



scottish social services
learning network
tayforth

Unconfirmed PLQ (SS) Delivery Board Meeting

Wednesday 5th December 2007 at 2:00pm – 4:00pm

Conference Room, Factory Skatepark, Dundee

Present:

- Anne Tavendale – Project Manager SSSLN Tayforth
- Barrie Wilson – Angus Council
- John Cran – Oilean
- Pat MacCowan – Dundee University

Apologies:

- Gill Lappin – Perth & Kinross Council
- Jan Davidson – Adam Smith College
- Martin Murray – Adam Smith College
- Stuart Eno – Perth & Kinross Council
- Jean Brown – Oilean
- Avril McIvor – Forth Valley Social Services Learning Centre
- Mike Martin – Open University
- Peter Stanford – Fife Council

In Attendance:

- Lance Cosford – Tayforth Learning Network (Minutes)
- John Yellowlees - SSSC

Introductions:

Welcome and introductions by AT. AT thanked John Yellowlees (SSSC) for attending today, as this meeting centered around lead centre issues and John was invited to give some advice on this matter. AT briefly explained that the reason for this meeting was to take forward any issues around having a lead centre.

1. Expressions of Interest in Development Coordinator Post

The group discussed a process for taking forward the notes of interest for the above role. AT explained the main duties of the role and advised the group of the 4 expressions of interest received.

John Cran explained, that he had not made an expression of interest for himself to take on this role, but rather that Oilean as an organisation would be interested in taking on the relevant work. JC explained that he felt this work was linked to being a lead centre and the development around funding and costs. They were willing to do

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the work as part of lead centre responsibilities, but not on an individual basis. He advised that he now wished to suspend Oilean's expression of interest.

AT confirmed that this role was intended to be full time and that the person would require to undertake work as per the role specification for all 4 stages and work as a Network employee.

AT proposed commissioning Oilean to do some work around funding and gathering relevant costing information. This was accepted by those present as a helpful way to further our work.

AT proposed to meet with two members from the PLQ (SS) Delivery Group to take forward the expressions of interest and make a recommendation to the Strategic Management Board.

Action:

- PMacC, Mike Martin and AT will meet to look at the three expressions of interest and to make a decision on the appointment of a Development Coordinator.
- Decision will be recommended to the PLQ (SS) Delivery group and thereafter to the Strategic Management Board with a deadline of 9th January 2008

2. Tayforth Materials Update

Jean Gordon's inventory mapping work has been done. However, there is still a need for someone to gather materials for specific units to use as a starting point. There was an acknowledgement that each centre would also develop their own materials as the awards were embedded, but that use of common core materials throughout the pilots would facilitate delivery and evaluation.

The deadline for this work would be the end of January. Materials which are fit for purpose have already been mapped by Jean Gordon. The information is currently held on a large database, in which every unit has been mapped and a final mapping document is now available, which has previously been forwarded.

Reading lists and key articles are to be pulled together by the end of January. Adam Smith has done some mapping of the materials, but it is important that this work is at least started and then the group can look at how materials will be used.

JY reminded the group that delivery will be important for the approvals process.

Action: Perth & Kinross Council, Adam Smith College and Oilean will work on their relevant units with a view to taking these forward and AT will liaise regarding overseeing this process.

3. Debate on Lead Centre Issues

AT met recently with JY and has information and ideas from Jan Davidson (Adam Smith College) which were discussed.

JC explained the Oilean issues around the relationship and confidence in each center and that a lead centre would need to be confident with other centres and vice versa for assurance purposes. Barrie Wilson noted that checking of approvals for other centres is very important as to the level of quality assurance.

JC explained some details from the Oilean model. Pre induction: Referral from an organisation, pre interview with candidate, view of personal commitment to the award. Personal invitation, induction and background to award, candidate to assessor relationship, roles and responsibilities, intro to portfolio building, intro to learning materials and agreement of timetable.

The group agreed that there should be a common framework for a programme and that lead centre approval involves linkage with other partners.

AT noted that there are current partnerships that are already in action, i.e. Fife Council and Adam Smith College etc.

Action: 3 Pilots; Adam Smith, Perth & Kinross and Oilean will get together to discuss who should take on responsibility of a lead centre in the short term and enable initial delivery.

4. AOB

Stage 4

Pat explained how Edinburgh, Stirling and Dundee Universities have been working together to develop Stage 4. More detailed progress report will be available for next meeting.

Action: AT/PM to update at next meeting and LC to add to agenda.

Next Meeting

Dates to be confirmed once timescales for 3 centres meeting to take forward lead centre decision agreed.

Action: LC to arrange once times for other meetings clarified.

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