Apprenticeship Reform**  Sandra attended the Nick Linford Levy update event in Leeds on 14 December 2016 which was interesting and informative and shared copies of her notes from the event. The notes and event slides will be sent out following the meeting.  Attendees thanked Sandra sharing her feedback and notes.  **AELP contract feedback from group** – the main comments received were that the contract was too long, burdensome and does not fit all organisations. Not all members were certain at this point in time which contract their organisation will use. Val reported that T2000 has a shorter document that includes payment schedules and agreed that this could be circulated to members for comments. Val will e-mail the document to Raeleen/Helen for distribution. It was highlighted that the requirement for 50% of the working time to take place in England will have to be carefully managed by some providers.  **Employer/SFA contracts** – it was agreed that it was unclear if the document at <https://www.gov.uk/government/publications/apprenticeship-funding-legal-agreement-to-enable-spending> related just to Levy paying employers. Raeleen will seek confirmation from Nina Ketcher (SFA Provider Management) about the extent to which Providers need to get involved with these contracts, and if it is only for Levy payers.  **DAS pilot update –** is now called “Apprenticeship Service.” Simon reported that Martin has produced a brief with instructions for employers and providers with next steps.  Raeleen added that in the next issue of Lancashire Business View there will be an article about Royal Mail who piloted the DAS. | **HF**  **VA/RD/HF**  **RD** |
| 4. | **Transforming Teaching Learning and Assessment**  Alison Humphreys reported that the Task and Finish group comprising Myerscough College, Preston’s College and NLTG have met and the bid was successful with the proviso that independent training providers are involved in the testing. Following on from this:-   * Survey monkey survey will be sent out next week via this group * Providers will be asked to look at the different types of formative assessments, podcast training etc. * Best practice guide on different types of assessment to be shared * To be completed by June.   Raeleen will put information on the members’ area of the Forum website including resources and podcasts. | **RD** |
| 5. | **Ofsted North West**  Simon circulated the notes from the NW FES Reference Group who met on 12th December together with his own notes from the meeting (these have already been sent to the group by e-mail).  These notes will be circulated again with the minutes. The next meeting will take place on 29th March. | **HF** |
| 6. | **QAR rates**  In most cases members reported that QAR success rates had dropped. Simon stated that nationally rates had dropped from 72% to 67% and observed that 67% was only 5% off the minimum levels of performance.  Two providers reported that after their achievement rates dropped last year they had addressed issues at that point and rates had increased this year. It was agreed that several factors contributed to such decreases e.g. train to gain learners, retention difficulties, long apprenticeships change in success rate methodology. |  |
| 7.  7.1    7.2  7.3 | **Forum update -** Raeleen distributed a paper, which will be circulated by e-mail following the meeting and included in the Bulletin, covering:-  Fair Train – members are invited to take part in research into the implications of developing long term placements as part of the new technical education pathways for FE.  AELP PowerPoint, number 3 of 4 on the Future Apprenticeships Support Programme, received from Cheryl Swales will be distributed following the meeting.  **The LOcHER project** – Raeleen will circulate information received from Dave Foy at Preston’s College and include a link to the relevant website in the Bulletin. | **HF**  **HF**  **RD/HF** |
| 8.  8.1  8.2  8.3  8.4 | **Any other Business**  There was some discussion about the ESS project awarded to Learndirect involving some members; Raeleen will take the comments and questions to the Steering Group meeting on 23rd February.  PREVENT – Simon commented that the PREVENT agenda appears to be developing with increased focus on making the information we deliver to learners more localised. Katie attended the Nigel Lund/T2000 training on 3rd February that was opened up to all Forum members, and said that it had been very interesting and informative. Simon is attending a meeting tomorrow and will report back to members for a possible future agenda item at this meeting.  Apprenticeship Funding Management document – the need for employers to keep evidence of “off the job training” was discussed, in particular whether or not hours should be recorded on an ongoing basis and checked regularly, or if providing an average up front is sufficient. It was agreed to add as an agenda item for the next meeting. Simon suggested a further agenda item – should providers look at credit checking employers?  New SFA contracts – there was discussion about the new contracts to start 1st May and if these will run alongside existing contracts which end in July. Raeleen thought this was included in an update from SFA Provider Management staff at a Forum meeting last year, and will check this out.  Simon thanked Blackpool and the Fylde College for hosting the meeting and Heather De’Ath for arranging the room and refreshments. | **RD**  **SC**  **RD/HF**  **RD** |
| 9. | **Date of next meeting – 25th April 2017 at Blackburn College’s Saturn Centre, Challenge Way, Blackburn BB1 5QB. (**The phone number for Reception there is 01254 292183, in case members have difficulty finding it). |  |