

## Leeds Pathways Steering Group

Thursday 4 February 2010 at 2.30 pm, Leeds City College -Thomas Danby Campus

<b>Attendance</b>	
Billy Broadbent	Roundhay School (Chair)
Sheila Duxbury	Education Leeds
Becky Whitaker	Leeds City College Park Lane Campus
Andrea Cowans	Education Leeds
Simon Hewitson	Prospects
Paula Longbottom	Leeds City College Thomas Danby Campus
Andrew McGlen	Education Leeds
Terry Walsh	Prospects
Matt Newsome	Prospects
Becky Smith	IGEN
Vicky Pointing	Leeds Further Forward
Graham Bailey	Leeds City College Park Lane Campus
Amrat Soor	Education Leeds

<b>Apologies</b>	
Michelle Nall	Education Leeds
Pam Born	Guiseley School
Patrick Salami	Reemap
Rachel MacHutcheon	Education Leeds
Gerry Hudson	IYSS
Vanessa Norton	South Leeds Academy
Tom Holdich	NAS

### 1.00 **Welcome and Introductions**

1.01 Introductions were made around the table and apologies were noted.

### 2.00 **Minutes of the last meeting**

2.01 The minutes of the last meeting of 8 October 2009 were agreed as an accurate record.

### 2.02 **Matters Arising**

#### 2.03 **Item 5.04 – Schools Administration Function**

SD reported that she has discussed the issues around the learner data security and information sharing with the Education Leeds Information Policy Team. It has been agreed that one person in school will be given high level access. Information Policy Team is happy with this approach. If a learners does not wish access be given, this can be changed. The data security statement will be uploaded on the first page of the website. SD circulated the data security statement to the group.

2.04 TW asked if guidance notes for PAs are needed. It was noted that there is a big piece of work to be done around impartiality.

2.05 **Foundation Learning Project Update**

- 2.06 SD gave an update on the work she is doing on the project.
- SD and Liz Armitage (Prospects) have discussed access for LDD learners on the online prospectus. They now have a clear idea of what the interface will look like.
  - SD is working with VP and Sally Dexter to incorporate the college offer.
  - Technical work around symbols is in progress.
  - Looking into searching capabilities which are easy for LDD learners.
  - Changes to the data and information which is easily accessible

**Action:**

**TW asked SD to give an update of this project to the Strategic LDD Partnership Board.**

2.07 **Transition of Leeds Pathways management**

2.08 SH informed that he has taken over the management of the Leeds Pathways from Rhena Khan. He is working on the training programme for Connexions PAs. A small team of PAs experts will be identified. **Action: SH**

2.09 The role of the helpdesk has been managed very competently by MN. SH informed that staff have now been trained to cover for holiday periods and a voice message system has also been setup.

2.10 **Quality assurance of prospectus entries**

2.11 SD informed that a full quality audit of all the entries on the website has been done by Prospects. The standard of the website is very good. Andrew Rowbotham (Prospects) with his team has looked at the school entries. The Work Based Learning Providers entries have been looked at by another team. The main problem has been with the WBL entries. SD has taken a decision to make some of the entries invisible until the quality is improved. BS has done a lot of hard work on the E2E offer.

2.12 SD stated that although the 16+ offer looks very good, the 14-16 offer is totally absent from the school entries. She stressed that it was important to put the 14-16 provision.

**Actions:**

- **To add the Leeds Pathways website link in the Year 6 prospectus. AC to discuss with the Education Leeds Admissions Team.**
- **SD: Hide the 14-16 provision until the information is populated by schools.**

3.00 **Software development priorities**

3.01 **UCAS change user group feedback**

SD is one of the six people who has been invited to the National Change User Group meeting and is also representing the Yorkshire regions. She stated that there is a formal channel now in place for any issues with the online prospectus. The UCAS system has been taken out of the host server. The system will be stable now.

3.02 **Local development priorities**

3.03 The UCAS database administration team has doubled to 10 people. This has improved the quality of what they deliver. Four account managers have been introduced and one person is from our region.

**Priorities**

- Agree a set of criteria –the priority for development criteria set is short, medium and long.
- Reporting in the system – client/school top of the list.
- Regular snapshots of data to run reports giving flexibility
- College MIS systems
- Facilities for school to filter cohorts
- Alerts to look at notes
- Enhancing the search criteria for Foundation Learning and LDD courses  
Capture different types of data. Symbols for LDD learners.
- Qualification types – need to make it more accessible for learners
- Diplomas management area
- Client administrative improvement
- Managing cross border applications

3.04 SD informed that some of the priorities are cost associated developments to the system and will have to pay locally for these.

Deadline for this work is April 2010.

**Action:**

**SD to circulate the presentation from UCAS which gives costs to the development work.**

3.05 **References**

3.06 SD asked the group to agree on an option how to approach providing references for learners. She circulated the options sheet to the group. She informed that last year colleges provided paper based references. This year colleges have been using email and online referencing. Options 3 and 4 were ruled out. The group looked at the pros and cons of options 1 and 2.



Leeds City College - Park Lane Campus have set up mailboxes to send out references electronically. They have slightly amended the template. It was noted that the main issue is duplicate applications received at the colleges.

The group agreed to go with Option 1. **ACTION: SD** to have a further discussion with colleges.

3.07 A discussion took place around capping number of learner applications including

- Closing date for college applications
- Limiting the number of applications
- Improve guidance for learners through the school PA.

#### 4.00 **Reporting**

4.01 SD circulated a report showing the number of learners who have submitted applications. The group expressed concerns at the number of learners with no applications. SD informed that the report will be produced on a monthly basis

#### **Action**

**TW to ask Rhena Khan and Andy Ottey to discuss quality guidance and support for learners at an early stage with the school PAs.**

#### 5.00 **CAP Roll-Out**

5.01 AC reported that schools are now required to make radical changes to the way they deliver IAG. All learners should be able to apply for post 16 opportunities through CAP by 2011.

5.02 A meeting has been arranged on 30 March 2010 with heads of sixth form to evaluate the processes that have been developed for sixth form applications this year. The invitation will be extended to administrators, PAs and KS4 PAs.

#### 5.03 **CAP post 16 young people**

5.04 SD has been working with Liz Crick on a small pilot at Notre Dame Sixth Form College. 70 learners will be applying online for a level 2 course. The system has been tested and is working. Look at providing to all FE level 1 and level 2 learners. This should have an impact on reducing NEET numbers at 17. Timeframe after Easter. **Action: SD**

#### 5.05 **Publicity and awareness raising**

5.06 Regional prospectus managers meeting looked at how other regions have promoted the prospectus. She was impressed by the publicity used by Barnsley. They use a powerpoint presentation on a television in the reception area. They also use laptops at parents evening.





- 5.07 Leeds City College – Park Lane – can use this idea at open days. One issue identified was that there will be a staffing issue at these events. The group thought it was a good idea and would try out at one or two events to see if it would work.

**Action**

**AM will look into providing laptops with internet access from the City Learning Centre.**

- 5.08 **Work with parents**

AC reported that she is integrating the work already done for parents by Education Leeds and Children Leeds. She is looking at the STEPS programme for parents.

- 6.00 **MIS interface for FE colleges – SD**

SD has met with three MIS officers from colleges. Information has been uploaded on MIS at Notre Dame in a pilot. There are some issues to be improved. Other colleges are keen to run similar trial.

- 7.00 **Annual Planning and timeline**

- 7.01 SD circulated the Leeds Pathways Timeline and outlined the main dates for action.

31 December - deadline for Sixth Form application

22 February - schools to make offers to learners

17 March – learners to accept or reject offers

31 May – PAs to make sure that all learners have accounted for.

It was noted that the role of PAs was very important to give guidance to the learners at an early stage.

**Action SH:** ensure PAs are following up learners with no applications or inappropriate applications

- 8.00 **Any other Business**

- 8.01 SD informed that a number of other LEAs (Sandwell and Cumbria) have expressed an interest in our online prospectus. A meeting has been arranged on 16 February to meet with them.

- 8.02 SD circulated the learner feedback for the Leeds Pathways website.

- 9.00 **Dates of Next Meetings**

**Thursday 6 May, 2.30 – 4.00 pm, 10 West Boardroom**

**Thursday 1 July, 2.30 – 4.00 pm 8 East meeting room 1**