

previously in the 2nd Round. This was felt to be beneficial and a brief discussion took place around a possible Consortium bid.

It was noted that the proposed deadline was a Bank Holiday, the submission date was therefore changed from Monday 4 May to Tuesday 5 May.

DL highlighted that firstly, projects should be completed by mid-January 2010 and secondly, partners will be encouraged to liaise with the LLN in the early stages to seek advice on their project idea.

Action: DL/DO to amend the submission deadline for Big Projects Funding

Projects Approved Since Previous Meeting

Scoping Transition to HE & Employment in Creative Sector (Hereford College of Arts)

HCA provided a response to the queries raised by the Group at the previous meeting regarding this project. This project was subsequently approved by Chairs Action.

Costings for the Two Engineering Projects (conditionally approved at last meeting)

The Group conditionally approved 2 engineering projects at the previous meeting. The revised costings submitted to this meeting were approved as follows:

- Promoting the 14 – 19 Engineering Diplomas to Employers, Potential Students & Parents (£7,375)
- Developing Level 4 & 5 Curriculum in Engineering (£7,650)

Costing for Employer Engagement Project

DL advised the Group that the consultants undertaking this work have now been appointed and started this week. This project was originally estimated to cost £25,000 however DL reported that the consultants had questioned what budget was available for the promotional campaigns. The Group approved a total of £10,000 be allocated to the promotional campaigns.

DL will investigate whether LSC funding can be used to fund or part fund this. The Group were also informed that the LLN currently has a bid submitted to the Rural Regeneration Zone for £27,000, if this bid is successful some of the funding could be used for this.

Although it is the intention, there were concerns that the work being undertaken as part of this action plan does not appear to have a specific focus on HE. It was agreed that this will need to be carefully managed to ensure that there is a specific focus on HE.

CM suggested that the graduate skills work link with the Confederation of British Industry's 7 characteristics.

Action: DL to speak to Sarah Tulk to seek advice regarding whether the LLN can use some of the LSC funding for this.

Data Storage for Arts/Media Studies

In response to the Groups request from the last meeting, Colin Wood has sought advice regarding specific data storage devices for discussion at this meeting.

The Group discussed the options proposed and approved Option A subject to the following questions:

- How long will the students be able to store their work for? It was felt that it was important for students to be able to store their work as they were progressing through their studies.
- Is the proposed size sufficient for at least the next 3 years?
- Will the storage devices be regularly backed up?

Action: CW to speak to HCT & WCT IT Managers regarding the questions raised

Projects for Consideration/Approval

Tender for the Coordination of the 14 – 19 Diploma with Higher Education Providers

This proposal was submitted in response to the Steering Group's request to increase the scale of the project submitted by Worcestershire County Council project at the previous Steering Group Meeting.

GR informed the Group that all the HEIs had been requested to submit information to UCAS to say what they would accept in terms of the Diplomas as entry to a HE qualification.

GE requested that the Action Group include representation from all the HEIs in the Network in order to ensure that there are different perspectives feeding in to this discussion. It was agreed that it would also be important to have sub groups at curriculum level.

The Group questioned whether the LEA would be able to provide funding to help support this work.

The Group approved this funding which was estimated to cost approximately £45,000.

Market Needs Analysis for North Worcestershire (NEW College & Kidderminster College)

The LLN have been approached by NEW College about the possibility of undertaking research looking in to employers needs in the North of the County. It was acknowledged that similar research had already been undertaken in Herefordshire looking at employer needs in a rural area, this project was proposing research in an urban area.

The Group agreed it would be a good idea to limit the number of sectors involved in the research and IP stressed the importance of this being specifically focussed on Higher Education.

This project funding was approved.

Action: Mike McCarthy (NEW College) and Anna Place (Kidderminster College) to advise which sectors they would like to focus the research on.

Development of a Specialist Online Mentor System to Support Courses which require Employer Engagement & Industrial Links (Worcester College of Technology)

This project is trying to develop an online system that can be used to support mentors that are supporting students on work placements. The Group made the assumption that this would be on a Moodle platform.

The Group liked the idea and could see the potential for this to be rolled out to other colleges. However the following questions were raised:

- Who is doing the support?
- How are they doing the support?
- How will they be trained?

Following a satisfactory response to the questions raised, the project will be approved by Chairs Action.

Action: DL to seek clarification on the questions raised

CPD for PE Teachers (University of Worcester)

This is looking to develop a range of CPD courses for PE Teachers which once accredited would feed into a Masters Course or a Level 4 award.

The Group initially approved funding for the research phase (10 hours) of this project in order to establish whether there is a demand for this. Upon completion of this phase, if the LLN is satisfied that there is a demand for the provision then the Group were happy to approve the additional funding on the condition that the courses be accredited.

Action: CW to meet with Project Manager following the research phase to establish the demand for these CPD courses

Research into Equine Pathways & Student Needs in Herefordshire & Worcestershire (University of Worcester)

UW would like to undertake research with Level 3 students and lecturers to investigate whether they would like to undertake an equine related course at Level 4 and if so what pathways they would like. Although it is not anticipated that there will be any costs associated with this project, a maximum of £750 was requested.

The project was approved on the condition that UW liaise with Rob Dunn at HCT with a view to working collaboratively.

e-Learning – Learning & Development DVDs (West Midlands Ambulance Service NHS Trust)

Funding was requested by the Ambulance Service to develop some further DVDs to be used for staff training.

The Group were unable to approve funding for this as the training was not accredited and it was outside the scope of this LLN.

Online Induction for Flexible & Distance Learning (University of Worcester)

As the Business School at UW now deliver a number of courses flexibly with varying start dates throughout the year they would like to develop an online induction to support these students.

The Group were advised that similar inductions are already being successfully provided by a number of FE Colleges. It was suggested that Tim Maxfield talk to HCT, WCT and NEW College to investigate what they offer to their students. In addition, the Skills for Uni website may also be of use, although it was acknowledged that this project intended to be specific to Business.

The project was approved on the condition that TM liaises with HCT, WCT and NEW College regarding their similar inductions.

e-Learning Taster Project – Careers in the Creative Industries (Hereford College of Arts)

This project is looking to map progression between KS4, FE and HE with the objective of widening participation in HE and employment in the Arts.

The Group felt this was a laudable project and subsequently approved the funding.

Foundation Degree in Computing (Evesham College)

This development would provide progression for Level 3 students and is looking to work with employers to investigate what would be useful for their employees.

The Group noted that this course is already being offered by other colleges in the area. However they approved the funding on the condition that they speak to the local colleges about the existing provision.

Module Generation for the FDA Health (Various Colleges)

DL reminded the Group that they had previously approved £5,000 funding for the redesign of an FD in Health & Social Care with UW, HCT and Ludlow College.

This project has now grown and includes more partners: Halesowen College, Ludlow College, University of Worcester, Evesham College, Herefordshire College of Technology, Herefordshire PCT and Worcestershire Acute Hospitals NHS Trust. It also links with the Health Authority, Skills for Care and Trusts.

There are additional pathways they would like to develop to include Mental Health, Learning Disabilities, Health, and Social Care.

The Group approved the additional £3,000 requested.

DL informed the Group that Liz Davies-Ward has also become involved in a national bid to develop a National FD. UW and the University of Staffordshire are working on this. The Group were happy to consider approving this additional funding via email correspondence and Chair's Action.

Action: LDW to prepare a paper requesting this additional funding for circulation to the Steering Group

Preparation of a Six Week Summer School Study Skills Course for Overseas Students (Ludlow College)

The Group were unable to authorise funding for this six week summer school to bridge overseas students into Level 3 or Level 4 as this is outside the scope of the LLN.

Proposed IAG/Diploma Conference

The proposal for an IAG/Diploma Conference was discussed. It was decided that the Consultant undertaking the 14 – 19 project, discussed earlier in the meeting, would need a key role in this conference. It was also agreed that the conference would have to fit in to their plans.

The £3,000 requested was approved to cover the 2 conferences (one in Herefordshire and one in Worcestershire). It was suggested that an alternative venue such as UW or one of the colleges be used to reduce costs.

Bridging the Gap & Preparing Students for HE (Worcester College of Technology)

DL tabled this project at the meeting which was seeking funding to deliver a Bridging course. The Group agreed that it does not normally consider funding course delivery as this was not sustainable.

However they proposed that they instead look to incorporate the Bridging Course in to the first module of the Foundation Degree. The Group were happy to consider funding this development as a pilot model.

The project was not approved.

Project Closure Forms

DL provided the Group with a brief verbal summary for each of the Project Closure Forms submitted to this meeting.

Update on Projects not yet Completed

The Group received the remaining written updates for the projects not yet completed.

6. Report on Work in Progress

LLN National Conference - DL informed the Group that she had been successful in convincing the National LLN to hold the next Annual Conference in Birmingham.

Content Repository – DL gave a summary of the proposed content repository for the outputs from LLN funded projects. CM suggested that Viv Bell speak to Peter Kilcoyne at WCT to investigate a repository that they are currently using, called 'MrCute', prior to making a final decision.

H&W LLN 2nd Annual Conference - The Group noted the positive feedback received with regards to 2nd Annual Conference held on 27 January 2009.

7. Update on Progression Agreements

The Group noted the update on progression agreements.

8. Update on Aimhigher Activities

The Group received the update on Aimhigher Activities

9. Any Other Business

There was no other business.

GE thanked DL and DO for the paperwork for this meeting.

10. Date of Next Meeting

Thursday 21 May 2009 at 2pm (Room MB G131)