

**Leeds Pathways
Area Prospectus & Common Application Process
Steering Group**

**Wednesday 21 May 2008 at 2.30 pm
Education Leeds Boardroom, 10th Floor West, Merrion House, Leeds**

Attendance	
Andrea Cowans	Education Leeds
Jim Hordern	LSC
Sarah Roberts	Leeds Further Forward
Ann Roberts	West Leeds High School
Sheila Taylor	Igen Leeds Careers
Joe Culoccio	Corpus Christi / Catholic Partnership Manager
Vanessa Norton	South Leeds High School
Lynn Fox	Park Lane College
Michelle Nall	Education Leeds
Billy Broadbent	Roundhay School
Andrew McGlen	Education Leeds
Linda Richards	Garforth Community College
Amrat Soor	Education Leeds (Minutes)

Apologies	
Pam Born	Guiseley School
Rebecca Looney	Future Pathways
Rachel Machutchon	Education Leeds
Ashfaq Gulab	WYLP
Janet Lofthouse	Leeds Thomas Danby

1.00 Welcome and Introductions

1.01 Introductions were made around the table and apologies were noted. AC informed that this was the first meeting of the amalgamated Area Prospectus and CAP Steering Groups.

2.00 Minutes of the last meetings and Matters arising

The minutes of the Area Prospectus Steering Group (5 March 2008) and Leeds Common Application Process Steering Group (9 April 2008) were agreed as an accurate record.

2.02 Matters Arising

Item 3.5 – Area Prospectus Steering Group – AW was not present at the start of the meeting to give the feedback from the young people through the user groups. *AW to feedback at the next meeting.* Agenda item for the next meeting.



3.00 **Area Prospectus Update**

3.01 **Software developments: Version 3**

AC reported that version 3 is a complete revamp and has been developed by taking into account the feedback received from the user groups.

- The providers page has been improved to make the uploading of information easier.
- Major improvements have been made in the CAP section. Navigation in CAP will be much easier.
- The facility for managing batches of information has been improved.
- To continue with the development work done with SR and to capture the learning that is provided offsite.

AC informed that V3 will be shown to the FE admissions officers at a meeting tomorrow and further feedback will be taken to the software developers. AC said that she has the confidence in the software developers who have been asked to work on the prospectus and make improvements.

Action: To email the link and screen dumps to the group with the minutes.

3.02 **Timescales**

The timeline for CAP rollout 2008-09 was circulated to the group. The key dates and milestones were noted. AC informed that V3 will be released to schools on 1st September. The cut off date for schools and colleges to have their information on the website will be mid September. The group were happy with this deadline.

3.03 **Training for providers & quality protocols**

AC informed that various training sessions have been held for the providers.

- 14-19 Briefing Events for School Careers / Citizenship / PSCHE Co-ordinators, Careers Co-ordinators, pastoral team leaders and Connexions Personal Advisers in February 2008.
- Area Meetings for Heads of Post 16 in April 2008.

She said that the attendance at these sessions has been excellent.

3.04 A series of area prospectus training events for school and colleges who have the responsibility for updating/marketing the front end of the prospectus have been planned for June 2008.

3.05 WBL will be trained in separate training sessions.

AC clarified that all data uploaded on V2 will be transferred to V3.

4.00 **Common Application Process Update**

4.01 **Evaluation report: CAP Pilot**

The evaluation report written by JC was circulated. JC stated that the Pilot has gone very smoothly with only minor technical hitches.

- The advantage of CAP is that staff and PAs can easily track the progress of the learners' applications.
- He stressed that work on personal statements should be started as early as possible in Year 10. VN asked who was the right person to co-ordinate CAP. JC informed that it is team work and that careers advisors, Head of English, Head of ICT, PSHCE, Connexions and pastoral staff should all be involved to make CAP successful.
- He advised that pupils should be alerted to start the preparatory work on their application as soon as possible.
- It was noted that the young people were very positive as this was their medium and found the process very easy. JC said that even though the Catholic schools had an aggressive timetable to follow, the CAP was a success.
- He said that training needs to be embedded in the curriculum.

He has put together a framework which can be adopted by schools taking part in CAP in 2008.

4.02 **FE Admissions feedback**

LF reported that there were issues with multiple applications. AC informed that in V3 applications can be monitored and warning will come up if pupils are applying for more than one course. Passwords will be issued to schools by PAs. AC informed that there will be third level of security questions.

LF also raised that there is an issue with references. It was agreed that a common template for references was required. References done should be tailored to the course the young people want to do.

Action : agenda item - look at advantages and disadvantages of references at the next meeting

4.03 **Roll out to schools**

AC circulated a spreadsheet showing a list of 21 schools participating in the rollout in 2008. DYCA and Farnley Park have not responded yet. Parklands, Priesthorpe and Pudsey Grangefield have not engaged in the process.

4.04 **Training for PAs and schools**

Training sessions for Connexions PAs and schools have been arranged. AC said that she is happy to talk about the tools that have been developed. AC informed MN will be working with her to deliver training to schools on the area prospectus.

5.00 **Resources to support Leeds Pathways Curriculum resource pack**

Resource packs have been given out at the KS4 and Heads of Post 16 events. The pack includes a planning toolkit, activities, and checklists. It has been uploaded on the teacher and practitioner area on the Leeds Pathways website for providers to download.

5.01 **Marketing and publicity**

A discussion took place around the requirements of the marketing resources for schools and colleges for next year.

All agreed that the A3 poster and card were useful materials.

- Business card size was suggested.
- The front of the card could have the design and the website address.
- 40 posters per school would be sufficient.
- Suggestion that schools could insert the card in the planner in future.
- Digital pack of logos/jpegs will be uploaded on the teacher and practitioner area of the website for schools to use.

6.00 **WBL: engaging with providers**

AC reported that she still needs to engage with the WBL providers and will attend the WYLP meeting in July. JH suggested a joint letter from Education Leeds and LSC reminding them of their responsibilities and see if this has an impact.

7.00 **User Agreements & Service Level Agreements**

Leeds Careers is currently updating the partnership agreement between schools and Careers. The Prospectus and CAP are being written into it. Schools taking part in this year's rollout will be included in this agreement.

8.00 **Any other Business**

None

9.00 **Date of next meeting**

9.01 26 June 2008, 2.30 pm – 4.00 pm, Leeds Careers / Igen, Eastgate.