



**MINUTES OF THE STEERING GROUP MEETING
HELD ON WEDNESDAY 12 MARCH 2008 AT 10AM (UNIVERSITY OF WORCESTER)**

ATTENDEES

Professor Geoffrey Elliott (Chair)	Director of Lifelong Learning, University of Worcester
Mrs Debbie Lambert	Manager of the LLN for H&W
Mr Ian Peake	Principal, Herefordshire College of Technology
Ms Gail Rothnie	Head of Outreach, University of Birmingham
Miss Donna Obrey (Secretary)	Project Officer for LLN for H&W

1. Apologies

Mr Chris Morecroft	Principal, Worcester College of Technology
Mr Mike Rookes	Director, Open University (West Midlands)

2. Approval of Minutes of Previous Meeting & Matters Arising

The minutes of the previous meeting were agreed as an accurate record. A written update on the matters arising was provided together with the following verbal update:

Big Projects Fund – an update on the Big Projects Fund was discussed later in the meeting.

FD in Spa Management – Gloucestershire College have now confirmed the mode of study and that no other funding has been sought for this development.

Development of FDs in Arts Management & Music Industry Management – DL chaired a meeting between Kidderminster College and Hereford College of Arts to discuss collaboration in the development of these courses. DL provided a summary of the ways in which they have agreed to collaborate. The Group approved the award of funding up to £8,000.

Progression with Robert Owen Society – At this time, ROS have decided not to continue with this project.

Project Closure Template – This has been circulated to all Project Managers and has also been uploaded on to the website.

3. Chair's Business

Market Research in to Higher Education in Herefordshire – GE reported that the LLN was commissioned by the HE for Herefordshire Group to carry out research with employers in Herefordshire to complement a report produced by HEFCE. This went out to tender and 3 consultancy organisations were invited to attend an interview. Blueberry Training were appointed to undertake the research and have commenced work on this.

4. Budget Update

The budget update was presented to the Steering Group. DL confirmed that a revised budget report had been provided to HEFCE with the 18-Month Report which advised of the extended end date for this LLN of March 2010.

5. Projects

Projects for Approval at this Meeting

There were 2 projects being presented to the Steering Group that were linked to the 14 – 19 Diplomas. DL proposed that, if approved, these should be funded from the £65,000 received from the LSC as this was one of 4 key areas they requested the funding be utilised.

14 – 19 Diploma and HE Alignment

This project proposes to map the Diplomas' content in to higher education, raise the awareness of Diplomas at Universities and looks at ways in which the schools and colleges can promote them.

The University of Birmingham expressed an interest in this project and requested that they be involved in the following 2 areas:

- Society, Health & Development
- Sport & Leisure

This project funding was approved up to £3,525.00 (inc. VAT).

Action: GR to advise Liz Davies-Ward (LD-W) of appropriate contacts at the University of Birmingham

Employer Engagement in the 14 – 19 Diploma Development – Identifying the Characteristics of the Diploma Teacher (University of Worcester)

DL noted that the costs of this project had not yet been received, therefore it was agreed that the project be discussed with a view to approval via email correspondence.

It was noted that this project was focussed on Worcestershire however the final report could be shared with Herefordshire. The Steering Group requested more detail and information regarding the outcomes for the project, they also raised the following queries:

- Is it anticipated that the needs will be the same across all Diploma lines or will they be subject specific?
- What do they envisage will be the specific impact for teacher training?
- Will this result in a new course, new module, CPD etc?
- What are the costs?

***Action: Bob Parker to obtain clarification regarding the outcomes, queries and costs in order to feedback to DO
DO to circulate clarification to Steering Group for approval via email***

Development of the BSc Degrees in Computing/Computer Games & Multimedia/Computer Networks/Web Development/Business Information Technology with the University of Worcester (Evesham & Malvern Hills College)

This project is looking to host the 1st year of a BSc degree at Evesham College with a view to the 2nd & 3rd years being undertaken at UW. This will be a change in mode of delivery, trying to make HE more accessible to more students.

Discussion took place around whether it would be more appropriate to run a CertHE or Foundation Degree with a related Top-Up degree. The Steering Group requested a rationale for doing a CertHE rather than an FD and wondered what evidence there is that students will want to continue after the 1st year if they have to move institutions.

Action: BP/VB to obtain a rationale for doing a CertHE rather than an FD with a Top-Up to degree

Developing Delivery of Managers Awards for Health & Social Care (Community First)

Community First had submitted a project form previously however, DL advised that they have now spoken to other providers and have a new proposal.

The project is focussed at aspiring managers who are unable to undertake an NVQ 4 as they are not in a post where they have managerial responsibility.

The Steering Group requested clarification for the following queries:

- What is the relationship between this and the existing NVQ 4?
- Sustainability - How will this be funded following the pilot?
- Will employers be able to make the appropriate roles available to the students?

Upon receipt of the appropriate clarification, the Steering Group will approve the project up to £4,200.00.

**Action: LD-W to obtain clarification and feedback to DO
DO to circulate clarification to Steering Group for approval via email**

Market Research with Current & Past NVQ 4 Students (Ludlow College)

DL noted that the costs of this project had not yet been received, therefore it was agreed that the project be discussed with a view to approval via email correspondence.

This project is planned to research the HE needs of students who have finished an NVQ4. It was felt that the results of this would be used to inform curriculum development. The Steering Group questioned whether this should be extended out as it was felt that this would only target a small number of students.

The project was approved subject to clarification regarding the number of students this will involve and the funding required.

**Action: Bob Parker to obtain clarification and costs in order to feedback to DO
DO to circulate clarification to Steering Group for approval via email**

E-Learning Projects:

Moving from Paper Based to Electronic with Interactive Options (Warwickshire College, Pershore)

This project is looking to convert 2 HE courses to partial e-learning mode. This project was approved up to £5,000.00.

Access to Online Interactive IELTS Resources (University of Worcester)

This project is looking at enabling access to HE for non-English speakers. This project was approved up to £5,000.00.

Improving Access to e-Learning for Post 16 Learners (Worcester Sixth Form College)

This project is looking to make wireless access possible for the learners and will be targeted at HND, Access and OU learners. This project was approved up to £5,000.00.

Report from LLN Funded Projects

Market Research Report - Health & Social Care

DL reported how this research was feeding in to a number of projects. It was noted that it would be interesting to compare these results with the findings of the 'Market Research with Current & Past NVQ 4 Students' project being undertaken by Ludlow College.

For Approval

Big Project Fund

DL advised that she will be attending the Principals Meeting next week to advise them of this Big Projects Fund. The Steering Group decided that each institution should be limited to one application per round.

Following the above amendment, this document was approved for circulation.

Action: DL to amend documentation before circulation

Projects Withdrawn

DL advised that the following projects have been withdrawn since the previous meeting:

- **Top-Up for HND & Equivalent Counselling Programmes (UW & HCT)** – although this project has been withdrawn, they are looking at developing a Foundation Degree with HCT.
- **Interactive Initial Study Skills Portal (UW & LLN)** – the person proposing to do this work is no longer available.

GR advised that the University of Birmingham are launching an interactive online study skills unit on their website. It was agreed that this could be available via a link on the Wider Horizons site.

Action: GR to send link to DL for circulation to partners

6. Report on Work in Progress

Meetings with Other West Midlands LLN Directors – The LLN Directors have met with Viv Wylie to identify what can be taken over by the LLN's once the Regional Aimhigher funding is discontinued later this year.

Train to Gain – DL has met with Zelma Williams and Tony Green to discuss how to take forward the Train to Gain post. DL fed back that the post will be situated within the Three Counties Consortium and linked with the current Level 3 post in order to alleviate brokerage problems.

Step into HE Fair – The next HE Fair will be held on Tuesday 21 October 2008 at Worcester Rugby Football Club.

7. Criteria for e-learning Competition

This competition has been initiated to demonstrate good practice in e-learning with a view to holding a showcase event for those entries that are shortlisted.

The Steering Group discussed the funding and agreed it would be more beneficial to spend the money being proposed for a Case Study publication on Staff Development for the 1st, 2nd and 3rd place winners - £500 per person.

Action: VB to amend the competition details to: 1) include an allocation of £500 for staff development for the 1st, 2nd and 3rd place entries and 2) delete the information regarding the case study publication

8. Wider Horizons Project Plan & Summary of Expenditure

The Steering Group received a detailed project plan for Wider Horizons (WH). It was decided that VB will attend the Steering Group meeting being held in July to demonstrate Wider Horizons.

IP advised that Emma Ball has now been appointed as the e-learning contact at HCT.

Action: VB to contact Emma Ball and invite on to the WH Executive Group

9. Admissions Tutors Conference

The Admissions Tutors Conference is being held at Astons University in April to increase awareness of vocational qualifications for HE Admissions Tutors and will focus on Health & Social Care. The 4 LLNs are collaborating with Aimhigher to host this event and will share the costs.

The Steering Group agreed a contribution from the H&W LLN of up to £2,500 for this event.

10. Update on Aimhigher Activities

The Group received the Update on Aimhigher Activities and noted the following:

- The new phase will be from 2008 – 2011
- DL has been invited to the Aimhigher Planning Day next week
- Aimhigher now have a much smaller focus which will have implications for the LLN as there is no-one doing aspiration raising for adults.

11. Any Other Business

There was no other business