

26 January, 2017

LLANELLI RURAL COUNCIL

Minute Nos: 394 – 398

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 January, 2017 at 4.45 p.m.

Present: Cllr. M. V. Davies (Chairman)

Cllrs.

T. Devichand	R. E. Evans
S. M. Donoghue	J. S. Phillips
W. V. Thomas	

Absent: C. A .Rees

394. APOLOGIES FOR ABSENCE

No apologies for absence were received.

395. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

396. EXTERNAL QUALITY ASSURANCE REPORTS

1. Apprenticeship Co-ordinator – Transport Qualification from Pearson UK

The Chairman welcomed the Apprenticeship Coordinator to the meeting and invited her to address Members.

The Apprenticeship Co-ordinator began by informing Members that the Training Department had recently been visited by a verifier from Pearson Standards. The purpose of the visit was to report on the department's compliance with Centre Recognition Criteria and the Pearson Edexcel requirements for Assessment of QCF NVQs. A Standards Verifier Visit Requirements Plan had been sent ahead of the visit stating what the verifier wanted to see and which staff he would like to meet with.

The Standards Verifier met with four assessors, and 22 units were sampled across 11 qualifications. He concluded that there was sufficient qualified and competent assessors and IQAs to deliver the qualifications sampled, and no significant failings were identified. Therefore, Direct Claim Status was granted across the board.

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The Apprenticeship Co-ordinator then went on to present and inform Members of 14 individual learners, stating where they were on placement and what their achievements and career goals were.

2. Youth Programme Co-ordinator – Review of Team 2, The Prince's Trust

The Chairman welcomed the Youth Programme Co-ordinator to the meeting and invited her to address Members.

The Youth Programme Co-ordinator began by informing Members that Team 2 of The Prince's Trust started on 26 September, 2016, with 14 learners and ended on the 16 December, 2016 with 13 learners, all completing their Level 1 Personal and Development Prince's Trust qualification as well as Level 2 accredited First Aid.

Every week had a different theme attached to it, which the Youth Programme Coordinator briefly described to Members:

Week 1 was all about getting to know the team, so paperwork was limited and concentrated instead on the learners engaging with their peers. Within this week both centre based activities and outdoor activities were all encouraged with the focus being of working in a team.

Week 2 the learners carried out two day emergency first aid training. This was always beneficial before the team embarks on residential. The rest of the week was used to plan residential for example meal preparation, appropriate clothing etc.

Week 3 - Residential – the team had stayed for three nights at Clyngwyn Bunkhouse in the Neath Valley. During that time the learners carried out numerous activities such as river walking, gorge walking, rock climbing and abseiling. It was during residential week that the team gels and the learners challenge themselves and many of their fears were conquered.

Week 4-6 Community Project – this was carried out at the Holy Trinity Church, Pwll. The aim of the project was to clear an area that had overgrown involving removing trees etc. Learners within the team then had to work as a team to designate jobs to the best suited person and communicate effectively. The project was a complete transformation and had been complimented by the local community.

Week 7-8 Work placement – learners had the choice of a variety of placements to choose from and were required to request two. Some learners had secured part time employment as a result of the two week placement.

Week 9 - Next steps week - Careers Wales carried out sessions on job applications and attending interviews, DWP attended to carry out mock interviews and give learners valuable feedback. The learners also had the opportunity to visit Llanelli Fire Station and become fire fighters for the day. This resulted in a few learners taking a keen interest in joining the fire service.

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Week 10 - Team Challenge - The team had carried out two bag packs at M&S Llanelli prior to week 10 to raise money for team challenge. Team challenge was carried out in the Coleshill Centre working with individuals with learning and physical disabilities. As this was at the start of December, the team decided to put on two days of activities which included a quiz and craft day. All equipment was bought with the money raised at the bag pack and then donated to the Coleshill Centre.

Week 11-12 - the final two weeks were all about presentation preparation and final presentation. The final presentation was held at Machynys Golf Club and was a great success which showcased the team's journey and personal achievements throughout the 12 weeks. All of the team progressed successfully to either a training programme or onto full time employment.

Members having commented on how informative the presentations had been, it was

RESOLVED that the information be noted.

397. CREATING SAFE LEARNING COMMUNITIES

Members received guidance from the Welsh Government in relation to creating safe learning communities. The document was about the importance of the wellbeing of learners and ensuring they did not come to any harm. The Training Manager reported that there were huge issues currently with regard to the safeguarding of vulnerable 16-18 year olds. The Youth Programme Co-ordinator was responsible at present but this would need to be looked at as she was now linked to The Prince's Trust work. Members requested that when it had been decided which members of staff would be responsible for safeguarding, that it be brought back to a future meeting.

Members also asked about the self assessment toolkit that was mentioned in the document. They were informed that this was being carried out at Skills Academy Wales and would be filtered down in due course. An action plan would be put into place moving forward.

RESOLVED that the document be noted.

398. EQUALITY, INCLUSION AND DIVERSITY NEWSLETTER

Members received the second edition of the Equality Inclusion and Diversity newsletter produced by the Skills Academy Wales. The newsletter was produced twice a year.

RESOLVED that the information be noted.

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The Meeting concluded at 5.35 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 February, 2017, adopted by the Council.