

WEST OF ENGLAND

Combined Authority

WECA Adult Education Stakeholder Group

30th September 2019

3 Rivergate, Bristol, BS1 6EW

Item		Action																																																																																													
1	<p>Welcome, introductions and apologies</p> <p>Attendees</p> <table border="1"><thead><tr><th>Representative</th><th>Organisation</th><th>Contact Email</th></tr></thead><tbody><tr><td>Matt Hempstock</td><td>WECA</td><td>Matt.Hempstock@westofengland-ca.gov.uk</td></tr><tr><td>Melanie Trotter</td><td>WECA</td><td>Melanie.Trotter@westofengland-ca.gov.uk</td></tr><tr><td>Abbie Evans</td><td>WECA</td><td>Abbie.Evans@westofengland-ca.gov.uk</td></tr><tr><td>Leon Fisher</td><td>WECA</td><td>Leon.Fisher@westofengland-ca.gov.uk</td></tr><tr><td>Ejaz Ahmed</td><td>CJI Solutions Ltd</td><td>eahmed@local-learning.co.uk</td></tr><tr><td>Justin Speirs</td><td>Somerset Skills & Learning CIC</td><td>jspeirs@sslcic.co.uk</td></tr><tr><td>Paul Jones</td><td>New College Swindon</td><td>Paul.RJones@newcollege.ac.uk</td></tr><tr><td>Emma Jarman</td><td>City of Bristol College</td><td>emma.jarman@cityofbristol.ac.uk</td></tr><tr><td>Elke Hein</td><td>Bristol City Council</td><td>elke.hein@bristol.gov.uk</td></tr><tr><td>Alex Richards</td><td>WTPN</td><td>westerntrainingproviders@gmail.com</td></tr><tr><td>Jo Grenfell</td><td>Wiltshire College</td><td>Jo.Grenfell@wiltshire.ac.uk</td></tr><tr><td>Kelly Gillett</td><td>SGS College</td><td>Kelly.Gillett@sgscol.ac.uk</td></tr><tr><td>Phil Coward</td><td>WEA</td><td>pcoward@wea.org.uk</td></tr><tr><td>Neil Brayshaw</td><td>People Solutions</td><td>Neil.brayshaw@n-gaged.co.uk</td></tr><tr><td>Ty Butler</td><td>Babington</td><td>Ty.Butler@babington.co.uk</td></tr><tr><td>Jacqui Ford</td><td>Weston College</td><td>jacqui.ford@weston.ac.uk</td></tr><tr><td>Jane Taylor</td><td>Bristol City Council</td><td>jane.taylor@bristol.gov.uk</td></tr><tr><td>Jane Thomas</td><td>South Glos Council</td><td>Jane.Thomas@southglos.gov.uk</td></tr><tr><td>Julie Cathcart</td><td>South Glos Council</td><td>Julie.Cathcart@southglos.gov.uk</td></tr><tr><td>Becky Richards</td><td>Bridgwater & Taunton College</td><td>RICHARDSB@btc.ac.uk</td></tr><tr><td>Anna Wheeler</td><td>Bath College</td><td>Anna.Wheeler@bathcollege.ac.uk</td></tr><tr><td>Jon Cummins</td><td>Learning Curve Group</td><td>Jon.Cummins@LearningCurveGroup.co.uk</td></tr></tbody></table> <p>Apologies</p> <table border="1"><thead><tr><th>Representative</th><th>Organisation</th><th>Contact Email</th></tr></thead><tbody><tr><td>Henry Lawes</td><td>WECA</td><td>Henry.Lawes@WestOfEngland-CA.gov.uk</td></tr><tr><td>Bev Soakell</td><td>RNN Group</td><td>bsoakell@rnngroup.ac.uk</td></tr><tr><td>Michael Gainall</td><td>London Learning Consortium</td><td>M.Gainall@londonlc.org.uk</td></tr><tr><td>Paul Workman</td><td>Riverside Training</td><td>Paul.Workman@riverside-training.co.uk</td></tr><tr><td>Caron Edwards</td><td>Swindon College</td><td>CaronEdwards@swindon.ac.uk</td></tr><tr><td>Beverley Emmett</td><td>Derby College</td><td>Beverley.Emmett@derby-college.ac.uk</td></tr><tr><td>Sue Pember</td><td>Holox</td><td>sue.pember@holox.org.uk</td></tr></tbody></table>	Representative	Organisation	Contact Email	Matt Hempstock	WECA	Matt.Hempstock@westofengland-ca.gov.uk	Melanie Trotter	WECA	Melanie.Trotter@westofengland-ca.gov.uk	Abbie Evans	WECA	Abbie.Evans@westofengland-ca.gov.uk	Leon Fisher	WECA	Leon.Fisher@westofengland-ca.gov.uk	Ejaz Ahmed	CJI Solutions Ltd	eahmed@local-learning.co.uk	Justin Speirs	Somerset Skills & Learning CIC	jspeirs@sslcic.co.uk	Paul Jones	New College Swindon	Paul.RJones@newcollege.ac.uk	Emma Jarman	City of Bristol College	emma.jarman@cityofbristol.ac.uk	Elke Hein	Bristol City Council	elke.hein@bristol.gov.uk	Alex Richards	WTPN	westerntrainingproviders@gmail.com	Jo Grenfell	Wiltshire College	Jo.Grenfell@wiltshire.ac.uk	Kelly Gillett	SGS College	Kelly.Gillett@sgscol.ac.uk	Phil Coward	WEA	pcoward@wea.org.uk	Neil Brayshaw	People Solutions	Neil.brayshaw@n-gaged.co.uk	Ty Butler	Babington	Ty.Butler@babington.co.uk	Jacqui Ford	Weston College	jacqui.ford@weston.ac.uk	Jane Taylor	Bristol City Council	jane.taylor@bristol.gov.uk	Jane Thomas	South Glos Council	Jane.Thomas@southglos.gov.uk	Julie Cathcart	South Glos Council	Julie.Cathcart@southglos.gov.uk	Becky Richards	Bridgwater & Taunton College	RICHARDSB@btc.ac.uk	Anna Wheeler	Bath College	Anna.Wheeler@bathcollege.ac.uk	Jon Cummins	Learning Curve Group	Jon.Cummins@LearningCurveGroup.co.uk	Representative	Organisation	Contact Email	Henry Lawes	WECA	Henry.Lawes@WestOfEngland-CA.gov.uk	Bev Soakell	RNN Group	bsoakell@rnngroup.ac.uk	Michael Gainall	London Learning Consortium	M.Gainall@londonlc.org.uk	Paul Workman	Riverside Training	Paul.Workman@riverside-training.co.uk	Caron Edwards	Swindon College	CaronEdwards@swindon.ac.uk	Beverley Emmett	Derby College	Beverley.Emmett@derby-college.ac.uk	Sue Pember	Holox	sue.pember@holox.org.uk	
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Neil Pratt	Gloucestershire College	Neil.Pratt@gloscol.ac.uk
Harminder Matharu	AELP	hmatharu@aelp.org.uk

Did not attend

Association of Colleges
Bath and North East Somerset
DWP
Cornwall College
SWATPRO
Kidderminster College
Templegate Training
Knowledgepool/Capita
Telford College
National Star
Petroc
South West Association of Training Providers
Templegate Training
Cornwall College
Seetec
Shrewsbury College

2 Discussion and Adoption to Terms of Reference

The Terms of Reference will be subject to review and update throughout the lifetime of the group. Although the Draft Terms of Reference have now been formally adopted please forward any feedback to adulthoodeducation@westofengland-ca.gov.uk if you identify a need for further refinement.

3 WECA Update (by exception); Performance update, Intelligence update, Policy / strategy / process update, Wider WECA (non AEB) update

Please see attached slide deck for details of update presentation given by WECA.

Intelligence dashboard

Q-Does this include Community Learners?

WECA A-Only includes Adult Skills in the example.

Q- Will these dashboards be available to us via an online portal?

WECA A- Our ability to share through an online portal is currently limited by data sharing agreements

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and licencing issues. We will however do our best to ensure that all providers and partners have appropriate access to the data that is relevant to them.

CEIAG

Elke Hein (Bristol City Council) Q- How does the CEIAG reforms tie in with the National Careers Service?

WECA A- Mainly focusing on the effectiveness of CEIAG rather than the source. Further need to discuss how this could work in practice.

Jacqui Ford (Weston College)- IAG can take longer than the 1 hour session, so learners might enrol on a course that doesn't seem relevant, but it can lead to the right course.

Low Wage Pilot

Anna Wheeler (Bath College) - It's a lot about the promotion not being there at the moment. Also, including self-employed learners will make a big difference in uptake.

Jacqui Ford (Weston College)- As it's a pilot we've not been sure how long it will last and so haven't invested in marketing.

Phil Coward (WEA)- We've not had any marketing for it really. Also, the other MCAS have increased the threshold, are there plans to do that here?

WECA- We need to be careful about changing the threshold but we can look into this.

Policy/Strategy/Process

Jane Taylor (Bristol City Council)- Have you got any plans around reforms for Communities of Interest? We are doing a lot of work around SEND at the moment.

WECA- We haven't done analysis on this yet, but this can be considered

Jane Taylor (Bristol City Council)- What about the interconnection between types of provision and pathways for learners?

WECA- We haven't done analysis on this yet but appreciate there are good examples of pathways of learners already present, and some where this isn't working. It's something to look in to.

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4 **Provider Updates**

Anna Wheeler (Bath College) – ESFA Audit. Mostly focussed on CL but working strongly with Low Wage learners and particularly self-employed. Had a number of Taster sessions for vocational skills. These had 55%-60% attendance by females (without targeted marketing). Many of these are moving into Level 1 vocational courses.

Jo Grenfell (Wiltshire College) – most learners are “accidentally WECA” this seems to be the case again this year.

Becky Richards (Bridgwater & Taunton College) – A lot of distance learners from WECA area.

Jacqui Ford (Weston College)- ESFA Audit. Traineeships for 19-23 are popular and it would be good to offer a similar option for adults 24+ in particular being able to fully fund the work experience aim.

WECA- There’s a DfE consultation at the moment about traineeships, we are certainly open to the idea of funding Work experience aims.

Justin Speirs (Somerset Skills & Learning)- Mostly been doing intelligence gathering to inform and direct provision. Talking with DWP and Housing agencies. We do 95% Community Learning. Starting to recruit tutors. Recently delivered a supported internship using access to work funding – happy to share this knowledge for those looking at SEND.

Ty Butler (Babington Business College) - Looking to grow in the region, mainly in employability.

Emma Jarman (City of Bristol College) - Like the idea of plan led provision and interested in the process for aligning interests to the skills plan. Also interested in Level 3 courses being fully funded. Interested in how to invest in the vocational courses for ESOL as this transition is often not happening.

WECA- We plan to set up an ESOL focused Task and Finish group in the future.

Kelly Gillet (SGS College) - Interested in Level 3 fully funding. Also, DWP courses as these are sometimes overcrowded. There’s a group of 19-24 learners that are not classed as “unemployed” as they live with parents, but we would like to look into how to support them.

WECA- DWP/LA strategic meeting planned soon

Phil Coward (WEA) - Recruitment numbers are low but only just start delivery. Not started CL yet. ESFA Audit too.

Ejaz Ahmed (CJI Solutions) - Lots of changes in organisation. Had a quiet August. Mostly delivering functional skills

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	<p>Neil Brayshaw (People Solutions) - Like the idea if a collegiate approach. Looking to align business plan to the skills priorities. Looking forward to seeing the dashboard data.</p> <p>Jon Cummins (Learning Curve Group) - Great information sharing, there's been less discussions with the other MCAs. Had lots of discussions with people around the table.</p> <p>Paul Jones (New College, Swindon) - Delivery not yet started, marketing has started. Had an OFS Audit.</p> <p>Elke Hein (Bristol City Council) – Focused on ESOL. ESOL provider network meeting next week. Looking at the ESOL strategy.</p> <p>WECA- There is potential to top slice AEB to provide marketing support. This is something to consider?</p>	
5	<p>Strategic Partner Update</p> <p>Alex Richards (WTPN) - No comment.</p> <p>Julie Cathcart (South Glos Council) - Welcome the data analysis and mapping. Looking at sharing intelligence with SGS. Looking into the IMD in finer detail - sub ward level – to understand communities. Like the targeted plan approach. Looking at cross matching the data between the LA and WECA if possible. Also have a focus on SEND learners.</p>	
6	<p>Main Agenda Items</p> <p>Focus of Future Meetings</p> <p>Requests from attendees that the following items are added to future meeting agendas;</p> <ul style="list-style-type: none">• Mid Year review process• ESOL• Joint planning progression pathways• Flexible provision options (Traineeships/ Work experience)	
7	<p>AOB</p> <p>N/A</p>	

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8	<p>Next Meeting</p> <p>Emma Jarman at City of Bristol College is happy to host the next meeting. The WECA Adult Education Stakeholder group will convene once more during 2019.</p> <p>WECA to contact Emma to confirm date and further details for this meeting.</p>	MH
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