

29 April, 2010.

LLANELLI RURAL COUNCIL

Minute Nos: 571 – 576

At a Meeting of the **LEARNING AND DEVELOPMENT CONSULTATIVE COMMITTEE** of the Llanelli Rural Council held at the Conference Room, Vauxhall Buildings, Vauxhall, Llanelli, on Thursday, 29 April, 2010 at 3.30 p.m.

Present: Cllr. T. Rh. Ifan (Vice Chairman (in the Chair))

Cllrs.

S. L. Davies
T. J. Jones

C. A. Rees
B. C. M. Reynolds

571. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. M. L. Davies, T. Devichand (Cllr. S. L. Davies deputising) and G. H. Wooldridge.

572. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

573. TOUR OF THE TRAINING DEPARTMENT

Members received a guided tour of the Training Department to enable them to learn more about its activities and work programme and to view facilities for learners.

At the conclusion of the tour the Chairman thanked the Deputy Clerk (Training) for the opportunity of learning more about the excellent work of the department.

574. QUALITY DEVELOPMENT PLAN

Members considered the Training Department's quarterly Quality Development Plan (April 2010) and it was

RESOLVED that the plan be accepted.

29 April, 2010.

575. NATIONAL VOCATIONAL QUALIFICATION POLICY

Members were circulated with a National Vocational Qualification (NVQ) Policy. The Training Manager informed that the Policy would be applied to all personnel and learners involved in NVQ delivery. This included Governors, Managers, NVQ Co-ordinators, Internal Verifiers, Assessors and Learners.

The purpose of the policy was:

- To provide a framework in which all NVQ training was delivered, monitored, assessed and reviewed;
- To provide a fair, consistent and reliable system in which to monitor and support NVQ practices;
- To ensure all NVQ practices conform to the QCA NVA Code of Practice, Edexcel guidelines and centre and Council policies and procedures;
- To provide a progressive approach to promoting best practice within NVQ training.

Following discussion and having thanked the Training Manager for the professional quality of the document, it was

RESOLVED that the National Vocational Qualification Policy be adopted.

576. DATA PROTECTION POLICY

Members were circulated with a new Data Protection Policy specifically to meet the needs of the Training Department.

Members were informed that the Council was registered as a data controller under the Data Protection Act 1998 and would adhere to the following principles and guidelines set out by the Information Commissioner regarding personal data:

- That it was obtained and processed fairly and lawfully; was
- Held and used only for specific purposes; was
- Adequate, relevant and not excessive; was
- Accurate and kept up to date; was
- Kept for only as long as necessary; was
- Processed according to the Act; was
- Held securely; and was
- Held within the European Economic Area.

Following discussion it was

RESOLVED that the Data Protection Policy be adopted.

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The Meeting concluded at 4.15 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 13 May, 2010, adopted by the Council.