

**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.