



Present:

Allan Keir – Orcha (Chair)
Andy Farr – Loretto Housing
Anne Tavendale – (Project Manager) Tayforth Learning Network
Jane Prior – ScotVQ Ltd
Karl Stern – Perth & Kinross Council
Lisa Dunlop- Aberlour Childcare Trust

Lance Cosford (Minutes)

Agenda:

1. **Welcome:**

AK welcomed the group and invited members to introduce themselves.

2. **Background:**

AT explained the background to the creation of this group and outlined the Tayforth Strategic board and operational groups of the Network. The structure plan was handed out to show the structure of the Network and relevant relationships between each Operational Management group. The role of the 4 Operational Management Groups is to enable the network to deliver on the 4 key areas of activity by end of March 2009. At this point the role of this group is not to determine areas of future work beyond those activities the network has already agreed to deliver. The future role of the network is currently being reviewed with the SSSC and Government. AK will report as Chair of this group to the strategic management board

The Tayforth Changing Lives funding allocation to involve the private sector in all aspects of Network activity will be managed through this group. The project plan was circulated and AT explained that 10k of the requested 50k funding has been allocated.

AT advised of current financial resources available to support the work of the group. 15k to commission work, 1k for stationery, 3k for events. LC will provide administrative support to the group and AT and AK will work jointly on agenda/minutes and actions.

ACTION: More detailed discussion to agree and action plan for taking this project forward will form a core agenda item at next meeting.

3. **Group Relationships:** AT will report back on issues from the other Operational Management groups to avoid duplication of work. It was noted that PRTL would be covered by the Employee Development group in the main.

Action: AT to advise on relevant cross cutting issues from the other 3 Operational Management groups

4. **Workplan: In order to familiarise partners with existing Network plans around supporting registration the remainder of the meeting reviewed the current planned areas of work in the network implementation plan**

3.1 – Deliver common Induction Programmes: AF noted that Loretto Housing Association based their induction tool on details from the SSSC induction tools and also noted that they have had very positive feedback. AT informed the group that the West Learning Network is planning to earmark significant resources to support development of a common induction framework across partners in the West, including consideration of an ‘induction passport’. It will be important that Tayforth complement rather than duplicate any work underway and the 4 Network managers are working closely together to ensure learning between Networks is effectively managed. There was general discussion around the best way to collate the many induction tools being used. Lisa commended the current Alzheimer’s tool which can be purchased and advised that Aberlour are using a VQ Unit for induction purposes. Andy reported that Loretto have developed a process based around the SSSC induction framework. AT advised that several other providers of induction materials (e.g. ARC) had approached her and were keen to showcase. LA partners tend to have well developed induction programmes. Current lack of knowledge around induction practice across private sector in Tayforth.

There is need to explore the appetite for a core induction process across the workforce in Tayforth. The importance of establishing basic principles around induction was broadly agreed as where we wanted to locate activity at the moment. It may be in the longer term that a more formal ‘Tayforth induction passport’ could be progressed, but at the moment we need to establish what the range of practice is across partners. AT advised having a number of workshops

across the Network to get an idea of what organisations are using and what best practice approaches are already available.

There was general discussion around the different induction programmes and the difficulty of choosing a common best practice approach. The suggestion from the group was for Tayforth to develop a resource detailing the induction tools available with suggestions for implementation.

The group decided that it would be best to hold an event to show case these induction toolkit and current practice around delivering inductions. Each organisation would give a ten minute presentation after which groups would then move around the room to each presentation. Roger Bromage (network part time Event Coordinator) will be available to facilitate the coordination of these events.

AT will find out what the other 3 Networks are doing in this regard and what they intend spending their money on and report back to the group. AT will speak to RB and organise a basic event template detailing some of our thoughts today, then ask RB to make telephone contact with group members with a view to developing a firmer design of proposed event.

Suggested targeting HR, Service Managers, Training, Staff and Learning & Development Staff.

The group will start to organise this event once RB and AT have developed the event template and layout, then further details can be decided.

Action: AT to feedback on past/planned induction related activity from the other 3 Networks.
AT and RB to progress skeleton outline of proposed event and thereafter decide whether a network wide event or more local workshops will be the best forum for progressing this area of work

3.2 – Develop a partnership approach to the Return to Learn programme: The group would like to know where Return To Learn is currently being carried out across the Network and where it can be progressed further. Both Angus Council and Loretto Housing Association have used this approach and would recommend its use for getting people ready for learning. KS also noted that Perth and Kinross have been carrying out pilots to assist migrant workers and asked the group for ideas to take this forward. AT suggested organising a workshop to focus on benefits of R2L; showcase best practice from agencies currently using it and encourage others to use. However, the group will discuss this in more depth at the next meeting. AT in discussions with WEA around another Changing Lives Network project and will discuss proposed workshop with David Howie. WEA have already run similar workshops with other networks and AT will find out what David thinks has worked best.

Action: This item is to be added to the agenda for next meeting. AT to feedback on discussions with WEA

3.3 – Deliver pre qualification foundation skills programme: Group decided that item 3.3 was linked to 3.1. and that implementation plan should be amended

Action: Item 3.3 to be relocated under 3.1 AT/LC to amend

3.4 – Promote the current and new SVQ awards: The group would like to map out how many people need to register in the next year across the network and from which sectors and areas. This mapping work would include detailing who the actual training providers are at the moment across Tayforth partners and what they actually provide. Need to develop a clear plan for what precisely we need to map and ensure this work is not being carried out by others (e.g. level of existing qualification attainment/what's required and when); AK discussed recent Scottish care survey and potential use of this data. AK also highlighted the 50% and 40% levels for LA/private sector. AT advised that there is 10k set aside for this in the Implementation Plan which could be used for commissioning work. Basis for this work would be to determine supply/demand issues as the registration agenda progresses.

AT noted that the SSSC are setting up a Workforce Information Unit, The information transfer between both the Network and the SSSC will need to be clarified. AT will find out exactly what role the SSSC expect the Network to play with regards to this Workforce Unit.

The group would also like to organise an event to determine what current programmes are being developed to assist Supported Housing and Early Years. The group will look at this area at the next meeting but agreed that a start would be to look at 2 workshops around SSSC registration issues.

Action: AT to feedback on the role of the Network within in the new Workforce Unit of the SSSC.

This item is to be added to the next agenda to discuss how the above work will be mapped.

3.5 – Facilitate workplace supervisor training and support: Item 3.5 links to item 3.4 and therefore will be removed from this section of the Implementation Plan. However, it was noted under this item that Network links to the SSSC, Sector Skills and others need to be clarified. The group decided it would be a good idea to keep a log of all issues related to this group. For example, LD noted that Aberlour have had some strange qualification requirements for certain registration groups. This involved qualification requirements that did not relate to their

relevant posts, i.e. their 14 to 16 year old youth offenders being set up under the early years and care grouping.

This is an issue with the Care Commission that needs to be logged, as they have not set a relevant qualification grouping.

The group decided that local events where people could drop in and ask questions would be the best way to gather such issues that could then be reported to the SSSC.

Action: Item 3.5 to be relocated under 3.4 of the plan.

LC to add an agenda item to the next meeting, to discuss event design for the workshops with SSSC.

AT/LC will establish an issue log which can be used to log issues which require future action/discussion. This is being established for all 4 groups and will assist with future planning priorities.

3.6 – Provide practical support to enhance the ability of staff: This item is to be removed as it relates to the Employee Development part of the Implementation Plan.

Action: AT to remove point 3.6 from the Implementation Plan

3.7 – Maximise the potential of SVQ Assessment Centres: An event has already been arranged to look at standardisation for levels 2, 3 and 4 across all sectors. This follows on from a similar event last year and this year the themes will be around induction and support for candidates. LC will circulate the event programme to the group once finalised with Gill Lappin and Isobel Anderson.

Action: LC will circulate standardisation event programme to the group once available

5. **AOCB** – (Issues to be noted in log as at 3.5 above):

Lisa raised issue of Criminal Justice service staff being required to undertake early years' qualification

Education role around restructuring organisation roles to 'fit' the registration criteria

Action: LC will add issues to the log needed

6. **Next Meeting**

The next meeting will be held on Tuesday the 26th February at 1:00pm to 4:00pm. LC will book a meeting and working lunch at the Subud Centre in Perth.