

**LIFELONG LEARNING NETWORK  
FOR HEREFORDSHIRE & WORCESTERSHIRE**

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**STEERING GROUP MEETING**

**Thursday 3 May 2007 at 12.30pm  
(Room MB27, University of Worcester)**

**A G E N D A**

1. Apologies
2. Approval of Minutes of Previous Meeting & Matters Arising
3. Chair's Business
4. Draft Delivery Plan for the LLN (for consideration & approval)
  - Overall
  - Subjects
  - Progression & Learner Support
  - E Learning & OOEE
  - Monitoring, Evaluation & Collaboration
5. Report on Work in Progress
6. Update on Projects
7. To judge the Logo Competition (to be tabled)
8. Budget Update
  - LSC Income
9. Any Other Business

## AGENDA ITEM 2 – MINUTES OF PREVIOUS MEETING



### **3<sup>rd</sup> Meeting of the Lifelong Learning Network Steering Group on Friday 2 March 2007 at 2pm at University of Worcester**

#### **ATTENDEES**

Professor Geoffrey Elliott (Chair)	Director of Lifelong Learning, University of Worcester
Mr Mike Rookes	Director, Open University in the West Midlands
Ms Viv Bell	LLN, University of Worcester
Mr Andrew Rothery	Head of E-Learning, University of Worcester
Mrs Debbie Lambert	LLN Manager, University of Worcester

#### **1 Apologies**

Ms Gail Rothnie (for Alex Hughes)	Head of Outreach, University of Birmingham
Mr Chris Morecroft	Principal of WCT, Herefordshire & Worcestershire Colleges
Ms Julie Balsom	Masters Student, Pershore Group of Colleges

#### **2 Approval of Minutes from meeting of 14 December 2006 and Matters Arising**

The minutes were agreed as a true and accurate record.

#### **3 Chair's Business**

None.

#### **4 Introduction of New Staff**

Liz Davies-Ward (previously at HCT) started as Curriculum Theme Lead for Health and Social Care on Monday 19<sup>th</sup> February 2007. Viv Bell started as Learning Technology Co-ordinator on 1<sup>st</sup> March 2007. Donna Obrey will start as Project officer on Monday 12<sup>th</sup> March 2007.

#### **5 Activities**

##### **ASNs**

Bsc Sport Business Management, Bsc Sports Therapy and Rehabilitation and FD in Pre Hospital Unscheduled Medical Care are all new courses developed with the additional student numbers.

**ACTION: Debbie Lambert** to report back to the next meeting how many ASNs have been used for each course.

##### **Staffing**

We interviewed for, but did not recruit, Curriculum Theme Lead for Leadership and Management, and Learner Support and Progression Co-ordinator. Decided that it would

be helpful to facilitate institution specific bridging packages or summer schools to prepare students pre-entry to HE. The Job Descriptions would be revised to reflect this.

**ACTION: Debbie Lambert** to prepare Job Description and Person Specification and circulate to group. OU offered to advertise post to Associated Lecturers.

Looking at breaking up the Curriculum Theme Lead for Leadership and Management into a team approach led by Tim Maxfield and Debbie Lambert until December 2007. FE Colleges will be asked to help also.

### **Logo Competition**

Leaflets are being distributed w/c 5 March 2007 with a closing date of 2 April 2007.

Entries to be shortlisted by LLN Team and winner selected at next LLN Steering Group meeting. A presentation for the £750 prize will be made to the winner.

### **HE Fair**

LLN would like to have a fair to highlight all the HE courses that are currently available in Herefordshire and Worcestershire in FE, HE and private training providers. It will be attended by FE Colleges, Aimhigher, Young Apprentices will be invited to an afternoon/evening event to be held at the Three Counties Showground in September 2007. It will also launch the LLN and will link into Specialist Diplomas.

### **Professional Development for FE and HE Staff**

This commenced in Shropshire and has now expanded. This will link in with the Staff Developers Forum.

### **Trans-national Funding**

There is potential funding available from Europe which will be discussed at a seminar funded by the LLN.

### **Tracking Progression Project**

This encompasses Herefordshire and Worcestershire and will provide very useful information re progression which would also be of use to FE Colleges.

## **6. Summary of Visits made to Partners**

Planning to allocate projects equally amongst FE Colleges. University of Birmingham is interested in pre-induction project for students. A coffee and cake morning is planned for reception at the University of Worcester to educate their staff as to the LLN, similar events could be set up in other colleges.

## **7. Evaluating the LLN**

Julie Balsom has undertaken work to evaluate the LLN.

**ACTION: Debbie Lambert** to request expenses from Julie to a limit of £500.

## **8. Market Research**

This has been excellent and Mike Rookes will be taking it back to OU.

The Openings Course at OU could be used as a progression route for the LLN.

### **Wider Horizons**

Implementation of this project is now being planned. The on-line environment will be both educational and social. It will not replace VLEs, but rather enhance them. It carries an estimated cost of £130,000 over 3 years and will require web design and database writers. It will commence in Herefordshire and Worcestershire and be open to employers too. This is an example of HEFCE's required Employer Engagement. There are

possible sponsorships available and BPO may be able to help. Aimhigher also may be able to help financially. The Regional LSC have contributed £65,000 to the LLN.

**ACTION: Viv Bell** will update on progress at the next meeting, when she will have visited with FE Colleges and established a baseline.

#### **8. HEFCE 6 Month Monitoring Report**

Thanks to Debbie Lambert for producing an excellent report and on a successful outcome. Discussion took place on how to identify LLN students and suggested that HE Fairs could give out vouchers to redeem for items such as keyrings to identify them at registration.

#### **9. HEFCE Update for LLNs**

This will go to the LLN Staff Development Day and includes:

- Progression Agreements
- Employer Engagement
- Quality not quantity

#### **10. Financial Profile**

The budget has now been split into categories to accurately reflect spending. ALL agreed format.

#### **11. Any Other Business**

Donna Obrey will be supporting the LLN Steering Group as of the next meeting.

#### **Overheads**

These are fully accounted for in the LLN budget and monies are left for activities.

#### **Next Meeting**

**ACTION: Joanne** The next meeting will be scheduled for the end of April 2007.

## **AGENDA ITEM 4 – DRAFT DELIVERY PLANS FOR THE LLN**

### **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

<b>Outcomes</b>	<b>Outputs</b>	<b>Targets for 2007</b>	<b>Targets for 2008</b>	<b>Targets for 2009</b>
An increase in the number of students entering HE with vocational quals, or in employment, and passing	Research reports regarding progression from level 3 to level 4; achievement data	100 FTE	140 FTE	150 FTE
Courses which are needed and delivered flexibly in terms of timing, place and delivery	E learning materials			To increase the percentage of staff involved in e learning activity in all partners by 25%
	Staff development sessions	3 partners participating	10 partners participating	All partners engaged, 100 staff participated in staff development
	Additional courses	5 courses	8 courses	8 courses
	Existing courses with revised flexible delivery		4 courses	5 courses
	Courses with sessions in 'holiday' time and weekends	1 course	5 courses	5 courses
	Case studies of the achievements of real students		10 case studies	10 case studies
	Case studies of e learning		10 case studies	10 case studies
Improved communication between partners leading to better information for all	OEEE	First version	Second version	Third version
	Projects	3 completed	10 completed	15 completed
	Meetings			
	Staff Development Sessions	30 participants	100 participants	100 participants
	Logo Competition	Completed by May 2007		
	Annual Conference	50 attendees	50 attendees	50 attendees
	HE Fair	500 attendees	600 attendees	700 attendees

## 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	Targets for 2008	Targets for 2009
Identification of existing provision in health and social care across Herefordshire and Worcestershire	A map of existing curriculum provision	It is expected that this activity will be completed by July 2007	Monitor Changes in the curriculum	Monitor changes in the curriculum
Identification of new provision in Health & Social Care; Leadership & Management and Tourism & Sports across Herefordshire and Worcestershire	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	Workshop and Action Plan	Validation of two new courses and the re-design of three existing courses in each curriculum area.	Validation of two new courses and the re-design of three existing courses in each curriculum area.
	Market research to establish curricula needs of vocational learners.	Research and analysis to be completed by July 2007	Validation of one new courses and the re-design of three existing courses in each curriculum area.	Validation of one new courses and the re-design of three existing courses in each curriculum area.
The provision for the region of a more with more flexible and accessible range of courses and modules	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	Health and Social Care =2. Leadership and Management = 2. Sports, Heritage, Media and Tourism = 2	Health and Social care=2 Leadership and management=2, Sports, Heritage, Media and Tourism=2
	Development of innovative course delivery using e-learning, weekend workshops and 'holiday' time	Analyse market research data to establish preferred learning patterns required by vocational learners and feedback to relevant Curriculum Directors	Health and Social Care=4, Leadership and Management=3, Sports, Heritage, Media and Tourism=3	Health and Social Care=3, Leadership and Management= 3, Sports, Heritage, Media and Tourism

<b>Outcomes</b>	<b>Outputs</b>	<b>Targets for 2007</b>	<b>Targets for 2008</b>	<b>Targets for 2009</b>
An increase in the number of Vocational Learners in Higher Education	Recruitment, retention and achievement data	Health and Social care = 60 Leadership and Management = 20 Sports, Heritage, Media and Tourism = 20	Health and Social Care = 50 Leadership and Management = 40 Sports, Heritage, Media and Tourism = 50	Health and Social Care = 50 Leadership and Management = 40 Sports, Heritage, Media and Tourism = 60
Increase employer engagement activities 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 Leadership and Management = 10 Sports, Heritage, Media and Tourism = 8	Health and Social Care = 17 Leadership and Management = 15 Sports, Heritage, Media and Tourism = 15	Health and Social Care = 20 Leadership and Management = 15 Sports, Heritage, Media and Tourism = 15
	Attendance at workshops	Invite 7 employers to workshop	Maintain strong relationships with employers, through meetings, conferences and workshops	Continue to engage with employers across the three vocational areas
	Links on website	Upload relevant information onto website	Ensure website information is up-to-date and relevant	Monitor the information on the website and encourage employers to access the site
	HE Fair Attendance	Employers to be invited to attend the HE Fair	Continue to involve employers in matters of Higher Education across the two counties	Continue to engage with employers across the three vocational areas

## LLN H&W Plan for the theme of Progression and Learner 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	Targets for 2008	Targets for 2009
More students continue their journey of education throughout the region	Progression agreements between courses in H&W	5 draft agreements	10 agreements; 50 students	10 agreements; 50 students
	Progression agreements between courses in H&W and the West Midlands		3 draft agreements	5 agreements; 25 students
	Meetings with progression staff in W Mids LLNs	2 meetings	3 meetings	3 meetings
	Workshop within the region on progression agreements	1 workshop	2 workshops	2 workshops
Students can move between institutions and have credit recognised	Students have information on APL and APEL procedures used by different institutions		Links to information from all sites via OOE	Guide to APL/APEL
	Contribute to West Midlands LLNs Action plan re recommendations on APL from Aim Higher in West Midlands	Attend 1 meeting	Work to agree and implement actions	
	Accreditation of any appropriate modules not currently credit rated	Identification of any suitable modules	Assistance of modules through accreditation process	
	Agreements that 3 HEIs in LLN will accept credit from modules validated by other HEIs in network	Initial meetings with UW, UofB and OU	Draft agreements	Agreements

<b>Outcomes</b>	<b>Outputs</b>	<b>Targets for 2007</b>	<b>Targets for 2008</b>	<b>Targets for 2009</b>
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	Bridging Support Package for each PA	Bridging Support Package for each PA
	Generic Bridging courses	Meetings with partners to discuss nature of courses	1 electronic bridging course developed and put on OOEE	
	Meetings with each partner to map learning support available in the region	Meetings completed		
	H&W workshop to identify additional learner support required and agree plan for delivery	Workshop planned	Workshop held and action plan agreed and implemented	
	Improved figures for recruitment, retention, achievement, and progression	Establish baseline for students with vocational quals		Improve on baseline by 25%
	Project report on barriers to progression and accompanying action plan	Complete project and feed into workshop above		
Better information for students in the region	Some form of electronic progression prospectus including clear information on the credit framework, levels and qualifications	simple electronic prospectus	updated and enhanced prospectus based on feedback	Identification of means to sustain prospectus
	Information on the OOEE in a student- centred format			
Better informed advice and guidance officers in the region (including careers, schools, colleges, universities, Aimhigher)	Working communication channels via the OOEE			
	Meetings of key staff	Meet representatives of different groups, attend any existing meetings	Hold 3 joint meetings	Hold 3 joint meetings
	Staff development sessions	1 staff development session	5 staff development/information sessions	5 staff development/information sessions
	Conference/workshop	Plan workshop/conference	Hold workshop/conference	Hold workshop/conference

### LLN H&W Plan for the theme of E-Learning & OOOE

**Contribution to the overall aims of the LLN**

**OOOE** - 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	Targets for 2008	Targets for 2009
The identification of new and investigation of existing provision of e-Learning across all colleges	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	Follow-up and update baseline data – report by end of 2008	Follow-up and update baseline data – report by end of 2009
An increased level of e-Learning development and provision across all colleges	Through partner links set up Exec group to investigate ways of taking e-Learning forward.	First meeting of Exec group by end of summer 2007. Bi-monthly monthly meetings thereafter	Exec group report on progress end of 2008 – continue b-monthly meetings	Exec group report on progress end of 2009
	Interested parties from all colleges involved in Exec meetings and communications via web blog	Exec group communication blog set up by summer 2007	Continue blogs and updates. Disseminate to all staff/colleges	Continue blogs and updates. Disseminate to all staff/colleges
The encouragement of flexible design and delivery of courses and modules across the colleges in the Network.	Staff development sessions. Workshops. Group meetings. Show and tell sessions. One to one tutorials with staff if resources allow. Case studies of good practice. Dissemination at e-Learning conference/event organised by LLN	Involve Birmingham and Open University to deliver staff development – 1 workshop by end 2007 – 10 participants  Involve Learning and teaching centre staff from Worcester to deliver workshops – 1 by end 2007  5 Case studies of good practice published on the web	Deliver 3 workshops 2008  50 participants total  3 workshops 2008  4 courses designed or re-designed  10 Case studies of good practice published on the web  e-Learning event 2008	Deliver 3 workshops 2009  40 participants total  3 workshops 2009  5 courses designed or re-designed  10 Case studies of good practice published on the web  e-Learning event 2009

Outcomes	Outputs	Targets for 2007	Targets for 2008	Targets for 2009
The creation and adaption of innovative content for e-learning and blended learning. Embed this into course design.	Support individuals to create content. Swap ideas through innovation workshops and create templates to help with e-learning design	Innovation workshop (s) Examples of good practice made available for download from LLN's own website -Autumn 2007	Innovation workshop (s) Examples of good practice made available for download from LLN website or OOOE - Autumn 2008	Continue to make available templates and examples via the OOOE for staff to download
The provision of an infrastructure to support entire network	Identify individuals and expertise within colleges who can help build the OOOE.  Meet with organisations and groups who have developed similar systems.	Phase 1: First prototype running by Dec 2007 - Alpha testing	Phase 2: Second prototype developed 2008 – Beta testing	Phase 3: Final evaluation of OOOE
The building of "gateways" to e-Learning content and communication	Development of OOOE web portal – links to new and existing e-Learning content.	Develop e-Learning interface and access levels  Identify suitable taster courses and content to go on OOOE – Dec 2007  First taster courses on prototype OOOE – December 2007/Jan 2008 (2?)  Refer to advice from Exec group - 2007	Develop e-learning interface and access levels.  More taster courses on OOOE (further 2?)	Final Development of e-learning interface and access levels  Taster courses on final OOOE development.

## LLN H&W Plan for the theme of Monitoring, Evaluation and Collaboration

### 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	Targets for 2008	Targets for 2009
A network in which partners genuinely collaborate	Meetings with members of the network	Meeting of LLN and each individual member	Joint meetings with different members	
	Sharing of information and best practice around the network members (including colleges, employers and other partners)	Circulation of results of 3 projects/activities	Circulation of the results of 10 projects/activities	
	Contributions of partners to the work of the network	2 projects undertaken by partners	10 projects undertaken by partners	10 projects undertaken by partners
	Genuine dialogue within the network about curriculum	2 subject workshops	3 subject workshops	
	Shared staff development activities	1 activity on e learning	100 participants in staff development activities	100 participants in staff development activities
	Signed memoranda of co-operation between each partner and the LLN	Memoranda signed by all partners		
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	6 monthly report and annual report	6 monthly report and annual report
	Evaluation and monitoring reports to Steering Group	Reports to each Steering Group (every other month)	Reports to each Steering Group (every other month)	Reports to each Steering Group (every other month)
	Involvement in peer evaluation exercise	As required		

<b>Outcomes</b>	<b>Outputs</b>	<b>Targets for 2007</b>	<b>Targets for 2008</b>	<b>Targets for 2009</b>
A well-managed network	Budget Report Updates to monitor expenditure (Bi-monthly)	Reports/Updates to every Steering Group Meeting (every other month)	Reports/Updates to every Steering Group Meeting (every other month)	Reports/Updates to every Steering Group Meeting (every other month)
	Strategy for network, delivery plans for themes, monitoring of implementation	Approval of strategy, delivery plans	Monitoring of implementation and review of delivery plans	Monitoring of implementation and review of delivery plans
A centralised research facility that demonstrates the success of the LLN	Research & Evaluation Data Reports on: * Recruitment, progression, achievement and retention; * Additional Student Numbers (including the ASNs as a result of Progression Agreements)	One report for each set of data analysis	One report for each set of data analysis	One report for each set of data analysis
	Dissemination of results of Research & Evaluation Data Reports within the Network and outside the Network	Circulation of all Research & Evaluation Data Reports	Circulation of all Research & Evaluation Data Reports	Circulation of all Research & Evaluation Data Reports
	Meetings/Visits/Communication with FE Colleges/University of Birmingham/Open University/Private Training Providers	As required	As required	As required
	Case Studies			
A system of bidding for and approving project funding which is fair to all partners	Project Reports	3 Project Reports	10 Project Reports	15 Project Reports
	Minutes of Steering Group Meetings			
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	One form per project, as agreed	One form per project, as agreed

<b>Outcomes</b>	<b>Outputs</b>	<b>Targets for 2007</b>	<b>Targets for 2008</b>	<b>Targets for 2009</b>
A measurement of the sustainability, impact and evaluation of LLN funded projects	Physical record of activities			
	Some measure of continuation of practice within partners			
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	One Conference with 50 attendees	One Conference with 50 attendees
	HE Progression Fair	One Fair with 500 attendees	One Fair with 600 attendees	One Fair with 700 attendees
	Newsletters/Information Updates	Bi-Monthly Update via email/newsletter/website	Bi-Monthly Update via email/newsletter	Bi-Monthly Update via email/newsletter
	Dissemination of information, within the Network and outside, regarding projects funded by LLN	As required	As required	As required

## **AGENDA ITEM 5 – REPORT ON WORK IN PROGRESS**

### **LIFELONG LEARNING NETWORK FOR HEREFORDSHIRE AND WORCESTERSHIRE**

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#### **Report on work in progress**

- 1 This report consists of a cover paper concerning what I have been doing, and papers from the three team members briefly outlining their activities:
  - Liz Davies-Ward
  - Viv Bell
  - Donna Obrey

#### **Staffing**

- 2 Donna and Viv are now working full time as well as Liz who joined in February.
- 3 I have re-written the job description for the post of Progression and Learner Support (thank you for comments on the job description). It has been re-graded and it is currently being advertised. It was included in papers in Worcester and Hereford. The interview date is 16<sup>th</sup> May and Carol Duncan from North East Worcestershire College will be on the panel.
- 4 In relation to Leadership and Management, Tim Maxfield continues to be seconded on a part time basis. He will visit all colleges to map the current provision and will assist me in holding a workshop in June/July for relevant staff within the network to agree a plan of action for this area including any curriculum developments for the following year, and how we should take plans forward as a network.
- 5 We propose to develop a third area of the curriculum, that of tourism, heritage, sports, culture and media. This is in response to discussions with AWM and in recognition of it being an area with limited current provision which would benefit from the participation of the LLN in terms of liaison and development. We are exploring the possibility of having a 0.5 post to lead in this area.

#### **Other**

- 6 I have continued to visit members of the network, to attend regional and national meetings and conferences. I am developing links with other LLNs: I was on the interview panel for the Director of the LLN for Shropshire, Staffordshire, Telford and the Wrekin, and am meeting Tony Doran, Director of the Coventry and Warwickshire one on Tuesday.
- 7 Two of the conferences were in relation to progression agreements and learner support. I will produce draft ideas of what a progression agreement might mean for the next meeting. I propose that initially, we concentrate on trying to set up progression agreements into and out of any 'LLN' designated course, and that we develop a bridging package of learner support around each agreement. I will try to do some work in this area until the new post holder starts.
- 8 The EU Transnational Funding workshop was attended by 25 people including 3 from colleges within the LLN. I have circulated the information to all members of the network. It was suggested that the LLN fund a follow-up session in which RNCB

share their expertise in making successful European bids with members of the network.

- 9 The prospectus for Hereford has been completed and is now with the printers. It should be distributed in time for Adult Learners Week.
- 10 We have discussed methods of communicating with members of the network. We propose to try the following methods over the next few months:
  - Monthly e mail to all of our contacts giving a brief update on progress and information on where we need help
  - Information on our web site
  - Sending brief updates for the wider staff bodies to be included in internal communications as appropriate
- 11 We held an Away Day on 19<sup>th</sup> April at which we produced a plan of action for the LLN (see item on the agenda)
- 12 Projects: Whilst wishing to produce coherent plans of action and projects agreed by network workshops for the majority of the curriculum development work, I am keen to undertake some other projects this year. Therefore I have been in discussions with various partners, and ideas which will be developed over the next month are included in the project update.

Debbie Lambert  
25 April 2007

## Current Activities Report from Liz Davies-Ward

<u>Aim</u>	<u>Progress</u>
To contact key Health and Social Care providers and arrange meeting to discuss role of LLN and establish relations.	I have met with 17 providers of health and social care and each meeting has been very constructive. I have a further five contacts to meet with in the Worcester area and dates have been arranged
To establish preferred learning patterns of health and social care employees across the counties in order to develop a curricula which meets those preferred needs.	A questionnaire is currently being developed with the support of Andy Corcoran's team. The questionnaire will be piloted by those key managers I have met with across the two counties and then disseminated to as many health and social care employees as possible.
To organise a Planning and Progression conference/workshop with key health and social care training providers to establish employer needs in relation to curriculum development for 2007/8 and 2008/9.	The conference will be held on 5 <sup>th</sup> June. I have contacted marketing to help with the invites, which will be distributed by the middle of April.
To develop a modular based short course for Band 4 Health Care practitioners with the West Midlands Deanery.	I am currently researching the Generic KSF Framework and considering how it can be embedded into the modules the team have identified for validation. My next task will be to map across the Skills for Life at an appropriate level.
I have attended a number of conferences organised by a range of relevant organisations involved with the provision of health and social care. These conferences have been very informative and productive. They have also provided opportunities for networking across the LLN network.	

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### Update from Viv Bell – Technology Co-ordinator

Viv started work full-time on **Monday 16<sup>th</sup> April** and has achieved the following:

**Design for internal website:** The purpose of this website is primarily as a “home” page for H & W LLN. It will contain project outputs and documents, information about the project partners, information about the project and contact details. The design has been drafted. Viv has agreed with ILS that a template will be created as soon as the logo is judged, based on the design we want. Logo judging to take place on 27<sup>th</sup> April so website should be up and running the following week.

**OEEE progress:** Viv and Liz have drafted some curriculum progression maps for each of the colleges. These templates will be modified and later included in the OEEE. OEEE is likely to develop over time, and initial meetings with project partners will help to focus on the type of things the partners want and this will be built into the design plan.

**Meetings with partners:** meetings have been set up so far with 6 of the partners: Kidderminster College, WCT, Evesham College, Hereford CT, HCAD, RNCB. Viv will record the sorts of things the colleges are interested in as far as e-learning development goes, and will organise some staff training sessions based on this information. Viv will write a report based on the findings once the meetings are completed, and map out how e-learning looks across all the colleges in terms of current position, as well as identifying areas for resource allocation. Viv will liaise with Birmingham University and the Open University to arrange staff training.

**Technology Exec Group:** an initial meeting has been set up between 3 partner colleges to kick-start the idea of a technology focused Exec Group. It is hoped that this group will bring ideas to the table and communicate regularly about the sorts of things needed for both the OOE and e-Learning within the LLN locally. More on this in next update!

**ILS support:** Viv and Andrew have drafted a “checklist” of the sorts of support the technology strand might need from ILS. These resources are the subject of a meeting between Anne Hannaford, Andrew Rothery, Zeb Amin and Debbie. Taking place on Tues 24<sup>th</sup> April.

**Plan for Technology Theme:** the three year plan for the technology theme has been drafted and is attached.

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### Update from Donna Obrey – Project Officer

Donna commenced her post as Project Officer on Tuesday 13 March and has been working on the following:

#### **RESEARCH PROJECTS**

**HE Provision in Herefordshire:** Research is being undertaken in to HE provision in Herefordshire to establish a benchmark of the HE Courses that were available in 2005/2006 together with student numbers for each course. The data has been obtained from various sources in order to show:

- No of HE Courses available, shown:
  - by each institution in Herefordshire (plus the Open University and the University of Worcester)
  - by type of HE Course
- No of students studying HE Courses, split:
  - by type of HE Course available at each institution in Herefordshire (plus the number of Hereford-based students studying at the Open University and the University of Worcester)
  - by each institution in Herefordshire (plus the number of Hereford-based students studying at the Open University and the University of Worcester)
  - in to full-time/part-time route
  - in to undergraduate/postgraduate courses

The research will also inform what additional HE courses have been validated for commencement after 2005/2006. The findings of this research will be used as a basis for discussion at the next HE in Herefordshire Meeting on 30 May 2007.

**Tracking Progression:** Research will be undertaken to track progression of students with vocational qualifications entering HE courses in Herefordshire & Worcestershire. We have prepared a plan for this research and have made initial enquiries in to the feasibility of acquiring the required data. The Research Plan has been circulated for comment.

## **EVENTS**

**HE in Herefordshire & Worcestershire Progression Fair:** The venue and date for the HE Progression Fair have now been set. The event will be held at Hereford Racecourse on Tuesday 9 October 2007. We will be working with Aimhigher to host the event for attendance by schools, FE colleges and work-based learners in Herefordshire and Worcestershire.

## **AGENDA ITEM 6 – UPDATE ON PROJECTS**

### **LIFELONG LEARNING NETWORK FOR HEREFORDSHIRE AND WORCESTERSHIRE**

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#### **Update on Projects**

The project tracking sheet is attached. The following ideas are in development at the moment:

- 1 Providing funding for local marketing of two foundation degrees in food, the FD in Food safety and quality delivered by Pershore, and the FD in Food preparation delivered by WCT. They might be jointly and separately marketed. The LLN will let other colleges know what was done, and whether it appeared to work. We will count any additional numbers recruited to the Pershore course towards the LLN ASN.
- 2 Identifying reasons why students do not progress from level 3 to level 4 colleges. This project will be conducted with NEWC, and results disseminated and used to inform the actions of the new progression and learner support officer.
- 3 Providing funding for learning champions currently employed by Worcestershire and Herefordshire County Councils. These staff are employed on a part time basis and by providing additional funding, they can carry out work for the LLN going into employers and meeting staff in their workplace, explaining foundation degrees, and providing information about progression routes.
- 4 Funding the development of a professional programme at Worcester Sixth Form College which would provide information on studying and careers and support for students in either health or business.

In addition, we have two research projects into student participation and progression, details attached.

Project	Funding Required	Write Proposal	Checked by GE & DL	Proposal to Steering Group	Project Approved	Payment	First Monitoring Report	Payment	Second Monitoring Report	Payment	Final Report	Evaluation of the Project	Final Payment	Total Cost
Market Research Proposal into CPD	£1,750	Andrew Corcoran	Sep-06	Mar-07	GE and DL Oct 06	£750		£780			Sent to Steering Group on 2 March			£1,530
Wider Horizons Online Environment	£130,000	Andrew Rothery, Debbie Lambert, Viv Bell		First proposal Dec 06	Mar-07									
Study of LLN and Evaluation Instruments	£500	Julie Balsom and Debbie Lambert	Nov-06	Dec-06	Dec-06									
HE Provision in Herefordshire	Not Required	Research Plan (attached)	Apr-07	Plan for Information May-07										
Establishing Progression Baseline	Part Required	Research Plan (attached)	Apr-07											
Marketing Foundation Degrees in Food (Worcester College of Technology & Pershore Group of Colleges)														
Research in to Barriers to Progression from Level 3 to Level 4 (NEW College)														
Learning Champions Employed by H&W County Councils														
Professional Programme at Worcester 6th Form College														

**RESEARCH IN TO HIGHER EDUCATION PROVISION  
IN HEREFORDSHIRE IN 2005/2006**

INFORMATION REQUIRED	SOURCE FOR DATA	DATA REQUIRED	COMPILATION OF DATA
<b>HE Courses available in Herefordshire</b>	<ul style="list-style-type: none"> <li>Herefordshire College of Technology</li> <li>Herefordshire College of Art &amp; Design</li> <li>Pershore Group of Colleges (Holme Lacy)</li> <li>Open University</li> </ul>	<ul style="list-style-type: none"> <li>Course Title</li> <li>Level</li> <li>Name of Institution</li> <li>Partner Institution</li> <li>No of Students (FT/PT)</li> </ul>	Compile database of HE courses available at each institution in 2005/2006 together with actual student numbers - also check level of each course
<b>HE Courses provided by Private Training Providers in Herefordshire</b>	Mike Smith – Hereford & Worcester Training Providers Association	<ul style="list-style-type: none"> <li>Course Title</li> <li>Level</li> <li>Name of Institution/Employer</li> <li>No of Students (FT/PT)</li> </ul>	<ul style="list-style-type: none"> <li>Which Training Providers provide Level 4 &amp; above qualifications?</li> <li>Are these provided at colleges or elsewhere?</li> <li>No of students undertaking each of these qualifications?</li> </ul>
<b>Level 4 Health Courses available in Herefordshire Trusts</b>	Liz Davies-Ward	<ul style="list-style-type: none"> <li>Course Title</li> <li>Level</li> <li>Name of Institution</li> <li>No of Students (FT/PT)</li> </ul>	
<b>Students from Herefordshire on UW Courses</b>	Kevin Jones, Planning Office	<ul style="list-style-type: none"> <li>Course Title</li> <li>Level</li> <li>No of Students (FT/PT)</li> </ul>	Compile database of information - Do not include courses run in partnership with PGoC (HL) as numbers already included in their data above
<b>New Courses awaiting validation</b>	Registry Departments/Quality Units at FE Colleges in Herefordshire plus UW & OU	<ul style="list-style-type: none"> <li>Course Title</li> <li>Level</li> <li>Full-Time/Part-Time</li> </ul>	Compile list of courses to be validated in 2005/2006 & 2006/2007

**From the information collected above, it would be possible to produce the following charts:**

- No of HE Courses available, shown:
  - by each institution in Herefordshire (plus the Open University and the University of Worcester)
  - by type of HE Course (e.g. No of Foundation Degrees, HNC/Ds, Certificates, Diplomas, first degrees etc)
- No of students studying HE Courses, split:
  - by type of HE Course available at each institution in Herefordshire (plus the number of Hereford-based students studying at the Open University and the University of Worcester)
  - by each institution in Herefordshire (plus the number of Hereford-based students studying at the Open University and the University of Worcester)
  - in to full-time/part-time route
  - in to undergraduate/postgraduate courses

**The data acquired will be based on:**

- the number of students studying rather than entering/completing
- Levels 4 – 8 and not solely Level 4
- actual student numbers and not FTEs

**The results of the research will be used by:**

- The LLN for H&W to establish baseline data so that we can demonstrate whether the LLN is meeting its aims – research to be repeated annually over next 3 years
- The HE for Herefordshire Group to inform discussion

**RESEARCH IN TO TRACKING PROGRESSION IN TO  
HIGHER EDUCATION IN HEREFORDSHIRE & WORCESTERSHIRE**

QUESTION	INFORMATION REQUIRED	INFORMATION PROVIDED BY
What is the rate from each FE college vocational qualification by course in to HE in FE (and what proportion in to UW-validated courses)?	No of students by HE Course Type/Subject: <ul style="list-style-type: none"> <li>• living at a Herefordshire/Worcestershire postcode</li> <li>• with vocational qualifications – <u>by course title</u></li> </ul>	FE Colleges
What is the rate from each FE college vocational qualification by course in to HE in HEI (and what proportion in to UW, Birmingham and OU)?	No of students by vocational course title: <ul style="list-style-type: none"> <li>• completing each course</li> <li>• at each FE College in H&amp;W</li> </ul>	University of Worcester, University of Birmingham, Open University
What is the rate from each FE college vocational qualification by type in to HE in FE (and what proportion in to UW-validated courses)?	No of students by HE Course Type/Subject: <ul style="list-style-type: none"> <li>• living at a Herefordshire/Worcestershire postcode</li> <li>• with vocational qualifications – <u>by type of qualification</u></li> </ul>	FE Colleges
What is the rate from each FE college vocational qualification by type in to HE in HEI (and what proportion to UW, Birmingham and OU)?	No of students by vocational course title: <ul style="list-style-type: none"> <li>• completing each course</li> <li>• at each FE College in H&amp;W</li> </ul>	University of Worcester, University of Birmingham, Open University
What is rate from each type of vocational qualification in to HE?	Above results combined	As above
What is progression rate in to HE (out of numbers and percentages of students completing these qualifications) of students with vocational qualifications?	See above	As above
What is progression rate from A Level courses in to HE by FE college as comparator?	No of students by HE Course Type/Subject with: <ul style="list-style-type: none"> <li>• A-Levels and</li> <li>• from an FE College in Herefordshire/Worcestershire</li> </ul>	FE Colleges University of Worcester, University of Birmingham, Open University
What is the progression rate of students with apprenticeships in to HE?	<ul style="list-style-type: none"> <li>• Which employers offer apprenticeships?</li> <li>• No of students completing apprenticeships in 2004/2005 to track progression in to HE in 2005/2006</li> <li>• What proportion studied at FE Colleges (i.e. which may already be included in FE College numbers)</li> </ul>	H&W Training Providers Association (TPA)
What are the numbers of people commencing HE in FE colleges in at least part time employment?	No of students by HE Course Type/Subject: <ul style="list-style-type: none"> <li>• studying part-time</li> </ul>	FE Colleges
What are the numbers of people commencing HE in HEIs in at least part time employment?		University of Worcester, University of Birmingham, Open University
What are the numbers of people in HE undertaking work-based learning?	<ul style="list-style-type: none"> <li>• Which employers are doing work-based learning?</li> <li>• Which courses will be counted as work-based learning? (e.g. Foundation Degrees)</li> </ul>	H&W TPA  Check with GE

**THE ABOVE DATA WILL COMPRISE OF TWO MAIN DATABASES:**

**1. HE Courses available in H&W, University of Birmingham & Open University in 2005/2006**

- Course Type
- Course Subject (JACS Code?)
- Level
- Name of FE College/HEI
- Name of Validating HEI
- No of Full-time/Part-time students, living at H&W postcode, entering HE with a vocational qualification
- No of Full-time/Part-time students, living at H&W postcode, entering HE with a vocational qualification – by vocational course title (use a look-up table linked to the 'Vocational Courses available in FE Colleges in H&W in 2004/2005' to identify type of vocational qualification for each course)
- No of Full-Time/Part-time students entering HE with A-Levels from an FE College in Herefordshire/Worcestershire
- No of Full-Time/Part-time students entering HE with Apprenticeships
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**2. Vocational Courses available in FE Colleges in H&W in 2004/2005**

- Course Title
- Type of Qualification
- Name of FE Provider
- Level
- No of Full-time/Part-time students completing from each vocational course

Would also need to identify:

- No of students completing apprenticeships in 2004/2005