

Project Name: Mapping and development of IAG/ Careers content on Wider Horizons website

Amendment History:

Version No.	Date	Reason for Amendment
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Name of Project Manager & Contact Details	TBA
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Document Distribution

Name	Location	Responsibility	Action/Information
Debbie Lambert	LLN	Manager of the LLN	For information
Geoffrey Elliott	UW	Members of the Steering Group	To approve the proposal
Chris Morecroft	WCT		
Ian Peake	HCT		
Mike Rookes	OU		
Gail Rothnie	UoB		
Donna Obrey	LLN	Project Officer for the LLN	To track and monitor project

Background

The LLN aims to provide a comprehensive support structure for vocational learners seeking to progress to HE study within the two counties. Part of this structure is provided via the Wider Horizons website and needs to include information and sources on Information, Advice and Guidance (IAG) and Careers Advice.

Objectives of the Project

To review the existing content of the careers pages of the Wider Horizons website <http://www.widerhorizons.org.uk/> in order to identify how the IAG/careers element could be improved intrinsically and by reference to other websites/sources, and to make recommendations for further work.

Project Approach

- Review existing content to check currency and appropriateness.
- Review content of web sites performing similar functions
- Review content of web sites that would provide suitable links
- Make recommendations as to links that should be provided
- Make recommendations regarding any revision of content and developments

Scope:

A Key Products from the project

To offer a comprehensive IAG/ Careers portal that includes reliable and relevant information for website users.

B Out of Scope

User testing and evaluation

Constraints

The material will all need to be sustainable past the end of the LLN

Initial Project Case

The project will fund a member of staff to review existing content on both WH and other websites and make recommendations regarding links and new materials. This will significantly improve the IAG aspect of Wider Horizons, for which there is no specialist in the LLN team

Benefits of the Project

Vocational learners in the two counties will have access to a purpose-built IAG/Careers website which:

- is tailored to their needs and is fit for purpose.
- will provide the opportunity to make informed choices
- will develop Career Management Skills
- will build their confidence to effect sustainable transitions

Key Assumptions

OU and other sites will be happy for links to be made across
Any technical issues can be resolved

Timescale

October 2009 – January 2010

Costs

A provisional figure of c. £4,500 for a Project Worker, based on 20 days' work.

How will the project be evaluated?

Number of visitors to the webpages (once updated)
Ask visitors for on-line feedback
Use the relevant web pages with a group of vocational students

How will the project be sustained?

It is expected that the website would be adopted by the LLN partners when the LLN ceases to exist, with one partner assuming responsibility for its continuance and maintenance.

Implications for Equality & Diversity

Recommended content will need to be accessible

Initial Risk Log

The following table summarises the risks that have been identified that may prevent the project being completed to the required quality, budget and timescale. The probability and impact of each risk has been graded as low, medium or high to indicate the relative importance attached to each element of risk.

Risks	Probability	Impact	Containment Plan
Lack of available expertise	L	H	Trawl deeper for appropriate staffing
Lack of existing websites to draw on	L	M	Search widely for websites
Lack of time	M	M	Project must run to schedule to allow time for development work

Project Team

Jane Timms Head of Regional Advisory Service
Paul Bennett Associate Lecturer
Viv Bell LLN