

**26 October, 2017.**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 244 – 251**

At a Meeting of the **LEARNING AND DEVELOPMENT CONSULTATIVE COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, on Thursday, 26 October, 2017 at 4.00 p.m.

**Present:** Cllr. A. J. Rogers (Chairman)

**Cllrs.**

S. L. Davies

S. M. Donoghue

H. J. Evans

**244. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. F. Akhtar, T. Devichand and W. V. Thomas (Cllr. S. L. Davies deputising).

**245. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**246. ESTYN LINK VISIT**

Members received email correspondence from the Assistant Principal Skills, Neath Port Talbot College Group, giving feedback on the visit of the Estyn Link Inspectors held in June 2017. The writer stated that positive engagement had resulted in an impressive outcome and expressed thanks to all who contributed to the inspection process.

The inspection process had looked at outcomes, data, collaborative working, leadership and management with a strong outcome on those areas.

Issues and challenges identified by Skills Academy Wales (SAW) were also detailed in the email. The Training Manager stated that SAW was taking measures to improve traineeship engagement. The Annual Self-Improvement Plan would link with the Inspector visits system and would be reviewed every few months.

**RESOLVED** that the information be noted.

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**247. SELF ASSESSMENT REPORT**

Members considered the Training Department's Self-Assessment Report of July 2017.

During discussion of the Self-Assessment Report, reference was made to learner numbers being the key to success which generated the funding. The Training Manager stated that the provision of work based learning was very competitive in all projects. There were good learner numbers at the DVLA, with The Prince's Trust Programme, approaching numbers on Traineeship, NHS; numbers in Logistics were increasing.

Members commented that learning opportunities in the civil service would be beneficial as well as collaboration with comprehensive schools, this would be further explored by staff.

**RESOLVED** that the Self-Assessment Report be noted.

**248. QUALITY DEVELOPMENT PLAN**

Members considered the Training Department's quarterly Quality Development Plan of July 2017. The plan focused on the success rate of learners and whether they progressed positively after leaving training. It was hoped that all targets identified in the plan would be completed by the date of the next assessment.

**RESOLVED** that the plan be accepted.

**249. FINAL LEARNER OUTCOME REPORT 2016/17**

Members received the report of the final learner outcomes 2016/17 from Skills Academy Wales (SAW). The outcomes presented the percentage of learners gaining from the framework and leaving the activity.

Members having congratulated staff on the outcomes contained in the report, it was

**RESOLVED** that the report be noted.

**250. QUALITY ASSURANCE REPORT  
(1) OCR NATIONAL VOCATIONAL QUALIFICATIONS**

The Senior Assessor addressed Members on the Quality Assurance Report which was undertaken by Oxford, Cambridge and RSA Examinations (OCR). The Quality Assurance Report focused on centre practices to reach and maintain a good standard of delivery in the National Vocational Qualification (NVQ) Certificate in Customer Service and Business and Administration.

The evidence presented to the Verifier had met the requirement of the specification. Direct claims status would continue.

**RESOLVED** that the report be noted.

**26 October, 2017.**

**(2) CITY AND GUILDS  
EMPLOYABILITY SKILLS**

The Training Manager reported on the Centre Activity Report from the External Quality Assurer, City and Guilds on the delivery of Employability Skills within the Traineeship programme. The outcome was that excellent support was being given to learners with specific learning and social needs. The need for additional IQA support for the assessors would be provided by the Quality & Wellbeing Officer.

**RESOLVED** that the information be noted.

**251. THE PRINCE’S TRUST TEAM PROGRAMME  
(1) QUALITY ASSESSMENT REPORT AND IMPROVEMENT  
PLAN 2016/17**

The Quality & Wellbeing Officer addressed Members on the Quality Assessment Report and Improvement Plan 2016/17 from The Prince’s Trust which reported excellent overall effectiveness of provision. Direct Claims Status had been awarded.

Members referred to the presentation events held for learners of the programme which were being supported by notable individuals and organisations.

**RESOLVED** that the information be noted and that the success of The Prince’s Trust programme be publicised.

**(2)TEAM 4 REVIEW**

The Quality and Wellbeing Officer informed Members that 13 learners had started the programme in July 2017 with 11 completing the programme.

It had been a positive outcome which ended with a presentation for the learners’ success who were joined by Coleshill Centre, Llanelli. During the programme, Team 4 had participated in activities over two days at the day care centre.

Following discussion, during which Members paid tribute to the positive experience gained by participants of The Prince’s Trust programme, it was

**RESOLVED** that the information be noted.

*During discussion of the above, Cllr. T. Devichand joined the meeting.*

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The Meeting concluded at 4.35 p.m.

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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 14 November, 2017, adopted by the Council.