

28 April, 2011.

LLANELLI RURAL COUNCIL

Minute Nos: 554 – 560

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, 28 April, 2011 at 4.45 p.m.

Present: Cllr. T. Rh. Ifan (Chairman)

Cllrs.

S. L. Davies
H. J. Evans
A. G. Morgan
B. C. M. Reynolds
G. H. Wooldridge

554. APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr. T. Devichand.

555. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

556. SELF ASSESSMENT REPORT

Members considered the Training Department's Self Assessment Report (March 2011) and it was

RESOLVED that the report be accepted.

557. STRATEGIC DOCUMENT 2011/2015

Members considered the Strategic Document for 2011/2015 which set out the Training's business strategy plan for 2011/2015. This included the Mission Statement, Statement of Core Values, Key Strategic Aims and the Strategic Plan 2011-2015.

RESOLVED that the strategic document be accepted.

28 April, 2011.

**558. SKILLS ACADEMY WALES - QUALITY DEVELOPMENT GROUP
PEER REVIEW FEEDBACK REPORT**

Members considered the Quality Development Group Peer Review Feedback report. The report focused on the “learner voice” whereby direct feedback was obtained from learners on what they thought about their learning programme, how enjoyable it was and how well they were guided and supported. The review took two days whereby work placements were visited and trainees and employers interviewed.

The key objective was to obtain feedback on the following:

- learning experiences;
- learner progress;
- the impact of learning on learner progress, skills acquisition and their contribution to the workplace/community.

Members were informed that, overall, the peer review was very positive with most question responses coming in at 100%. It was evident that learners related well to the staff and felt they were approachable. It was obvious that learners felt their training was relevant and they enjoyed the learning experience and were fully aware of their progress. Where there were uncertainties, this was often because learners were too new to comment, or had not yet taken part in the process they were being questioned about. Areas for improvement could include ensuring learners were better informed about the options available to them when they had finished, particularly for skillbuild courses, but many skillbuild learners sampled were at an early stage of the programme.

RESOLVED that the peer review feedback report be noted with pleasure.

559. JAUPT AUDIT REPORT

Members received the audit report from the Joint Approvals Unit for Periodic Training (jaupt). The Training Department had obtained a score of 14 out of 15 which was an excellent achievement. The Auditor commented that the department delivered CPC training of an extremely high quality and backed it up with strong management and thorough administration. There were no actions identified for the training centre. The Auditor commented that delegates who receive CPC training from the centre would learn a great deal and would perform their role better in the workplace.

Members having congratulated the staff for their hard work, it was

RESOLVED that the audit report be noted with pleasure.

28 April, 2011.

560. CHAIRMAN'S ANNOUNCEMENT

The Chairman thanked Members and staff for their support during the past year and conveyed his thanks to the Training Department for the excellent work achieved during his time in office..

.....

The Meeting concluded at 5.10 p.m.

.....