

**Quality Improvement Sub Group**

**20<sup>th</sup> June 2017 Runshaw College Euxton Lane Chorley**

**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), Lyndsey Monks (Preston's College), James Robinson (Preston's College), Pauline Pennington (Runshaw College), Paul McGrail (Myerscough College), Lee Lawson (Lancaster Training Services)

**Apologies:** Heather De'Ath (Blackpool and the Fylde College), Martin Talbot (Training 2000), Wendy Holden (Training 2000).

1.	<p><b>Apologies</b> – as above</p> <p><b>Minutes of last meeting/matters arising</b></p> <p>1. The slides from Forbes Solicitors presentation on 21 were circulated again on 4<sup>th</sup> May.</p> <p>3.2 T2000 draft contract was re-circulated on 4<sup>th</sup> May.</p> <p>2. TLA Focus Group Questions were sent again on 25<sup>th</sup> April.</p> <p>4.1 Evidencing off the job training is on the agenda under items 4 and 5.</p> <p>4.2 OneFile training on agenda under item 4.</p> <p>4.6 No feedback had been received from the group about the Employers page on the Forum website but Raeleen has had some comments from the Board. Raeleen mentioned that she had received a query from an employer looking to start a young person on a sewing apprenticeship but so far had not been able to help. None of those present offered such an apprenticeship.</p>	
2.	<p><b>Transforming Teaching Learning and Assessment</b></p> <p>Raeleen reported that the project comes to an end in July. The results from the survey have been received and collated and the primary research findings are on the Forum website. Training for assessors/trainers is taking place at Preston's College on 29<sup>th</sup> June from 9.00am to 12 and the keynote speaker is Ofsted Inspector, Tony Davis. Members were advised to check who will be representing their organisation and to book places quickly as 30 out of the 40 available places have already been taken. Raeleen will ask Alison Humphreys to provide a list of delegates. Following the training, all information and resources will be put on the Forum website and Alison will be preparing a final report which will be shared at the September meeting.</p>	<p><b>ALL</b></p> <p><b>RD sent 21.6.17</b></p> <p><b>AH Next Agenda</b></p>
3.	<p><b>Ofsted North West.</b></p> <p>Simon attended an FE Skills meeting on 12 June and went through his notes from the meeting which will be shared. Raeleen has now received Bev Barlow's notes and these will be shared via e-mail.</p> <p>Paul Holme will be obtaining a list of the new providers about whom Ofsted has concerns so that support can be offered.</p> <p>Colleagues were encouraged to upload SARs if they haven't already done so. The date for the next Ofsted FE Skills meeting has not been finalised but is likely to be in September/October time as ever if anybody has any queries they wish to raise please do so via Simon who attends this meeting.</p>	<p><b>RD/HF 21.6.17</b></p> <p><b>RD to liaise with Paul. Paul advised that he would send information</b></p>
4.	<p><b>OneFile training</b></p> <p>Lyndsey Monks from Preston's College was welcomed to the meeting in place of Alison Humphreys, and gave a very comprehensive guide to using OneFile specifically in relation to</p>	

	evidencing off the job and answered specific questions. Attendees thanked Lyndsey for attending and for sharing her expertise and knowledge.	
5.	<b>Discussion items</b>	
5.1	<b>Evidencing off the job training</b> – there was some discussion around the lack of clear guidelines from ESFA as to the kind of evidence they expect to audit and how much, and around what evidence could be produced for learners who aren't expected to attend college. It was agreed that this matter would be raised with Paul Johnson (ESFA) at the Forum meeting on 12 <sup>th</sup> July.	RD
5.2	<b>Additional Learning Support – logging and claiming</b> – Tracy asked how other providers logged and claimed for ALS. There were some different processes employed with some saying it was logged on Pro Monitor, and one using paper records. One provider didn't claim for ALS.	
5.3	<b>CPD Days</b> – Raeleen advised that there is some free training being offered on 30 <sup>th</sup> June by the LESE Partnership for delivery partners in the 'Moving On' and 'Access to Employment' projects. Details of how to book on such training were circulated with the agenda last week.	
6.	<b>Any other business</b>	
6.1	<b>Functional Skills</b> – some discussion took place about apprentices having to complete Level 1 and be studying for Level 2 and the issues around the timing of learners actually taking the L2 test.	
6.2	Raeleen asked who was attending the AELP National Conference on 26/27 June. Paul Holme (NWPN) will be attending; if members have any issues to raise they can be forwarded to Raeleen in the first instance.	ALL
6.3	At the next Executive Board meeting on 7 <sup>th</sup> July, the Board will be looking at business planning for 2017/18 and Raeleen will identify particular objectives for the QI subgroup.	
6.4	Bev Barlow will be attending the next QI sub group meeting on 19 <sup>th</sup> September. The group agreed that they would like some guidance from Bev on <ul style="list-style-type: none"> <li>o high quality off the job training and what evidence inspectors expect to see</li> <li>o relevant feedback from Ofsted Inspector Conference on 7<sup>th</sup> July</li> <li>o reviews – capturing and recording appropriate feedback</li> </ul> any other issues can be forwarded to Raeleen in advance of the meeting.	ALL
6.5	New General Data Protection Regulations will come in to force in May 2018 – it was agreed that the group would benefit from further information in this area. Paul McGrail can provide the name of a contact at CAPITA for invitation at a future QI meeting	Paul McGrail
6.6	Raeleen asked if providers could please supply some apprenticeship case studies that can go on the Forum website.	ALL
7.	<b>Date of next meeting: 19th September at Training 2000</b> Simon thanked Pauline and Runshaw College for hosting the meeting and for the refreshments.	