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| **Lancashire Work Based Learning Executive Forum**  **Data Sub Group Meeting**  **1.00 – 3.00pm, Wednesday 10th March 2021**  **via MS Teams**  **Present:** Tracey Hughes - Chair (JTL Training), Tim Cutler (LWBLEF), Cath Robinson (LWBLEF), Andrew Richards (JTL Training), Luke Swarbrick (T2000), Clare Abram (Blackpool & The Fylde College), Jill Nelson (Lancaster Training), Annette Snailham (UCLan), Lisa Jackson (Lancaster & Morecambe College) Martyn Wright (NLTG), David Gregson (Lancaster University), Louise Hodgson (Nelson & Colne College) | | |
| **1.** | **Apologies** |  |
|  | Pat Haslem (Myerscough College), Victoria Nixon (Springfield Fuels) |  |
| **2.** | **Minutes of the last meeting/Matters Arising** |  |
| **2.1** | **Minutes of the last meeting**  The minutes of the previous meeting were agreed as a true and accurate record. |  |
| **2.2** | **Matters Arising**  4.2 Members emailed details of challenges to TC for collective communication with ESFA  4.3 TC to push for ESFA data rep to attend future meeting - ongoing  5.1 LSECT slides were not available for circulating amongst members |  |
| **3.** | **Forum Manager Update – Tim Cutler** |  |
| **3.1** | **ESFA Audit overview**  TC took members through the presentation.  Annette Snailham pointed out that UCLan have been told to expect an inspection from April.  CA - new commitment statement if app goes beyond planned end date? TH yes as always needs to be an agreement in place.  EPA achievement and evidence retaining, are other orgs able to get certify or using evidence from EPAO? AR -using EPAO paperwork. If app on BIL and made redundant on BIL would 75% rule kick in? All agreed a Service Desk question. CA to share feedback from that | **CR to forward slides to all members**  **CA to feedback from enquiry response** |
| **3.2** | **Impact and Challenges**  Sent out request few weeks ago and responses received. Full Northern response submitted and considering writing to local MPs. TC asked for responses from members | **All members to feedback on the impact** |
| **4.** | **Member updates/feedback** |  |
|  | Tracey Hughes informed members that JTL Training are currently undergoing an audit and agreed to give an overview at the next meeting. | **CR to add to the agenda** |
| **5.** | **Any Other Business** |  |
| **5.1** | **Apprenticeship Agreement – Jill Nelson**  Discussion took place about Apprenticeship Agreements and in what instances a new agreement should be created, some uncertainties about if this is required to be changed for certain scenarios, in particular change of circumstances and dates.  TH send content to TC for querying with ESFA. |  |
| **5.2** | **20%OTJ – Jill Nelson**  JL asked about the recording of OTJ, TC suggested recording this on the progress review if not using e-portfolio platform and emphasised the importance that the learner has recognition of when they are covering this. Also using registers/ evidence of attendance support by the scheme of work. |  |
| **5.3** | **Initial Assessments – Jill Nelson**  Deferred |  |
| **5.4** | **Signing of document – Jill Nelson**  JN asked whether the Commitment Statement should be signed on or before the learner start date. Discussions took place and all agreed that documentation signing is a struggle at the moment as a lot of sign ups and learning are still being delivered remotely. |  |
| **5.5** | **State Aid – Sabrina Dewhurst**  Members thought this was no longer relevant since the Age Grant coming to an end. |  |
| **5.6** | **TAS Incentive payments – Sabrina Dewhurst**  TC will communicate this to contact at the ESFA. |  |
| **5.7** | **Training Services Agreement (AOC document) – Lisa Jackson**  Lisa Jackson reported that Lancaster & Morecambe College has received Template Apprenticeship Services Agreement /Training Service Agreement sent by AOC and asked if other organisations had received these and what they were doing with them. TC asked for a copy to be emailed to him and will speak to Andrew at ESFA. | **TC to fwd to Andrew at the ESFA for clarification** |
| **6.** | **Date of the Next Meeting** |  |
|  | 10.00 – 12.00pm Wednesday 16th June 2021 |  |