



DELIVERY PLAN

LLN H&W Plan for the delivery of the Aims

The overall aims of the LLN

- 1 To increase the numbers of students entering higher education with vocational qualifications
- 2 To increase the number of part time students entering higher education whilst continuing employment
- 3 To help the target groups of students succeed in higher education
- 4 To facilitate a change in the design and delivery of curriculum in H & W to meet the needs of the target students
- 5 To involve employers in the development, design and delivery of curriculum where possible
- 6 To provide a bridge between FE and HE for students, staff, employers, institutions
- 7 To assist in the provision of clear information for all interested parties in the region
- 8 To provide a wide-ranging network and infrastructure of communication

The LLN Team will work within the following principles:

- To ensure that the LLN covers both counties
- To ensure that the LLN operates on behalf of each partner institution
- To limit the cost of a core team, whilst maintaining a person-centred approach which ensures that appropriate links are made between the themes
- To fund a number of projects which may address particular concerns of one partner, but which can also assist the development of practice for all partners
- To embed the work within the partner institutions

Outcomes	Outputs	Targets for 2007	Achieved in 2007	Targets for 2008	Achieved in 2008	Targets for 2009	Update
An increase in the number of target students	Students on LLN designated courses	100 FTE	124 ASN achieved 36.5 not contributing to ASN	140 FTE	159 ASN year 1, 252 in total 512 not contributing to ASN	150 FTE	Figures not yet in
	Progression Agreements	5 agreements	Not achieved due to late recruitment of member of staff. Target transferred to following 2 years	12 agreements covering 50 students	12 approved	13 agreements covering 60 students	33 agreements signed or in development, involving 17 institutions Potential to cover approximately 1100 students
An increase in the number of courses delivered flexibly	New and Revised courses, and accreditation of training	5 courses	Projects approved for 7 new courses, 1 package of modules and 1 accreditation of modules, plus revision of 3 courses	8 courses	Projects approved for 18 new and revised FDs, HNDs, MSc, top ups, short courses	15 new or revised courses, 3 accreditation	Projects approved (by July) to develop 3 new cpd, 9 new FD, 3 new Masters level courses
Improved communication between partners leading to better information for all	Projects	3 completed	20 projects approved with 13 organisations. 3 completed	10 completed	48 projects were approved during the year 12 have been completed	15 completed	32 projects were approved during the year, with 15 partners Areas: 18 curriculum development, 6 learner support, 6 e learning, 2 research 24 projects completed
	Development of Wider Horizons	First version	First stage built	Second version	Development involves executive group made up from reps from colleges and JISC, and marketing advisory group. System fully operational Now have 7 taster courses fully online and 1 in design. Plan to have taster course for each FD &HND by end 2009 – ongoing need enthusiastic input from partners. User testing now underway Portal provides information on local opportunities for potential students as well as a means by which current students and staff can communicate within the region Marketing group set up and meeting regularly E-portfolio system now fully operational: Mahara	Complete user testing and market to users	WH has been promoted to approximately 20 times to groups/ individuals between Jan 2009 and Sep 2009 Some preliminary user testing was carried out early on in the development: 13 users completed online questionnaire including 7 from RNCB 1 user from RNCB completed a usability test of Mahara 15 students user tested the IELTS taster course (class environment) Based on the data from the studies the logging in interface was modified to make it easier to use. There are now almost 300 Moodle users and 100 Mahara users signed up to the system.
	HE Fair	500 attendees	400 attendees	600 attendees	550 attendees at fair 21 October 2008	700 attendees	900 registrations prior to event

	Staff Development Sessions	30 participants	Staff development sessions on EU funding (25) also e learning conference (30) and health workshop (16).	100 participants	Admissions Tutors regional conference (60) 2 Sessions on 14-19 diploma (40) Participation in Next Steps Advisors training (20) Learner Support conference (20)	100 participants	Diploma conference (61) 7 stakeholder events for development of health-related curriculum (15 employers) Technology-related (29) Total including all forums 187
	Annual Conference	50 attendees	90 attendees	50 attendees	To be held 27 th January	50 attendees	77 attended last year
	Initiation of Fora	1 group	Leadership and management Advisory group set up	2 groups	Held Employer engagement and International meetings	2 Further meetings	2 meetings of Leadership and Management Advisory group, 2 meetings of engineering group, 3 meetings of Arts group in academic year. FD Health and Social Care curriculum development group. APL workshop 4 meetings of Employer engagement Group and Sub group
	Research projects	3 pieces of research	Market research into cpd Market research into health Number of courses and students in Herefordshire	5 pieces of research	Research into progression Research into learner support Research into number of students and courses in Herefordshire Baseline data study Demand in Tourism	5 research projects	We have updated the HE for Herefordshire Research for 2005/6, 2006/7 & 2007/8 to include FTE's. The research looking at Tracking the Success of LLN Learners for 2007/8 has been completed. The research looking at Tracking the Progression of Level 3 Vocational Learners into Higher Education within H&W has now been updated to include Academic Year 2007/8. Report includes analysis of trends within the data. Research into attitudes to HE amongst year 11 and year 12 students in Herefordshire. The first two will be extended to include 2008/9 next year
	Case studies of achievements of real students			10 case studies	Proposal to pay journalism students to write up 10 case studies, as this not possible – LLN team to develop an on-line questionnaire to send to students who had initially agreed.	10 case studies	10 case studies completed and uploaded on Wider Horizons An additional 4 employer case studies on WH Project to develop 20 audio case studies

LLN H&W Plan for the theme of Curriculum Development

Contribution to the overall aims of the LLN

To provide evidence of our overall achievement for Increasing the number of Vocational part time learners into HE and Working with partners, students and employers to develop a needs-led curriculum and delivery model

Outcomes	Outputs	Targets for 2007	Achieved in 2007	Targets for 2008	Achieved in 2008	Targets for 2009	Update
Identification of existing provision in health and social care, leadership & management, and Sport, tourism, heritage, culture & Media across Herefordshire and Worcestershire	A map of existing curriculum provision	It is expected that this activity will be completed by July 2007	Draft curriculum maps being used in pilot project with councils and aim higher. This activity has been completed and information has been disseminated across the region to providers. The maps have been well received and highlight existing provision and current gaps in the provision at the different levels.	Monitor Changes in the curriculum	<p>Health The curriculum maps continue to provide information about progression into and through HE. A project involving the University of Birmingham will identify opportunities for progression between the two universities and will identify opportunities for curriculum development. This project is now complete and a number of potential progression opportunities are being explored in Health and Sport. The final report has been sent to Birmingham/Worcester Strategic Group for their comments.</p> <p>Leadership & Management The curriculum map has sparked research into mode of delivery which in turn has resulted in 1 project proposal to set up a course involving some distance learning, and 2 to add distance learning into existing courses. Work completed on mapping professional qualifications – 2 progression agreements have been completed.</p> <p>STHCM Mapping has resulted in survey to college staff and</p>	Monitor changes in the curriculum and update maps	<p>Health and social care. All curriculum maps in Health and social care have been up-dated. A map of provision of Birmingham, Open University and Worcester courses has also been updated.</p> <p>Leadership & Management Progression Agreement covering all related professional qualifications. Draft progression charts for each specialism provided to partners for their use with students</p> <p>STHCM All curriculum maps have been up-dated, and mapping of provision of Birmingham, Open University and Worcester has been incorporated.</p>

					students to identify demand for new courses. Tourism has been identified as an area with very little level 4 provision in the region. Arts mapping has led to new curriculum development and discussion of collaboration between partner institutions		
Identification of new provision in Health & Social Care; Leadership & Management and Tourism & Sports across Herefordshire and Worcestershire	<p>The production of an action plan following the workshop which will establish the range of courses required by employers in each curriculum area, leading to new courses Set up a Leadership and Management Advisory Group to steer activities and agree projects in this area.</p> <p>Market research to establish curricula needs of vocational learners.</p>	<p>Workshop and Action Plan in health</p> <p>Advisory Group to be established for Leadership and management and new provision planned</p> <p>Research and analysis to be completed by July 2007</p>	<p>Workshop conducted in June with 16 participants. Way forward agreed. The workshop highlighted a number of gaps in provision and also demonstrated the need to work collaboratively across the two counties. A new Stakeholder Board for Health and Social Care has recently convened and this board will review the way forward for training within the health and social care sector. EDW has contacted the chair of this group and asked if the LLN might have representation. The Advisory Group has been established and 5 projects approved, of which 4 involve working with employers and or professional bodies</p> <p>Project proposal to Steering Group in July. The survey has been completed for health and the results will be disseminated across the region. Research also approved for entrepreneurship in Hereford, and major research into needs of part time learners, micro and public sector employers.</p>	Validation of two new courses and the re- design of three existing courses in each curriculum area.	<p>Health & Social Care The LLN is part of a Task and Finish group involving the Strategic Health Authority, Sector Skills Councils, Foundation Degree Forward and employers across the county on the development of Fds in Health and Social Care. These courses will be validated 2009 and ready for delivery September 2009. A consultation event will take place at Herefordshire College of Technology in July. The outcome of which could support the conversion of their current HND Counselling to an FD with a BA Hons Top-up available from 2009/10. The event yielded very positive support for the development of the FD Counselling. A project manager has been appointed and work on this programme has commenced with a validation date for June. FD in Spa Management (GC) due for validation in July 08. The Spa Management has recruited a small cohort of students and numbers are expected to increase for 2008/9. There is interest at Worcester College of Technology to develop a similar programme. Contact with Briony Williams has been made.</p>	<p>Continue involvement with Sector Skills Councils and Strategic Health Authority in Health & Social Care.</p> <p>Use of Market Research to identify gaps in provision for Sport, Tourism, Heritage, Culture and Media and development of new courses.</p>	<p>Health and social care. The University of Worcester in partnership with the LLN has recently won a bid to develop a FD in Learning Disabilities. The process is being monitored by Skills for Care. The LLN continues to have representation on the Skills for Care Workforce capacity Board. The LLN is also represented on the board of the sub-regional partner ACT</p> <p>STHCM Market research in tourism (2008) has led to development of suite of programmes in tourism at UW. Past and ongoing market research in Arts has led to review and revalidation of provision within partner colleges, particularly HCA, NEWC and UW, and new provision in EMHC, UW and WCT. Market research in Sports – has led to project to develop CPD opportunities for PE teachers. Currently market research in Land based studies may lead to new HE provision at HCT and UW. Market research in Equine studies to assess employer needs, learner needs and gaps in HE provision.</p> <p>Validated 08 FD Leadership & management (HCT) FD Business (WCT) Modules with Leadership Trust</p>

				<p>Cert HEs in Mobility, Rehabilitation and Communication (RNC) validated Leadership & Management Validated: BA Leadership & Management (UW) FD Payroll (WCT) FD Business Management (NEWC) ENVQ Level 4 Event Management-running (EMHC) FD Local Gov admin (WCT) FD Food quality & Safety Managt (PC) Due to be validated by Dec 09: Due to be validated for Sept 09 start: FDs incorp profess quals (EMHC) Short courses for employers (UW) Plus many courses under other areas have management elements STHCM LLN has facilitated meetings and assisted proposal writing within the curriculum area. Research has been commissioned that will assist in curriculum development.</p> <p>Validated: MSc Outdoor Education (UW & HCT) Due to be validated for Sept 09 start MA Art Therapies (UW + Trust) FD Design (HCA) FD Arts Management (HCA) FD Music Management (KC) FD Fine Art Craft (EMHC) FD and Top Up Performing</p>	<p>HND Sports Performance Coaching (TCAT) FD Health and Social Care (UW, GC, LC, HCT, HC) Spa and Beauty Management (NEWC) FD Early Years (LC) FD Counselling (HCT) FD Fashion and SurfacePattern (WCT) Performing Arts FD and top up (HCA)</p> <p>Due to be validated in 2009 FdA Arboriculture and Horticulture Post grad Applied Sport and Exercise Psychology MSc in Basketball Coaching (European) BSc Equestrian Sports performance and Coaching</p> <p>Plus another 21 curriculum development projects: Distant learning AMSPAR (EMHC) FD Fine Art craft: EMHC Vocational pathways into HE (EMHC) FDs Design (HCA) FD Arts Management (HCA) FDs in rural, land based (HCT) FD Music Management (KC) BA Sports Tourism (UW) FD Computing (EMHC) FD Art and Design (LC) FDs in Expressive arts (NEWC) FD Salon practice (WCT) CPD for PE teachers (UW) CPD for Arts (HCA) FD Learning disabilities (UW) FD Long term conditions (UW) FD Maternity Support Worker (UW) FD Operating Theatre Support Worker (UW) PG Cert Creative therapies (UW) FD Applied Art & Design (NEWC)</p>
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					Arts (HCA) HNS Sports (TCAT) Courses for employers in creative industries (HCA) Accessible HE for land based employers (HCT) Music Industry (KC) Research into demands for sport and tourism courses underway. Research also underway on demand for Fd and top up in Engineering		
The provision for the region of more flexible and accessible range of courses and modules	Development of new and redesigned courses delivered in a more flexible and accessible manner	Analyse market research data to establish preferred learning patterns required by vocational learners and feedback to relevant Curriculum Directors	This research is complete and report is available on the LLN website	Health and Social Care=4,*3 Leadership and Management=3, Sports, Heritage, Media and Tourism=3	Evesham college will submit a project form to the steering group for this round of funding which if agreed will facilitate the conversion of an existing paper based Practice Managers Award to an online programme thus increasing the potential to recruit higher numbers of students from around the country. Preliminary findings from the activity reveal that demand for this programme may not be as great as previously anticipated. However, there is potential to develop a regional or sub regional approach to the design and delivery of this programme. Many of the project proposals include flexible delivery, blended learning, weekend workshop delivery. Many also include discussions with employers which will also cover delivery. EGs for L&M EMHC: ENVQ and FDs with prof quals WCT: FD Payroll and FD Business UW: short courses for employers	Health and Social Care=5, Leadership and Management=5, Sports, Heritage, Media and Tourism = 5	All: Development of degrees in professional practice through Work Based learning at levels 4-7. The frameworks of modules and generic courses due for validation by December 2009. It is planned that these will be offered at FD, BA and MA levels, in both the generic and specific forms. The team have commenced working with partners to develop new awards making use of these frameworks e.g top up for Fd Payroll. These awards are about the work place and are studied in the work place. Involvement in development of HE for Herefordshire bid to develop flexible and accessible delivery of HE in area of under-provision. In addition Health and social care. The FD Health and Social Care has been re-designed and pathways into mental health, learning disabilities have been developed. A new FD Counselling has recently been validated and is due to start in September. The development of the level 5 online Practice Managers Award at Evesham is underway. The Work-based learning FD and

					<p>HCT: Management qualifications WCT: service sector Management HCA: employer engagement in creative industries KC: working with music industry PC: conversion to blended learning & chunks NEWC: FD Business Management RNC: Cert HEs mobility etc HCT: accessible HE land-based courses</p>		<p>MSC framework is also complete and individual modules have been agreed upon at a preliminary Approvals meeting. It is anticipated these awards will be ready for an Easter start. All of the awards include a substantial amount of flexibility and take a blended approach to delivery.</p> <p>Leadership and Management. HCT and WCT have projects looking to insert more blended learning into their HE business provision. UW has a project to develop online induction for their students following flexible pathways</p> <p>STHCM. E-mentoring project in creative arts allows access to work based mentors. CPD and basketball coaching taught through short courses and by distance learning.</p>
Accreditation of Health and Social Care, Leadership and Management and Sports, Heritage, Culture and Tourism modules	Health and Social Care=2, Leadership and Management =2, Sports, Heritage, media and Tourism = 2	<p>Project plans for new courses to be delivered in innovative way. Development & validation of 2 modules for West Midlands. Meetings with private training providers and sector skills councils. The re-design of the Foundation degree Health and Social Care is currently in progress. The LLN is currently leading on the accreditation of the Registered Management Award. EDW is also working with the Institute of Health on the accreditation of In-House training within the Worcestershire PCT. Project approved for the</p>	Health and Social Care =2. Leadership and Management = 2. Sports, Heritage, Media and Tourism =2	<p>Health and Social Care The Institute of Health, Social Care and Psychology have awarded the NVQ 4 Registered Management 75 credits towards the FD Health and Social Care. The Business School will also APL this award against their Certificate in Health Service Management. EDW continues to work closely with the Sector Skills Councils and the Strategic Health Authorities on the design of a needs-led FD Framework. This work continues and a consultation event is arranged for the 15th February. A validation date for June has been arranged. Leadership & Management</p>	To work with 3 organisations to access the possibility of accrediting modules.	<p>All: Development of framework and modules at L4 – L7 in professional practice for delivery through work based learning.</p> <p>Health and social care. Work continues with Hereford PCT and Herefordshire Public Service Trust on the accreditation of In-house training. Work with Worcestershire Acute Trust has now closed following a detailed review of its appropriateness.</p> <p>Leadership and Management Detailed mapping of all professional qualifications and their routes into HE</p> <p>STHCM.</p>	

			accreditation of training provided by The Leadership Trust (a private training provider working with large companies). No accreditation plans yet for final area		Plans for accreditation of modules with the Leadership Trust by Dec 09 STHCM No accreditation activity to date		Accreditation of Masters in European basketball coaching qualifications in basketball to recognise and accredit existing coaching qualifications. CPD modules and short courses for PE teachers. Accreditation of bridging activities?
Increase employer engagement in LLN activities within each curriculum Theme	Meet with relevant and appropriate employers and training providers including FE and HE managers.	Health and Social Care = 20	Achieved 35 with Health & Social Care. EDW is continuing to make contact with smaller training providers across the counties through the Association of Care Trainers (ACT). EDW to increase activity with this group in the New Year. EDW continuing to work with the PCTs and Acute hospital Trusts. EDW has been involved in brokering a relationship between a Cognitive Behavioural Therapy (CBT) provider and the PCTs across the two counties. The organisation has won a bid for funding from the Training Hub for Operative Technologies in Healthcare (THOTH) to set up a pilot with the two PCTs to deliver online CBT Training. Initial feedback is very positive.	Health and Social Care = 17	EDW continues to meet with existing partners and generate new contacts on a regional and sub-regional basis. EDW has been asked to join the Board of the Association of Care Trainers. EDW and the 3 other WM LLN Health leads have formed a task and finish group with Skills for Care to support the delivery of the FD Social care Framework. EDW and the Staffs LLN Health lead are working with Foundation Degree Forward (FDF) and key agencies on the design and development of the FD Health and Social care Framework. EDW continues to broker relationships with Clarity Training and FE and HE providers in the region. Projects used to fund colleges to directly liaise with employers eg: NEWC: Business UW: Business KC: Music HCA: Creative industries HCT: Land-based PC: FD Food database WCT: FD Culinary skills database EMHC: ENVQs Research project with 54 employers in Herefordshire Meetings with Skills for Health,	Approve 10 projects involving Employer Engagement Develop an action plan as a network response to our Employer Engagement Research in Herefordshire	All 12 new curriculum projects involving employer links Good progress made with employer engagement action plan. Development of area of web for employers, development of 'reasons employers should engage with HE' Work with and guidance produced for, brokers Consultants engaged to research employer requirements in urban North Worcestershire Health and Social Care <ul style="list-style-type: none"> Health and Social Care employer involvement in design of FD Health and Social Care Series of meetings to be held in October 2009 across the region with social care employers to establish curriculum framework for FD in Learning Disabilities and Long Term Conditions Meeting with employers to establish framework for FD Maternity support worker and Operating Theatre support worker Joint conference with Skills for Care and regional LLNs for employers across the West

					<p>Skills for Care HIT training providers, plus HGTA</p> <p>We have held 2 meetings of all employer engagement managers at FE and 6th Form colleges, Training Providers Association and 3 Counties consortium to take place in July to discuss employer engagement strategy. Employer engagement action plan has been developed</p>		<p>Midlands to establish need for Higher level skills within the social care workforce</p> <ul style="list-style-type: none"> • Design and development of Bridging programme for Cadet nurses at Hereford Primary Care Trust • Supporting a project to enable the university to develop a Birth Companion programme for the National Childbirth Trust <p>STHCM. Employer engagement activities funded through HCA to look at small and medium sized employers in the arts. Employer engagement activities in the art – through recruitment of work place mentors for electronic mentoring.</p>
		Leadership and Management = 10	Achieved 20 with leadership & management,	Leadership and Management = 15			
		Sports, Heritage, Media and Tourism = 8	Achieved 2 meetings concerning sport, tourism, heritage, culture and media	Sports, Heritage, Media and Tourism = 15			
Attendance at workshops	Invite 7 employers to H&SC workshop		<p>Invited 15 employers, 6 came.</p> <p>The recent LLN conference and workshop attracted 7 delegates. The majority of whom were university staff. EDW to link with the local Stakeholder Board to seek LLN representation.</p>	Maintain strong relationships with employers, through meetings, conferences and workshops	<p>Stakeholder event to discuss HE Counselling courses to take place in July.</p> <p>This activity is complete and work is underway on the development of the FD</p>		<p>Employers have been engaged in workshops and seminars to consider the HE for Herefordshire submission.</p> <p>3 stakeholder events for development of FD Health and Social care</p> <p>Stakeholder event for Learning disabilities</p> <p>4 regional events for Social Care framework (with Staffs LLN, staffs Uni and UW)</p> <p>Events for FD Obstetric Theatre,</p>

							and meetings with SHA on development for Maternity Support workers
	Links on Wider Horizons	Upload relevant information onto website	Website live 12th July. EDW to continue to provide technology co-ordinator with relevant and up to date information EDW to develop a new communication strategy which has maximum impact.	Ensure website information is up-to-date and relevant		Develop the Employer page on Wider Horizons	Page for employers and brokers in draft, due for completion by end December 09
	HE Fair Attendance	Employers to be invited to attend the HE Fair	The HE Fair went ahead. A success can be reported in terms of attracting schools to the event. Two employers had stands	Continue to involve employers in matters of Higher Education across the two counties	Paramedics, police, army, NHS, all attending the HE Fair as employers	Continue to engage with employers across the three vocational areas Involve 5 employers in HE fair	15 employers have been signed up for the HE Fair on 21 st October
An increase in the number of Vocational Learners in Higher Education	Increase number of students on LLN courses	Health and Social Care = 60	Return for ASN has 65 health & Social Care, 57 Leadership and management , and 30 sports students Plus 36.5 FTE not contributing to ASN	Health and Social Care = 50	Dec 08 53 FTE	Health and Social Care = 50	Revised figures for 08/09= 88
		Leadership and Management = 20		Leadership and Management = 40	Dec 08 63 FTE Plus 325 FTE not contributing to ASN	Leadership and Management = 40	Revised figures for 08/09=583
		Sports, Heritage, Media and Tourism = 20		Sports, Heritage, Media and Tourism = 50	Dec 08 42 FTE	Sports, Heritage, Media and Tourism = 60	Revised figures for 08/09=92
	Contribution towards development of Work Based Learning Provision						Involvement in meetings regarding development of WBL model, courses and infrastructure

LLN H&W Plan for the theme of Learner Progression and Support

Contribution to the overall aims of the LLN

To negotiate progression and credit agreements, with specific bridging support packages, which students and advisors understand

Outcomes	Outputs	Targets for 2007	Achieved in 2007	Targets for 2008	Achieved in 2008	Targets for 2009	Update
More students continue their journey of education throughout the region	Progression agreements between courses in H&W	5 draft agreements	Principles for agreements and draft proforma for Progression Agreement produced. Meetings held with: Worcester Sixth Form, WCT, JW, RNC, HCA, KC, Solihull, Ludlow & Gloscat First meeting with Birmingham has taken place. Discussions also with 2 other LLNs re: engineering. Curriculum mapping provided the data to help identify potential progression routes or gaps. Has been used by Worcester Business School to aid marketing of courses to Fe colleges and Sixth forms.	10 agreements; 50 students	A wide variety of agreements are being developed, through discussions between sending and receiving institutions. There is no 'standard' format: some are between individual courses at two institutes; others involve a number of sending institutes; one set of agreements will involve a two-way flow of students, each institution being both sender and receiver dependent on the courses involved. Each agreement is unique to the route and we have a spreadsheet that maps what is happening and ensures management of this complex process.	13 agreements; 60 students	33 agreements in total, signed or in development, some of them group agreements, covering 17 institutions Potential to cover approximately 1100 students
	Progression agreements between courses in H&W and the West Midlands			3 draft agreements	Engineering discussions have now started. The Midlands LLNs meet regularly to share information and approaches and as a result this may lead to region-wide use of routes (eg. Registered Managers Award NVQ4) but locally applied.	5 agreements; 25 students	Development of broader progression agreements covering a particular subject, including a range of colleges within and outside of the two counties. Engineering agreements in development.
	Meetings with progression staff in W Mids LLNs	2 meetings	Two meetings held to share information and approaches. Two national progression meetings attended.	3 meetings	There are now regular meetings every couple of months of the progression and credit group and ad-hoc discussions occur frequently. Professional mapping to be discussed to consider a West Midlands agreement.	3 meetings	Continued attendance at West Midlands Progression Groups.
	Workshop within the region on progression agreements	1 workshop	RJP Attended one meeting organised by Regional LSC. Another TBA in new year	2 workshops	Held a progression discussion at regional LLN conference September 24 th this involves both East and West Midlands LLNs.	2 workshops	Workshop on progression from 14-19 diplomas held in June 09. This was the start of a project with both local authorities looking at this issue.

Students can move between institutions and have credit recognised	Students have information on APL and APEL procedures used by different institutions		'Conference' planned for admissions staff in new year. Research to be done on admissions process (including APEL)	Links to information from all sites via OOOE Conference with admissions staff in Health and Social Care	Conference for admissions staff held, which included information and discussion around APL/APEL Info on APL / APEL on wider horizons	Guide to APL/APEL	Guide to APL/APEL put onto Wider Horizons. Working group to look at best practice in APL/APEL held in July 09.
	Accreditation of any appropriate modules not currently credit rated	Identification of any suitable modules	Current discussions with Leadership Trust and UW Business School	Assistance of modules through accreditation process	Agreement has been reached in the UW APL committee to credit modules from the Registered Managers Award NVQ4 for the first year of Foundation Degree Health and Social Care. This constitutes part of a Progression Agreement between a number of sending and receiving institutions.	Produce a map demonstrating volume and level of credit for professional qualifications within Leadership and Management and Sport, Tourism, Heritage and Coaching Qualifications	Maps completed for 'business' professional qualifications. Not possible to complete for sport coaching given changing qualifications.
	Agreements that 3 HEIs in LLN will accept credit from modules validated by other HEIs in network	Initial meetings with UW, U of B and OU	Discussions started with Birmingham and Wolverhampton.			Through the West Midlands Progression and Credit group discussions are on-going. A project has been commissioned by BBSLLN to explore credits. General agreement with partners for the acceptance of each others qualifications as 'credit', but no specific agreements as yet.	
Better information for students in the region	Development of Wider Horizons (see later section)						
	Support for those providing IAG in conjunction with Aim Higher					5 Meetings with IAG providers	Attendance at regular Council and AimHigher meetings and regular liaison with these two organisations who are taking the lead

Students move successfully from one course to the next level	Specific bridging packages for each progression agreement	Discussions re package of support for each progression agreement	Tracking research likely to identify current practice and potential gaps. Discussions to develop progression agreements included identification of entry criteria including the need for 'bridging'.	Bridging Support Package for each PA	Entry criteria are being discussed with each progression agreement being developed. Where it is appropriate 'bridging support' will be agreed.	Bridging Support identified as required for each package for each PA	Separate bridging project underway to work with partners to develop, test and evaluate different bridging methods.	
	A better understanding of support interventions	Meetings with partners to discuss nature of courses	Tracking project agreed and started November, involving 5 FE colleges and 1 Sixth Form College. Need identified and specific project underway for on-line packages. Project support for Worcester 6 th Form College for a support programme associated with BTEC Business course.	1 electronic bridging course developed and put on OOOE	Workshop held 4 th September to share information and discuss the issues around 'Learner Support'. This included pre-HE activities, induction and on-going support in HE. Project feedback will also feature in this workshop and provide a basis for discussion. Report being compiled from this workshop and the results of research and information gathering from the group.	To develop a Network Wide action plan in response to the Tracking Project	Information disseminated. See bridging project above. Retention workshop planned for the spring.	
	Meetings with each partner to map learning support available in the region	Meetings completed	Meetings taken place June/July, planned 'conference' in new year		This is a continuous process through the projects agreed and regular contact with learner support staff.		NA	NA
	H&W workshop to identify additional learner support required and agree plan for delivery	Workshop planned		Workshop held and action plan agreed and implemented	See above workshop planned.		NA	NA
	Project report on barriers to progression and accompanying action plan	Complete project and feed into workshop above	Survey forms completed with one college end June. As a result the tracking research has started.		NA			NA
	Improved figures for recruitment, retention, achievement, and		Work in progress: established research questions	Establish baseline for students with vocational quals and interim report			Improve on baseline by 25%	Retention: completed research on tracking students on LLN courses through their studies for first time. Showed 88% retention Recruitment: completed research on numbers of students in our

	progression			on 'tracking' project			subject areas. Increased from 2061 to 2369. Further trends analysis planned.
In conjunction with Aim Higher better informed advice and guidance officers in the region (including careers, schools, colleges, universities, Aimhigher)	Working communication channels via Wider Horizons					To set up a discussion forum	
	Meetings of key staff	Meet representatives of different groups, attend any existing meetings	Meetings taking place in June and July RJP involved with meeting at LSC, which has lead to regional conference of IAG people to clarify and consider future actions Two national meetings attended.	Hold 3 joint meetings	New contractual arrangements have now been agreed nationally for the providers of IAG and it is now possible to meet to discuss this area. Meeting 27 June with Worcs County Council, connexions, Aimhigher, Next Steps to discuss cooperation and collaboration prospects. RJP meeting with newly appointed Worcester CC IAG manager, also continues to be involved with AimHigher, etc particularly with the development of an A to Z guide for learners.	Hold 3 joint meetings	Attendance at meetings with AimHigher and Local Authorities. Conference on 14-19 held
	Staff development sessions	1 staff development session	Not yet planned	5 staff development/information sessions	RJP contributed to the CPD for Next Steps advisors. Two CPD sessions held for UW staff on the 14-19 Diplomas. RJP invited to present to education staff re: Diploma developments and LLN activity	5 staff development/information sessions	Diploma: Pathway to HE conference (61) including Connexions, consortia staff and HE IAG sessions to group of 12 students at WCT and 90 parents and students at LC
	Conference/workshop	Plan workshop/conference	Not yet planned, will follow individual meetings	Hold workshop/conference	Awaiting discussions with Worcester CC IAG manager	Hold workshop/conference	Not held as agreement that LA take the lead in this area.
Facilitate HEI involvement with the 14-19 Diplomas	Participation in Diploma Consortia meetings Identify and coordinate with appropriate HEI staff	N/A	RJP a member of the South Hereford Consortia. EDW and RJP to participate in Consortia managers meeting RJP to research the 'Pathway' LLNs	Continued involvement with Consortia meetings Identified people in HEI	Meetings held with consortia teams. Diploma leads have met with computing department at UW Art, Humanities and Media staff met with the Creative and Media Diploma lead from ContinU (Wyre Forest). Agreement to work together on curriculum, activities and use of UW resources. RJP met with Jerry Temple-Fry	Identify actions from mapping Set up Progression Agreements	Diploma: Pathway to HE conference held 30 June 09 attended by consortia members, Connexions staff and HE staff from UW, Birmingham and Wolverhampton University

					(Worcester CC) to discuss a 'county wide' approach to collaboration – an LLN project may be developed to link with progression from Diplomas		
Train to gain level 4 advisor (LSC)	Ensure information about level 4 is made available to the Level 4 advisor (when in post)	N/A	NA	Meetings with colleges and Train to Gain advisor		TBA after initial consultation	Segmented Guide for brokers developed. Working with other 3 LLNs held briefing sessions for Business Link. Produced 4 case studies. Draft leaflet for employers on HE.

LLN H&W Plan for the theme of e-Learning and Wider Horizons

Contribution to the overall aims of the LLN

Wider Horizons - To provide an infrastructure to support entire network via an Open Online Educational Environment.

e-Learning - To inform the design of the curriculum. Improve access, create flexible communication channels for learners, staff and stakeholders.

Outcomes	Outputs	Targets for 2007	Achieved in 2007	Targets for 2008	Achieved in 2008	Targets for 2009	Update
The investigation of provision of e-Learning across the network	Baseline study of partners to map present situation. Interviews and meetings with college ILT staff to identify barriers to uptake	Meet all partners by end of June 2007 Report back on findings end 2007	All achieved – will revisit 2008 All partners met, and baseline report produced for July steering group, Published on LLN website.	Meet all partners again to discuss e-learning projects and Wider Horizons brief. Would like to include some teaching staff in the meetings this time, especially those highly motivated by e-learning. Report by end of 2008 to include evidence of greater e-learning uptake.	Visits have been made to demo WH and encourage new e-learning projects. So far have seen: HCT, Pershore, Evesham, HCA. Also arranged to see RNC E-mail sent to all contacts which included full details of latest developments with offer of visit. Have replies from OU and NEW college who are interested in taking up offer. 3 E-learning projects for 2009 approved: HCT, Pershore and UW - one from WCT coming in Jan.	Update report on the e-learning developments in the region in the light of the LLN funded projects. Publish online practical guide to e-Learning for staff – maybe on Wider Horizons.	Event planned for Spring 2010 to review progress of all e-learning projects. Colleges will be invited to showcase at event. Resulting from this will be a full report including a selection of case studies. This will give a picture of how e-learning has progressed with funding from HWLLN. UW is running a number of e-learning workshops from Nov 2009 to March 2010 with emphasis on new ideas. Viv to coordinate with John Colvin and invite partners. Advice and guidance on how to make best use of the new technologies to be published in content repository with links from WH available for all partners. It is felt that tutors would benefit from this rather than a basic guide.
	Staff development sessions. Dissemination at conferences/event organised by LLN Workshops. Group meetings. Show and tell sessions. One to one tutorials with	Involve Birmingham and Open University to deliver staff development – 1 workshop by end 2007 – 10 participants Involve Learning and teaching	E-learning conference event Sept 07 30 participants, representatives from all partners. OU presented their Moodle project. Learning and Teaching Centre workshop on e-portfolios held at UW achieved a good turn-out with 4 partners attending. These will continue throughout 2008.	e-Learning innovation event 2008– will ask OU and Birmingham if they want to be involved in any of the delivery. Deliver 3 workshops 2008 50 participants	18 tutors entered e-learning innovation event. Three winners chosen by judges from UofB and OU. Event was 30 th July. 30 participants. Speeches from OU and UofB, poster displays and presentations. 16 Case studies have been uploaded to LLN website. Photos and promotional material given to participants. Courses re-designed: ENVQ project at Evesham has	Deliver 3 workshops 2009 40 participants total 3 workshops 2009 10 Case studies of good practice	E-learning event run at UW 2 nd June with guest speaker Alison Thomson from Newcastle College. All partners were invited and other regional LLNs. 30 participants in total. Have run 2 Mahara workshops on 2009 - partners interested in e-portfolios and ILPs. Both a success one at UW and one at HCA, (15 participants so far). A third planned for UW in Autumn 2009. Now have 4 colleges actively using Mahara: HCA, UW, WCT and RNCB. Mahara group will report back after

	<p>staff if resources allow. Case studies of good practice.</p>	<p>centre staff from Worcester to deliver workshops – 1 by end 2007</p> <p>5 Case studies of good practice published on the web</p>	<p>Good uptake of funding for project money. Most partners keen to engage.</p> <p>Have maintained and e-learning Blog with representatives from all partners on mailing list.</p>	<p>total</p> <p>4 courses designed or re-designed – 10 Case studies of good practice published on the web (this included the 5 not done last year)</p>	<p>re-designed delivery of assessment, Moodle at RNC – accessible VLE project. Cameras in the kitchen project at WCT – delivering teaching via video link. Online IELTS project. Online induction at Hereford College of Arts. E-learning event will be organised for 2009 to include presentations of a selection of projects</p> <p>New projects include: UW Video project, Pershore Question Bank project and possibly one from WCT (not yet approved). HCT project originally e-learning but moved to curriculum funding.</p>	<p>published on the web</p> <p>e-Learning event 2009</p>	<p>the summer and case studies will emerge from the student trials so far.</p> <p>New E-learning case studies will result from e-learning event in Spring 2010. (See first section above)</p>
<p>Investigate standards and interoperability in course advertising information systems</p>	<p>XCRI development and dissemination (funded by JISC)</p>			<p>Investigate possibility of JISC funding</p>	<p>XCRI Workshop arranged at UW 6 participants</p> <p>Alan Paul commissioned to help with bid and project</p> <p>Start project October 2009</p> <p>XCRI funding was approved by JISC and the project began in Oct 2008 to run till March 2009.</p> <p>XCRI project team set up to manage project.</p>	<p>Complete XRCI project by March 2009</p> <p>Reports Dissemination</p>	<p>XCRI-CAP project completed. Final report to JISC. Presented at EUNIS June 2009, published conference paper and presentation put into WRAP the UW Eprints service.</p> <p>Follow up visit by Alan Paul to UW July 2009 meeting Kevin Pickess to discuss future of XCRI.</p> <p>Viv to present findings at Manchester Met Sep 2009.</p>

LLN H&W Plan for the theme of Wider Horizons

Outcomes	Outputs	Targets for 2007	Achieved in 2007	Targets for 2008	Achieved in 2008	Targets for 2009	Update
Collaborative online environment for the LLN Partners (Wider Horizons)	<p>Collaboration and bringing together experts in the region.</p> <p>Development of content for Wider Horizons</p>	<p>First meeting of Exec group by end of summer 2007. Bi-monthly monthly meetings thereafter</p> <p>Exec group communication blog set up by summer 2007</p>	<p>Blog set up in June and continued updated postings</p> <p>EG consist of representatives from across the network and met bi-monthly from July 2007.</p> <p>2 new members joined in 2007: Debbie Boden UW and Jason Curtis JISC, new for 2008 will be Rob Gwilliam HCA.</p>	<p>Progress of EG always posted to Blog.</p> <p>New Marketing Group to start up July 2008 to steer the marketing of WH. Has representatives from HCA WCT and UW.</p> <p>User testing to start summer 2008.</p>	<p>EG have continued to meet and now have a fully working version of WH. All meetings are now minuted and the blog updated regularly, EG to be slightly re-jigged in 2009 to tackle content and getting users for WH. There will be a final meeting of the "old" EG with new ideas launched.</p> <p>Viv is meeting separately with Rob Gwilliam to take design forward over the summer. This was done and website continues to be developed. Latest addition is e-portfolio Mahara and a new design for taster course page.</p> <p>Marketing Group first meeting on 31st July 2008. Launch still on track for Dec 2008</p> <p>Group met and further meetings arranged. Launch will now be 27th Jan 2009.</p> <p>Meeting in Sheffield 3/7/08 to discuss joint developments in e-systems. Viv presented WH. Presented at this and have been asked to do a further presentation to e-systems group on 3rd Feb 2009.</p> <p>Was involved in HEFCE evaluation of e-systems July 2008. Have a full report from this. Was also evaluated by JISC representative in Nov 2008. (Phone interview)</p>	<p>Full launch of WH</p> <p>Demonstrate and offer a section of WH to all partners.</p> <p>Expand to other organisations eg employers and private training providers.</p>	<p>Full launch of WH at HWLLN annual conference.</p> <p>Follow up promotional events all year Viv has extensive list of all events and individuals who have had a demo of WH or shown interest in contributing.</p> <p>EG continue meetings every 2 months to discuss progress (all recorded on WH Blog - http://lnexecgroup.wordpress.com/)</p> <p>Plan for sustainability has included system, including Moodle, Mahara and Website.</p> <p>Viv has met with LLN e-systems group at York (feb2009) and London (July 23rd 2009) to discuss how we might sustain our systems beyond 2010.</p> <p>Work on development of employer pages continues as part of employer engagement project</p>

					<p>WH will be demonstrated at LLN conference and at e-systems event in July. Was demonstrated at EUNIS in Denmark (European University IS) This was done, full launch at 27th Jan LLN conference and demo at e-systems event 3rd Feb.</p> <p>First user test completed. More user testing has been done with help from UW, RNC and HCA. Has been a positive response, but this is ongoing.</p>		
The building of online content and communication	<p>Links to Information areas for all users covering a wide variety of content</p>	<p>Identify suitable taster courses and content to go on OOEE – Dec 2007</p> <p>First taster courses on prototype OOEE – December 2007/Jan 2008 (2?)</p> <p>Refer to advice from Exec group - 2007</p>	<p>Moodle interface being designed and developed by web designer, with accompanying template. Will promote to colleges in 2008.</p> <p>First taster course from WCT under development, others to follow. This will be completed by early 2008</p> <p>Other content – AIM Higher course also under development.</p>	<p>Develop interface and access levels.</p> <p>Further taster courses – up to 5</p>	<p>4 Taster courses uploaded and tested – WCT, Kidderminster, UW with 3 more commissioned and at the design stage. Proposal from WH EG to employ a content developer to work on this during 2009 as would like at least one course from ALL partners and all FD or HND courses. Have employed learning technologist Gerry Beattie. Still chasing taster courses and will promote this service at LLN conference. Now have 7 courses plus one in production. Visits to partners (see section above) should produce more taster courses – ongoing.</p> <p>System now fully operational with e-portfolio function working. Now have even better e-portfolio ready and working Mahara.</p> <p>Login and user accounts all operational. Users of Moodle have automatic accounts on Mahara, new users register on Moodle also get single signon to Mahara.</p>	<p>Expansion of all content.</p> <p>Evaluation of taster courses and content of all types including IAG.</p>	<p>13 taster courses now online, 1 under development.</p> <p>9 staff course areas.</p> <p>205 Moodle users</p> <p>58 Mahara users</p> <p>Also under development: Careers information areas.</p> <p>We have developed guidance documentation for developers of taster courses.</p> <p>Collecting content has been quite slow, EG to meet and evaluate strategy in Sep 2009.</p>

<p>The provision of an infrastructure to support entire network (Wider Horizons)</p>	<p>Identify individuals and expertise within colleges who can help build the WH.</p> <p>Meet with organisations and groups who have developed similar systems.</p>	<p>Phase 1: First prototype running by Dec 2007 - Alpha testing. Workpackages written and agreed between Kidderminster College, UW ILS and LLN.</p>	<p>OEEE exec group met July 07. Agreed first phase of development up to Jan 08. Workpackages agreed. This is a little behind due to server being installed late, but web designer began work on prototype design in Dec to finish by Feb 2008, No testing done at this stage although input into design from EG and LLN staff.</p>	<p>Moodle installation completed Feb 2008. Test and revise personal space area "My Horizons" Test first prototype from stage 1 and upload first content by march 2008.</p> <p>Phase 2: Second prototype developed 2008 – Beta testing</p> <p>Big launch of LIVE public site Dec 2008</p>	<p>All tested and working, will be adding new additions throughout 2008 and "Live" launch planned for end of the year. Launch will take place at UW on 27th Jan 2009.</p> <p>Login and user accounts working. Mahara login working.</p> <p>My Horizons now fully working after teething problems.</p> <p>Student testing to being over the summer. Began with testing of IELTS taster. Will be continued with FD Learner Support (staff first then students) IELTS course tested and evaluated. FD Learner Support didn't materialise. Will try to resurrect interest in this but have done user testing with individual students from HCA, RNC and UW. Some changes have been made to interface based on user tests.</p>	<p>Phase 3: Final evaluation of WH system</p>	<p>The sustainability of the Infrastructure has been put in place for the next three years:</p> <p>Mahara server updated and service agreement with UW agreed until June 2012.</p> <p>Website: agreement with Rob Gwilliam to maintain website from March 2010 – March 2013.</p> <p>Moodle (making a decision about Moodle, not decided yet)</p> <p>Full evaluation of the system as it stands now including Maharah trials before end of 2009.</p>
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LLN H&W Plan for the theme of Research, Monitoring and the Network

Contribution to the overall aims of the LLN

To provide evidence of the achievement of our overall aims and targets, including statistical data on recruitment, progression, achievement and retention; evaluation of impact and sustainability of actions; communication and collaboration

Outcomes	Outputs	Targets for 2007	Achieved in 2007	Targets for 2008	Achieved in 2008	Targets for 2009	Update
Research Facility	<p>Research & Evaluation Data Reports on:</p> <ul style="list-style-type: none"> * No of Level 3 Vocational Learners entering HE in H&W * Progression Data for Level 3 Vocational Learners H&W * Market Research * Tracking Student Retention on LLN Designated/Funded Courses * Tracking No of Students entering HE through Progression Agreements 	One report for each set of data analysis	<p>Research on HE in Herefordshire in 05/06 has been completed.</p> <p>Report on ASNs attached, Appendix 2</p>	One report for each set of data analysis	<p>The first draft of the HE for Herefordshire Research for 06/07 & 07/08 was completed. Feedback was received that it would be useful to include FTE's as well as actual student numbers – currently awaiting data from some institutions.</p> <p>The research into Tracking the Progression of Level 3 Vocational Learners into Higher Education within H&W (2005/6 & 2006/7) has been completed and circulated.</p>	One report for each set of data analysis	<p>We have now updated the HE for Herefordshire Research for 2005/6, 2006/7 & 2007/8 to include FTE's. The final report has been discussed at the HE4H Management Group. We are currently collecting data for the Academic Year 2008/9 to build on this research.</p> <p>The research looking at Tracking the Success of LLN Learners for 2007/8 has been completed and discussed by the Steering Group. A follow on year will be undertaken for 2008/9.</p> <p>The previous research looking at Tracking the Progression of Level 3 Vocational Learners into Higher Education within H&W has now been updated to include Academic Year 2007/8. The first draft of this research has been circulated to the MIS Managers for checking and will be discussed at the Steering Group meeting in October. Report includes analysis of trends within the data.</p> <p>Research into attitudes to HE amongst year 11 and year12 students in Herefordshire.</p>
	Dissemination of results of Research & Evaluation Data Reports	Circulation of all Research & Evaluation Data	Circulated results of HE for Herefordshire Research for 05/06 to HE4H Group plus other relevant partners. Circulated results of Market	Circulation of all Research & Evaluation Data Reports	<p>Circulated results of:</p> <ul style="list-style-type: none"> • Research into HE courses and students in Herefordshire (2006/7 & 2007/8) at HE for Herefordshire Management 	Circulation of all Research & Evaluation Data	See above

	within the Network and outside the Network	Reports	research into Health and Social Care, and CPD		Group. <ul style="list-style-type: none"> Tracking the Progression of Level 3 Vocational Learners into Higher Education within H&W (2005/6 & 2006/7) HE Course Choices of Level 3 Sport & Tourism Students 	Reports	
	Meetings/Visits /Communication with FE Colleges/University of Birmingham/Open University/Private Training Providers	As required	Visited NEWC to discuss research project with them. The research has now been undertaken and the results disseminated to NEWC.	As required	Research with FE Colleges regarding vocational progression into HE completed (see above)	As required	Liaised with a number of FE colleges, UW and the OU to obtain data for the above research projects.
	Case Studies		Case study template went to steering Group in January		Proposal to pay journalism students to write up 10 case studies, now to be facilitated by LLN staff (see earlier)		10 case studies completed and uploaded on Wider Horizons An additional 4 employer case studies on WH Project to develop 20 audio case studies to go to Steering group in October
A network in which partners genuinely collaborate	Meetings with members of the network	Meeting of LLN and each individual member	Completed first meetings	Joint meetings with different members	All staff have continued to go out to meet staff at all levels within partner members of the network. We have also attended various sub-regional and regional committees and meetings Joint meetings with leadership and Management, Engineering, Arts and Health. Plus electronic forum in arts.	Continued meetings between LLN staff and members of the network	As 2008
	Sharing of information and best practice around the network members (including colleges, employers and other partners)	Circulation of results of 3 projects/activities	Results of 3 activities circulated so far. Circulated results of HE for Herefordshire Research for 05/06 to HE4H Group plus other relevant partners, plus two market research reports	Circulation of the results of 10 projects/activities	12 projects completed. Each project is disseminated as appropriate	Workshop circulation of the results of the projects and dissemination events	24 projects completed. Some projects disseminated at annual conference. All project leaders required to complete 'project completion form' which includes lessons learnt. These are available through website.

	Contributions of partners to the work of the network	2 projects undertaken by partners	See list of projects on project tracking chart, Appendix 1	10 projects undertaken by partners	48 projects were approved during the year 12 have been completed	20 projects undertaken by partners	32 projects were approved during the year, with 15 partners Areas: 18 curriculum development, 6 learner support, 6 e learning, 2 research 24 projects completed
	Genuine dialogue within the network about curriculum	2 subject workshops	Health and Social Care workshop took place in June, leadership and management Advisory group in September	3 subject workshops	Meetings of Leadership and Management Advisory Group Counselling stakeholders workshop Workshop for sports and tourism Meetings re Engineering and Arts	Workshop/meeting for each subject area	2 meetings of Leadership and Management Advisory group, 2 meetings of engineering group, 3 meetings of Arts group in academic year. FD Health and Social Care curriculum development group. APL workshop Sports met through UW away day.
	Shared staff development activities	1 activity on e-learning	E Learning Conference held in September	100 participants in staff development activities	Admissions Tutors regional conference (60) 2 Sessions on 14-19 diploma (40) Participation in Next Steps Advisors training (20) Learner Support conference (20)	100 participants in staff development activities	Diploma conference (61) 7 stakeholder events for development of health-related curriculum (15 employers) Technology-related (29) Total including all forums 187
	Signed Memoranda of Association between each partner and the LLN	Memoranda signed by all partners	32 Memoranda of Association signed		N/A		N/A
A self-critical network which reflects on its activities and strives to improve	Evaluation and monitoring reports to HEFCE	6 monthly report and annual report	Achieved	6 monthly report and annual report	6 monthly report submitted Successful meeting with HEFCE officers Participation in the evaluation of e-systems exercise Annual report submitted in November	Annual report	Annual report due for submission end October
	Evaluation and monitoring reports to Steering Group	Reports to each Steering Group (every other month)	Achieved	Reports to each Steering Group (every other month)	Reports from all staff to each meeting.	Reports to each Steering Group (every other month)	Reports from all staff to each meeting. Trends report from research into student numbers.
	Involvement in peer evaluation exercise	As required	Booked for January		Peer review activity completed		N/A

A well-managed network	Budget Report Updates to monitor expenditure (Bi-monthly)	Reports/Updates to every Steering Group Meeting (every other month)	The budget was monitored and updates were provided to the Steering Group at each meeting	Reports/Updates to every Steering Group Meeting (every other month)	The budget was monitored and updates were provided to the Steering Group at each meeting	Reports/Updates to every Steering Group Meeting (every other month)	The budget has continued to be monitored and updates provided to each Steering Group. The budget has been reprofiled in light of the extension agreed with HEFCE to March 2010
	Strategy for network, delivery plans for themes, monitoring of implementation	Approval of strategy, delivery plans	Achieved, and update against first year's targets produced	Monitoring of implementation and review of delivery plans	Update against targets submitted in July Final update against targets complete	Monitoring of implementation and review of achievement of delivery plans	Update against target reviewed through individual review and development meetings. Six monthly reports on progress of projects submitted to Steering Group
A system of bidding for and approving project funding which is fair to all partners	System in place as shown to be working through Steering Group Meetings		Completed			Completed in 2007	N/A
A tracking system that monitors the successful completion of projects funded by the LLN	Project Monitoring Forms - completed by Project Leader (timescale agreed at approval of project)	One form per project, as agreed	See project tracking form	One form per project, as agreed	See Project tracking form, plus Steering Group received an update on projects from each curriculum lead in July and January 09	One form per project, as agreed	The Steering Group have continued to receive the updated Project Tracking Form at each meeting. A database has also been created to help track projects, this is used to produce queries and reports as required.
A measurement of the sustainability, impact and evaluation of LLN funded projects	Physical record of activities such as: Project Closure Forms, Quantitative Research, Progression Agreements and some measure of continuation of practice within partners activities		One evaluation report received for 'Engaging Adult Learners Pilot Project'		Created an end of project template for the reports. Recording all workshops and conference, plus set up a log of 'soft things' Process for approving progression agreements approved by UW	Report on continuation of practice	Due for completion next year, given the extension of the LLN

A centralised and effective communication channel that provides regular information regarding the LLN & HE opportunities in H&W	Annual Conference	One Conference with 50 attendees	Conference held on 30 November 2007. There were approx 90 attendees from 35 organisations	One Conference with 50 attendees	2 nd Annual Conference to be held on 27 January 2009	One Conference with 80 attendees	There were 77 attendees at the 2 nd Annual Conference. The venue has been booked for the 3 rd Annual Conference planned for 13 January 2010
	HE Progression Fair	One Fair with 500 attendees	HE Fair held on 9 October 2007 at Hereford Racecourse. There were approx 400 attendees	One Fair with 600 attendees	HE Fair held at Worcester Rugby Football Club on Tuesday 21 October 2008. There were approx. 550 attendees	One Fair with 700 attendees	We are currently making arrangements for the 3 rd Step into HE Fair which is being held on Wednesday 21 October 2009 at Worcester Rugby Football Club
	Newsletters/Information Updates	Bi-Monthly Update via email/newsletter/website	We sent out brief six weekly catch up by e mail (about 7 bullet points)	Bi-Monthly Update via email/newsletter/website	We continue to send out brief catch ups by e mail every other month	Bi-Monthly Update via email	We continue to send out brief catch ups by e mail every two or three months
	Dissemination of information, within the Network and outside, regarding projects funded by LLN	As required	Held a coffee morning to discuss opportunities with staff at UW	As required	The research into employer needs went to employer engagement staff; The research into demand for sport and tourism courses has been disseminated Stakeholders event re counselling in July Project closure forms on website	To put all outcomes on website To present at 1 National Conference To publish 2 papers	Outcomes on project website Presentations to : <ul style="list-style-type: none"> • LLN and JISC on e systems March and July • LLNs and XCRI in September • EUNIS (Spain) in June (plus paper in conference proceedings) • National LLN conference workshop in November Papers/presentations planned: <ul style="list-style-type: none"> • Bridging nurse cadets • Work based learning