



#### 4. Budget Update

DO provided an update on the budget and advised that the budget to the end of December 2010 is £331,204, this is the carry forward from 2009/2010 and no further funding will be received from HEFCE.

Taking into account committed and projected expenditure, the LLN is currently anticipating an underspend of £20,872. However if no further capital money is spent, there will be £34,438 remaining within this budget which can be transferred to revenue, leaving the balance remaining in December 2010 as £55,310. DL proposed that the balance remaining be used to fund projects submitted in the final round of bids being discussed under agenda item 5, the Group were happy with this suggestion.

In addition to this, DL informed the Group that following the new 3-month deadline for claiming LLN funds, which was imposed in July, there were only three projects that had not claimed their funding by the deadline. The Group agreed that the funding allocated to these projects should be released back in to the budget therefore resulting in an additional £11,290 released back into the budget.

The balance remaining in the budget, and therefore available to fund projects at this meeting, was £66,600.

**LLN Laptops** – DL explained that the LLN had purchased 12 Toshiba laptops for use on one of the early LLN funded projects and tabled a proposal for where these laptops should be located following the end of the LLN. The Group authorised the proposal which recommended that each LLN partner college in Herefordshire & Worcestershire should receive one of these laptops at the end of the LLN.

#### 5. Projects

##### Final Round of Project Bids for Consideration

##### **Tool Kit for Delivery of Functional Skills to post 16 students (Hereford College of Arts)**

This project was looking at assisting progression from FE to HE by assisting tutors in gaining an understanding of functional skills and producing a supporting Toolkit. The Group felt that they were unable to support this project as Key Skills (being replaced by Functional Skills) have been in the curriculum for many years and is therefore not a new initiative but instead is being introduced in all colleges.

This project was not approved.

##### **Embedding Employer Links for FE and HE (Hereford College of Arts)**

DL advised that this project was building on a previous LLN project undertaken by HCA which looked at linking with employers. The objectives of this follow-on project are to hold two employer events and to produce a Work Placement Handbook template.

The Group were unable to approve this project as it does not have a HE bias.

### **Sustaining Progression in Herefordshire: Post Graduate Study in the Arts (Hereford College of Arts)**

This project would undertake research into the demand for Post Graduate study in the Arts and would incorporate curriculum development. The bid also proposed to keep the Arts Forum, currently run by the LLN, open following the end of the LLN. The Group agreed that this project would be eligible for LLN funding and ensures that the Arts Forum is sustainable.

This project was approved.

### **Enterprise and Entrepreneurship in the Creative Arts (Hereford College of Arts)**

DL summarised the objectives of the project which were to undertake an audit of enterprise activity and link with the Chamber of Commerce. The Group were surprised that this didn't already exist and referred to the 'Out of Scope' section which noted that this was not a HE related project.

The Group requested HCA amend the project bid to include HE and resubmit this to the Group for approval.

### **Sustaining the work of the HE for Herefordshire Promotions Group (Hereford Promotions Group)**

DL reported that the LLN had been successful in bringing together all of the HE providers in Herefordshire to jointly market their courses. As a result of the Herefordshire Promotions Group, they have produced posters and leaflets in preparation for various roadshows across in Herefordshire as well as commissioning a Hereford front page for the website.

The Group could see the value in continuing the work of this Group and subsequently approved this project.

### **Apprentice Progression Case Studies and Newsletter (Herefordshire, Worcestershire & Shropshire Training Providers Association)**

DL summarised that the objectives of this project were to raise awareness of HE opportunities to employers and apprentices by undertaking case studies about apprentices progression which could be uploaded on to Wider Horizons. The Group were very interested in this project and liked the case study approach.

Although HWSTPA had only bid for £1,920, the Group were happy to approve up to £3,000 if they were willing to undertake further case studies in other areas.

***Action: DL to provide feedback and clarify whether they would like to accept the additional funding offered***

### **Motion Capture and analysis in HE & FE Sports Studies (North East Worcestershire College)**

This project requested funding to purchase video equipment and licenses for specialist software, and to provide training to staff in the use of this equipment/software.

This project was not approved as the Group did not feel that this linked with the obvious agenda of the LLN.

### **Using Skype in the classroom (North East Worcestershire College)**

This project was looking at developing the use of Skype in the classroom by collaborating with other classrooms around the world and by inviting virtual guest speakers.

This project was approved.

### **Using social media, Web 2.0 technologies and mobile learning to support, develop and enhance teaching and learning in early years through personalized learning networks (North East Worcestershire College)**

DL summarised that the aim of this project is to encourage staff and students to use social networking, initially within the FD Early Years, via Web 2.0 technologies to allow CPD. GE advised that this is consistent with the direction that this subject area is taking and recruitment within this area is holding out well.

This project was approved.

### **HE Vocational Progression - Animal Welfare & Management (Persore College)**

This project proposal was to undertake market research with students and employers in order to design and develop new provision to meet their needs and to provide a progression opportunity. The Group questioned whether there was a demand for this as the University of Worcester had already taken the decision to discontinue this course (due to the lack of true top-up to degree).

The Group felt that Lantra should be consulted to check that this course would be relevant to the local economy. DL advised that Lantra are members of Persore College's Employer Group.

This project was approved.

### **HE Vocational Progression - Horticulture (Persore College)**

DL advised that this project is looking to develop a Level 4 qualification in Horticulture to bridge the gap between the current Level 3 and industry based Level 5/6 provision.

This project was approved.

***Action: DL to query the hourly rate for staffing for both of the Persore College projects to clarify that the LLN will only reimburse the actual staffing cost***

### **Developing and extending APL within the University of Worcester, Institute of Health and Society and across partners in the region (University of Worcester)**

DL informed the Group that nursing is now moving to an all graduate profession. To address this the Institute of Health & Society would like to develop the expertise of UW staff in providing advice on APL/APEL, they would also like to improve the knowledge of partners and Trusts in order to ensure that consistent information is provided to potential students around the region.

The Group approved this project.

### **Mentor Awards Ceremony (University of Worcester)**

This proposal was submitted to request funding to support a ceremony to recognise mentors and link with employers.

This funding was not approved as it was not sustainable.

### **Development of a BA Top Up in Fashion & Surface Pattern for The University of Worcester in partnership with Worcester College of Technology (Worcester College of Technology)**

This project is looking to continue from the previous LLN funded project that developed the FD in Fashion & Surface Pattern for which this would be the Top Up course.

The Group welcomed this progression project and subsequently authorised the funding.

### **Developing levels 4 and 5 Curriculum in Engineering (Worcester College of Technology)**

DL explained the background to this submission which was submitted to request funding for a project that was originally being undertaken by Herefordshire College of Technology and North East Worcestershire College. Unfortunately NEW College were unable to undertake the project and therefore hadn't spent the funding originally awarded to them.

This project was not approved as the work had already been undertaken.

### **Developing and evaluating "The Defined Model" for students progressing into and on HE Courses (Worcester College of Technology)**

This project would like to take 'The Defined Model' which has already been developed at WCT in an FE context and extend this to vocational HE courses.

The Group approved the £5,000 requested on the condition that this work be disseminated externally.

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It was agreed that any minor decisions about queries/resubmissions from this meeting could be made by Chairs Action.

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### Project Closure Forms

DL provided a verbal summary of the Project Closure Forms for those projects that have completed since the previous meeting.

### Projects Cancelled

The Group noted that the following projects had been cancelled since the previous meeting and the money returned to the projects budget:

- Bridging Project (Kidderminster College)
- Bridging Project (South Worcestershire College)

- Development of eLearning Materials for H&SC FDs (South Worcestershire College)
- Using Employer & Teaching Partnerships to Develop 14 – 19 Curriculum (University of Worcester)

## **6. Update on Targets for 2010**

The Group noted the Update on Targets for 2010.

## **7. Any Other Business**

DL advised that this LLN needs to submit its Annual Monitoring Report by the end of October 2010 and proposed to circulate this to the Group for comment via email. The Group were happy to provide comments via email.

***Action: DL to circulate the Annual Monitoring Report via email to the Steering Group for comment prior to submission.***

## **8. Date of Next Meeting**

TBA