



scottish social services  
**learning network**  
 tayforth

Practice Learning Operational Management Group  
 Thursday 6<sup>th</sup> March 2:00pm  
 Earn Room, Blackfriars, Perth

### Present

Cath Latham: Swiis Foster Care  
 Fran Deacon: Angus Council  
 Pat MacCowan: Dundee University  
 Stuart Eno: Perth & Kinross

### In Attendance

Lance Cosford: Tayforth SSSLN - (Minutes)

### Apologies

Adrian Snowball: Aberlour Child Care Trust  
 Anne Tavendale: Tayforth SSSLN  
 Avril McIvor: Stirling Council  
 Caroline Sturgeon: VSSSWU  
 Peter Stanford: Fife Council  
 Vivian Fitzimmons: Falkirk Council

### 1. Welcome

SE welcomed Cath Latham to the group. Cath works with Swiis Foster Care as an Education Care Worker. She is also a Practice Teacher and will provide Independent sector representation on the group.

Independent practice teachers item added to the agenda.

### 2. Previous Minutes

Page 1 - Accepted as correct  
 Page 2 - Accepted as correct  
 Page 3 - Accepted as correct

Minutes accepted as being an accurate account.

SE informed the group that the workplan would be seriously affected by the Networks recent funding cuts and that this would need to be addressed once further funding information was available.

LC will chase minutes from relevant Change Academy meetings from PL Strategy groups.

LC will also chase Dundee Users and Carers group minutes with AT.

It was noted that letters were sent to Judy Kerr (Stirling University) and Caroline Sturgeon (VSSSWU) to request representation on the group; to be followed up.

Action 2: LC will chase minutes from both Change Academy and Dundee Users and Carers meetings.  
LC and SE to follow up representation requests.

### 3. Student Learning Plans

No Action at this time. LC will check with AT to see if Angus Council Student Learning Plans are ready to be circulated.

Action 3: LC will check if Angus Council Student Learning Plans can be circulated.

### 4. Dundee Service Users and Carers Group

SE briefly explained to the group that due to recent funding issues for the Network, any work that was planned with this group would need to be reassessed.

Action 4: No action until funding is confirmed.

### 5. PLQ Delivery Board meeting on Friday 29<sup>th</sup> of February

SE noted that of the three centres setup to pilot Stage 3 there would be one lead centre. Perth and Kinross will be the lead centre and the other two centres (Adam Smith & Oilean) will continue to develop materials. There were concerns from the group regarding time lines for the development of the materials as there is still a lot of work to be done in this area. However, with the Networks Development Coordinator taking up post in March, this should make a considerable difference.

The group briefly discussed some of their concerns which centred around the handling of applications and support for those applying. For example, if candidates were not selected first time round, they would still need to have continued engagement and support until the next opportunity was available. The draft application process will be sent out to the group. LC will source this from Gill Lappin.

Group also noted the importance of standardised feedback to candidates on required assignments. PMacC felt it was important to review the lessons learned from the old award. SE and FD to outline some procedures including possibility of a mentoring group and talk to Gill Lappin about Perth and Kinross's revised booklet. LC will send out copies of Perth & Kinross's booklet and the Oilean Costing Paper.

Action 5: LC to send out the draft Perth & Kinross Council application process to the group.  
SE and FD will discuss possibility of mentoring group.  
LC will send out the Oilean costing paper.

**6. Stage 4 update from PMacC** – Dundee, Edinburgh and Stirling Universities have been working together to achieve PLQ (SS) Stage 4 delivery. PMacC gave a brief update on the current situation. The group is waiting for someone to map the standards to the programmes and provide costings.

Action 6: PMacC will keep the group up to date on developments.

### 7. First Event Brief

FD and AM have put together a brief for the first event. Both AT and SE have looked over the brief. However, AT would like more inclusive ideas. FD also met with Roger Bromage to discuss a second event on Learning in Practice.

FD has since come up with another idea that of a Learning Champions event, where people provide small workshops to showcase their ideas of what learning means to them. FD then handed out a draft for this event. FD noted that there were concerns as to how to engage people in such an event and so she had spoken to Eleanor Vettriano (University of Dundee). She suggested that further detailed work be done before trying to engage people. CL noted her interest in this area and event as Swiis currently have similar workshop type training in place. FD and CL will take this forward. SE also reminded the group of the Developing People booklet which might also be helpful for such an event.

The plan for the first event will be brought back to the group for discussion. FD suggested using a specific afternoon to plan the event. FD is also on the Continuing Learning Framework Group which could also link into this. This would be an active event for people to look at different materials on the key capabilities, a jobs fare where individuals would have the opportunity to speak to practice teachers. Stirling College, Perth College and perhaps some students could be involved in the process. The group decided the best way to organise this would be for FD, CL, AMcl and a student representative to get together on Wednesday 2<sup>nd</sup> April to discuss the detail. PMacC will organise the student representative. Working title of the event will be 'The Market Place of Learning'. FD will organise the discussion group.

Action 7: FD will organise the event discussion on 2<sup>nd</sup> of April.  
1<sup>st</sup> event will be discussed with the group at the next meeting.  
PMacC will organise a student representative.

### 8. Change Academy

Brief description from SE of the Change Academy; proposal that there should be a presentation to the Network – SE, PM will discuss with AT & Pam Linton.

Action 8: SE & PM will discuss Change Academy presentation with AT and Pam Linton.

### 9. Pepe Conference

SE informed the group that a lot of new ideas had been brought out at the conference. SE briefly explained a couple of the ideas. SE would like to see a structure for how we report back on new ideas from events etc and how these are then recorded by the Network. SE and AT will discuss this, as above.

Action 9: SE and AT will discuss how new ideas are brought to the group.

### 10. Independent Practice Teachers

PMacC noted her concerns around the use of Independent Practice Teachers. A large number of independent practice teachers are being used without proper contracts and without any real pricing structure.

The group suggested creating a framework for the use of Independent Practice Teachers, which could then be added to the Networks website. The framework would include a list of relevant agencies and a standard fee for services provided.

The group decided to write to Nicola Gibson for details of the current Independent Practice Teachers Forum in Edinburgh. LC will check details of this with CL. SE and LC will also write letters to Julie Featherstone (Open University) and the RGU to request information on what their procedures are with regards to independent practice teachers.

SE will also write a letter to the SSSC to inform them of this issue.

Action 10: LC will check details of the Independent Practice Teachers Forum with CL.

SE and LC will write letters to the Open University and RGU to request info on Independent Practice Teachers.

### 11. Tracking Systems

SE informed the group of a new Local Authority tracking system. The system works on two main criterion: how many qualified social workers employed and how many practice learning days provided per annum by the authority. SE then gave some examples e.g. Leeds offer 35 days per social worker. This is a very simple system and calculates qualified staff against practice learning days. Each authority offers a report on so many days per qualified worker, which means they can easily compare authorities regardless of size.

FD informed the group that Angus Council started a tracking system because they didn't know exactly where students were and who was responsible for them. They now have a yearly tracking system where staff will have records of students and where they are in a year planner layout. FD will provide an outline of the plan for the next meeting.

Action 11: FD will provide plans of the Angus Council tracking system for the next meeting.

### 12.AOB

AT has suggested holding an issues log. The group decided this was a good idea and has added: Issues from Practice Teaching Monies and Independent Practice Teachers to this log.

SE mentioned that he had attended a meeting held by the VSSSWU regarding student policies guidance. The VSSSWU are hoping to send out the guidance this month and it should be available to everyone. The group would also like to have a link to these guidelines on the website. They thought it would be a good idea to have a list of agencies that provide information and policies and to have details of these on the website.

Action 12: LC will add Practice Teaching Monies and Independent Practice Teachers to the Issue Log.  
LC will add relevant web links to the next agenda.

### 13.Next Meeting

Next meeting will be held on Wednesday 16<sup>th</sup> April at 2:00pm. The venue will be Blackfriars, Perth. LC will email all members to make them aware of the issues log.

Action 13: LC + SE will book Blackfriars for the next meeting.  
LC will email group to ask for any items to be added to the Issues Log.

### Summary of Actions

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LC and SE to follow up representation requests.

Action 3: LC will check if Angus Council Student Learning Plans can be circulated.

Action 4: No action until funding is confirmed.

Action 5: LC to send out the draft Perth & Kinross Council application process to the group.  
SE and FD will discuss possibility of mentoring group.  
LC will send out the Oilean costing paper.

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1<sup>st</sup> event will be discussed with the group at the next meeting.  
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Action 8: SE & PM will discuss Change Academy presentation with AT and Pam Linton.

Action 9: SE and AT will discuss how new ideas are brought to the group.

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SE and LC will write letters to the Open University and RGU to request info on Independent Practice Teachers.

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