

**PRIVATE AND CONFIDENTIAL**

24 April 2007

**CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL  
FAMILY SERVICES**

**GOVERNING BODY OF THE WAKEFIELD ADULT AND COMMUNITY  
EDUCATION SERVICE: QUALITY AND CURRICULUM COMMITTEE**

Minutes of proceedings at a meeting of the committee held at the Manygates Education Centre on Tuesday 24 April 2007

**PRESENT**

Cllr W R Jenkins (Chair), Cllr Mrs O M Rowley (Vice-Chair), Ms S Dodderidge, Mrs T Hollies, Miss J Williams and Miss J Downing.

**IN ATTENDANCE**

Mrs C Hilton (Clerk to the Meeting);  
Mrs S Elliott (Observer).

**APOLOGIES**

There were no apologies for absence.

**DECLARATIONS OF INTEREST**

There were no declarations of interest

**PRESENTATION OF HEALTH, HOSPITALITY AND FITNESS**

Mrs Sandra Elliott gave a presentation, using Power Point, which explained the key points of the above curriculum area and included:

- Breakdown of the curriculum team
- Course range within the curriculum area
- A breakdown of the provision for each area of learning within the curriculum area:
  - AOL 8 Leisure, Travel and Tourism
  - AOL 1 Health, Public Services and Care
  - AOL 7 Retail and Commercial Enterprise
  - AOL 4 Engineering and Manufacturing Technologies
- RARPA principles encouraged throughout curriculum area
- Accredited courses available in all AOL
- Industry recognised qualifications
- Full Level 2 courses available in AOL 7
- High level of resource required for vocational qualifications in AOL7
- Data from Session 06/07 used for report
- Above average success rate
- Recognised progression routes
- Many completers obtain self employment
- Introduction of charges has had no significant impact

## **MINUTES OF THE MEETING**

### ***Resolved QC06/36***

***That the minutes of the meeting of the Committee held on Tuesday 12 December 2006, be signed as a true record.***

## **MATTERS ARISING FROM PREVIOUS MINUTES**

Cllr Jenkins queried the progress on the following items

**QC06/28** – Ms Dodderidge informed the Committee that Wakefield ACES was in regular contact with John Ward regarding delivery of WBL and Apprenticeship programmes and would discuss the provision for SFL. However, the service was not in a position to undertake a full-scale training needs analysis for the Council

**QC06/06/29** – Governors noted that a sample Training Needs analysis document not needed

**QC06/31** – Ms Dodderidge agreed to confirm that Jane Granville had contacted Natalie Baxter, the Play Strategy Co-ordinator.

## **SELF ASSESSMENT REPORT**

Ms S Dodderidge informed the Committee that the Self Assessment Report had been approved by the Governors and sent to LSC. Governors noted that success rates had improved after minor amendments and inclusion of all exam results.

## **QUALITY STEERING GROUPS ACTION PLAN**

Mrs S Elliott presented the plan which sought to improve the consistency of curriculum management, and outlined the following changes

- Regrouped into priority target areas
- Forms part of the Quality Manual review process
- Staff identified and stages of progress for each target
- Lists all work completed
- Has put some pace into quality improvements
- Given clarity to processes and procedures

### ***Resolved QC06/37***

***That Mrs S Elliott update the 'Date Completed' column on the plan.***

## **COURSE APPROVALS – NAIL SERVICES LEVEL 2**

Mrs Sandra Elliot presented the Course Approval form together with the draft Course Leaflet detailing the units. She provided the following information in support of the application

- Full Level 2 – Contributing to LSC targets
- Target group - learners without Full Level 2 Qualifications
- Industry recognised qualification
- Identified progression routes
- NVQ standards already in place

### ***Resolved QC06/38***

***That Mrs S Elliott make minor amendments to the course leaflet to include information about the Hardship Fund and progression routes.***

### ***Resolved QC06/39***

***That the Quality and Curriculum Committee approve the qualification.***

**ANY OTHER BUSINESS****Framework for Excellence**

Ms Dodderidge presented a paper summarising the new components and highlighted the following points:

- Sits alongside the Common Inspection Framework
- Three Areas – Responsiveness, Effectiveness and Finance
- ACES procedures in line with the Framework
- Responsiveness to learners
  - Common questions included in the Learner Satisfaction Survey
  - Progression and destination information – to be more selective and follow up
- Responsiveness to Employers
  - Credited with Customer First standard
- Effectiveness
  - Success Rates – closely monitored
- Timescales
  - To be fully operational by 2009

**DATE OF THE NEXT MEETING OF THE GOVERNING BODY FOR QUALITY AND CURRICULUM – TO BE CONFIRMED.**