



## **Application to the Big Projects Fund**

**Project Name: Developing a framework for Work-based learning**

**Project Manager: Ian Scott**

**Document Version: 1**

**Document Distribution:**

<i>Name</i>	<i>Location</i>	<i>Responsibility</i>	<i>Action/Information</i>
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### **1 Background**

The development of opportunities in Higher Education through programmes and awards that are built on work-based learning is key to the Government's strategy to increase the knowledge and skills held within the UK's workforce and to the goal to increase participation in Higher Education. The University of Worcester has a history of supporting work based and work related education programmes particularly in vocational areas that have had a tradition of embedding their Education and Training within HEIs. To help foster and develop the proliferation of WBL programmes across the University's other subject areas and our partners work has started on the development of a work based learning framework. The aim of this framework is to:

Enable the University to present WBL opportunities to employers and other organisations in a manner that is coherent and consistent.

To enable the University and partners to respond to employers in a manner that is not necessarily subject based and recognises the complexity of work related development and education needs.

To facilitate an approvals processes for WBL programmes that is efficient and allows the University and partners to be more timely and responsive to the needs of external organisations and employers.

To provide a structure that is consistent with the principles of WBL.

The University is making good progress in developing the WBL framework and seeks assistance from the LLLN in both completing the development. The details of the assistance are as described below.

### **2 Objectives of the Project**

To produce a generic handbook of advice and guidance to support: learners undertaking Work based learning in the work place and employers supporting work based learners in the workplace.

To produce appropriate documentation with regard to support the validation and approval by the University of Worcester of a Work-based learning framework.

To produce materials to promote the Work-based learning framework to employers.

### **3 Project Approach**

The objectives of the project will be achieved through largely through the appointment of a consultant. The consultant will be expected to work autonomously under the supervision of the Head of Academic and Development Unit (The project manager). The consultant will be expected to consult with relevant stakeholders but would ostensibly be required to produce the products described in the objectives above.

### **4 Scope:**

#### **A Key Products from the project**

A generic handbook of advice and guidance to support learners and employers taking part in WBL, this may be two separate documents one for employers and one for students. The product would be a 'print ready' document capable of being adapted for specific programmes.

A completed set of modules for inclusion within the WBL framework.

Materials to promote the Work-based learning framework to employers.

#### **B Out of Scope**

Beyond the products described this project does not involve the process and approval of the work based learning framework. The implementation of the Work-based learning framework is out of scope as is putting to use any of the products produced by this project. The responsibility and right to use the products will be that of the University, its partners and the HWLLLN.

### **5 Constraints**

There is a stated need for this framework within some areas of the University and therefore there is a significant time constraint. Products produced by the project must be consistent with the University's Academic infrastructure.

### **6 Initial Project Case**

The case for this project is that the successful development of a Work based learning framework, the associated guidelines for employers and students and effective promotional materials will help the University its partners and the HWLLLN to meet their objectives. It will help promote high level skills develop within the region and widen participation in HE. The project funding is needed to promote an early completion of the framework project and through the HWLLLN foster wider engagement with partners.

### **7 Benefits of the Project**

This project will help the University to produce a validated and approved Work-based learning framework that is suitable for use by partners and the University. The framework will provide a solid bedrock upon which more specific programmes can be produced. The products produced will allow greater dialogue with employers and in the medium term will allow more students to enter higher education.

## 8 Key Assumptions

That a Work-based learning framework is required.

That employers want WBL at HE level

That students will be attracted to HE

That a framework will promote WBL

That marketing will improve the uptake of WBL.

## 9 Costs (This should include the commitment of the organisation to pay 20% of the costs)

*Double click on the table below to detail the costs of the project (to insert another row, highlight the row after where you would like the row to be inserted and go to 'Insert' & 'Rows')*

Description of Costs	£
<b>Revenue Costs:</b>	
Consultant hours 45 days @ £200/day	9,000.00
Project Manager	2,500.00
Production of promotional materials	1,400.00
<b>Sub-Total of Revenue Costs</b>	<b>12,900.00</b>
<b>Capital Costs:</b>	
<b>Sub-Total of Capital Costs</b>	<b>0.00</b>
<b>Total Cost</b>	<b>12,900.00</b>

## 10 Project Timescale

### Timescale

Time Period	Dec 08	Jan 09	Feb 09	Mar 09	April 09	May 09
Activity						
Recruitment of consultant						
Write Modules						
Write WBL handbook for student and employers						
Write promotional material for Employers						

## 11 How will the project be evaluated?

The products of the project would be open to external scrutiny both by an approvals panel and by end users. The use and uptake of the framework and its use of the guides form the basis of the evaluation.

## 12 How will the project be sustained?

The objectives (products) of this project are self contained. The products will be updated by the Academic Development and Practice Unit of the University of Worcester as required.

## 13 Which aims, outcomes and/or targets will the project achieve for the HWLLN? Please also state which funding criteria this project meets and how.

The HWLLN aims to promote wider uptake of HE amongst the population of Herefordshire and Worcestershire. The implementation of a suitable WBL will help to facilitate this by promoting HE and supporting HE for those in work who may otherwise find accessing HE difficult or consider that its traditional conception is not applicable to their lives. The WBL framework will enhance the University's ability to constructively engage with employers and similar organisations.

## 14 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
Not finding a suitable consultant	low	High	Have discussed with a number of potential consultants
Module outlines produced not consistent with needs	low	High	This risk will be avoided by hiring a consultant familiar with the HE qualifications framework
Guide for users not consistent with University policy/procedures/QAA codes of practice	low	High	This risk will be reduced by the supervision of the consultant by the project manager
Marketing material not suitable	medium	High	This risk will be mitigated by the consultant working closely on this aspect of the project with the HWLLN and knowledge transfer partners.

## 15 Project Team

Dr. Ian Scott

Project Consultant

The project will also be advised by the University's WBL steering group