



scottish social services
learning network
tayforth

PLQ (SS) Delivery Board Meeting

19th September 2007

Queens Hotel, Perth

Present:

Mike Martin – Open University
Stuart Eno – Perth & Kinross Council
Anne Tavendale (Chair) – Tayforth Learning Network
Avril McIvor – Forth Valley Social Services Learning Centre
Gill Lappin – Perth & Kinross Council
Jan Davidson – Adam Smith College
Martin Murray – Adam Smith College

Lance Cosford (Minutes)

Apologies: Pat MacCowan
John Cran & Jean Brown - Oilean

Welcome and Introduction

Gill, Jan and Martin were introduced as new members of the board.

1. Previous Minutes:

Minutes confirmed with one amendment to wording on the bullet points.

2. Matters arising from previous minutes:

1.1 – Expressions of Interest from consumers for a practice teacher

Jim Sinclair has now graduated from Dundee University and unfortunately will not be able to attend these meetings in his new post.

Event on 26th

Due to a range of circumstances Forth Valley are no longer able to undertake work on the SQA units for the event. However, Perth & Kinross will take their place.

3. PLQ Event

3.1 Design of the Day

3.1.1 Layout

The Board clarified the key messages for the event. Pam Linton is to be asked to introduce the day and set the scene for the key messages. Mike Martin will then talk through the design of the day and reinforce the key messages. Eleanor Ramsay will be asked to provide a brief overview of the SQA role. Followed by each presenter saying a few words about their organisation and role.

The three presenters will then give their presentations. In order: 1. Perth & Kinross Council; 2. Adam Smith College; 3. Oilean. Lance will put the presentations from each group in the packs and upload these onto the laptop which is to be used on the day. Agreed no questions and answers during the presentations and that the discussion groups will be the focus for this.

At lunch a notice board will be available for people to add their thoughts and comments

After lunch people will break off into discussion groups. People will be given the opportunity to talk with each presenter.

Stuart advised asking representatives for those who have done the qualification recently to attend the event. Members from other networks will also attend. It would be an idea to control the group members so that there is a fair mix across the sector. Anne will divide up the groups and update the attendee lists.

*Actions: Plan of day to be updated and added to packs.
Lance to provide note paper for each presentation.
Anne to divide up delegates into balanced sector groups.*

3.1.2 Presentation and Facilitation of Groups:

For Perth & Kinross Council, Fiona Murray and Gill Lappin will present their model and Avril McIvor has volunteered to co-facilitate their discussion group. For Adam Smith College, Martin Murray will present the model and Anne Tavendale will co-facilitate the discussion group. For Oilean, John Cran and Jean Brown will present their model and Stuart Eno will co-facilitate.

*Action – Avril will co-facilitate the Perth & Kinross Council discussion group.
Anne will co-facilitate the Adam Smith College discussion group.
Stuart will co-facilitate the Oilean discussion group.
Anne will contact John Cran to talk through the design of the day and clarify any last minute issues.*

3.1.3 Discussion group questions:

Board decided that questions would be around, strengths, development areas and challenges of each model. Each group is to identify three core questions to ask the panel at the end of the day. One question from each group. Mike advised that Eleanor Ramsay could be used for follow up questions as she will not be able to attend the event in the afternoon.

During plenary panel each presenter will be asked how they have been influenced by the different presentations i.e. reactions and thoughts. The tasks have been different for each group and this would create awareness of the differences.

*Action: Clarified three questions for each model presented. These will be centred on strengths, development areas and challenges.
There will be one question from each group to take to the board.
Each presenter will be given the opportunity to share their feelings on the day.
Presentation order: Perth & Kinross, Adam Smith and Oilean.
Lance to add post-its to each pack.*

3.1.4 Evaluation form:

*Action: Lance to amend evaluation form in line with discussion.
3 Presenters to send powerpoint electronically to Lance by 25th September.
Anne to discuss with John Cran.*

3.2 Facilitation of groups

Already covered.

No Action

3.3 Packs

Anne talked through delegate pack content and the following was agreed:

Tayforth background Presentation – PLQ dev board members, their role, PLQ (SS) update, role of tutor and mentor.
Contents Page
Name Tag
Folder
Details of the SQA units with (SS) and without (SS)
Role of mentor doc.
Role of tutor doc.
SSSC approvals information
Notes pages for each speaker presentation
Post its
Individual presentations from each group
Event Programme
Participation list
RPL and mapping documents will be available as handouts on the day.

Action: Lance to make up packs as set out above

The group considered whether there was anyone who could undertake the qualification. Should this be asked in the evaluation? It was suggested that the first candidates and assessors be hand picked.

Avril would like to see some recognition that we have actually moved forward with the qualification. Perhaps suggestions could be made for a way to show recognition for member contributions so far.

Action: The group will focus on the above points at the next meeting in late October.

AOB

Discussion around next steps. Anne updated that Tayforth Network have established that sufficient funds are available to support a Network PLQ (SS) co-ordinator/manager type role for the next 2 years as we continue to develop all four stages and deliver throughout the Network area. Whilst there are barriers to the Network actually employing someone there are options to second and commission work.

Action: AT to draft work specification for next meeting.

Board clarified that the Network will financially support the pilot SQA centres but that the nature and extent of this support requires extensive consideration.

Action: Agreed to clarify this part of our development work as a priority on 31st October.

Next Meeting

Next meeting will be held - Wednesday, October 31st at 9:30 am at the Factory Skatepark – Dundee.

Action: Lance will send out maps for both PLQ and management meetings.

Draft