

Community Learning Provider's Meeting - Minutes

Date: Thursday 26th March 2015

Time: 2:30pm – 4:30pm

Venue: Room RBS22, Richmond Business School, Parkshot

Attended: Anita Larson, Ruth Durant, Cornelia Costeanu, Margaret Prain, Adi Adeyemi, Rachel Tranter, Robin Bell, Shelagh Laing, Julie Papworth, Lynne Walsh, Barri Ghai, Manoj Nanda, and Ryan Tolmia

Item		Expected Outcome	Decisions & Actions
1.	Welcome and Introductions		All providers introduced themselves and were welcomed to the group by BG.
2.	Minutes of Previous Meeting		BG addressed any actions during the presentation.
3.	Community Learning Service Restructure		BG explains the restructure of Community Learning. Tina Cruise has retired but is interested in volunteering opportunities to continue to support the community.
4.	How To Apply For Funding 2015/16		<p>BG explained to providers that the next round of funding opens from 22nd May 2015. Latest application form will be available on the Community Learning website from end of May. Applications need to be submitted by 22nd June, 5:00pm by email. Providers are responsible for ensuring their application forms have been received.</p> <p>The Commissioning Board meeting will be held on 30th June 2015, and providers will be notified of decisions by email before 7th July.</p>

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			<p>BG – Explained that CL is currently reviewing priorities for the next contract year and is keen to target the 19-25 years age group and address ESOL provision following the recent mapping analysis by RACC.</p> <p>ACTION: BG to send out revised version of priorities for this Funding Year before May 22nd</p> <p>All applications received will be for activities delivered before 31st July 2016 and electronic forms can be accessed by scanning QR codes or following links on the Community Learning website.</p>
5.	Checking Eligibility of Learners		<p>BG explained the importance of checking learner eligibility. Eligibility of learners is more applicable to courses such as EAL groups and ESOL. However It is vital to check the eligibility of all learners as SFA funding is very strict and may be subject to audit on a regular basis.</p> <p>BG displayed a list of EEA countries eligible for funding and explained criteria highlighted from Government website.</p>
6.	You Said, We Did		<p>BG briefly explained to providers that all previous comments, requests and suggestions have been taken into account and showed the group what has been done to address them.</p> <p>BG used the example that following provider feedback, Community Learning has simplified data capture forms as much as possible.</p>
7.	Using Technology To Support Learning		<p>MN explains the importance of ICT in Community Learning. He demonstrated how technology can help learners to keep in contact and exchange information about courses and learning</p>

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		<p>opportunities.</p> <p>MN – Presented a slide of 10 ICT Tips in 10 Minutes – He explained that if there is no ICT equipment available, then tutors should consider using a TV to connect to laptops. Audio recordings can be used for reflective journals. Video feature on smartphones or iPads can be used to film the views that learners have on their courses. MN also explained why it is important to have learners sign consent forms when using video/photo and to reassure them they can opt out if necessary.</p> <p>MN detailed how iPad have a number of accessibility features which could make them more useful for Community Learning. These include Voice Recorder, Assistive touch, Guided Access and FaceTime video chat.</p> <p>Providers requested that CL offer a training course on Social Media specifically for providers.</p>

8.	Festival of Learning		<p>MN & BG explained that the Festival of Learning aims at getting providers together to showcase their courses and activities during a set period of time and at certain locations. This will hopefully coincide with Adult Learners week which is taking place at RACC between 8th June – 19th June 2015.</p> <p>RD proposed that the Festival of Learning should include volunteer recruitment as well.</p> <p>ACTION: BG. MN & RT to collate requests and finalise venues for Festival.</p> <p>There is also the Carnival Event taking place at Orleans House Gallery on Sunday 14th June.</p> <p>MN & BG explained the need to use simple forms to collect learner data during the Festival.</p> <p>ACTION: Provider planning meeting regarding the Festival of Learning to take place on Wednesday April 22nd, 10:00 – 11:30am at Orleans House Gallery. BG to liaise with RT to organise this.</p>
9.	ESOL Mapping		<p>MN briefly explained color-coded map of ESOL provision, and the need for more inclusion of informal ESOL /EAL groups.</p>
10.	Training Opportunities		<p>MN outlined training courses provided by RACC to support providers.</p> <p>Best practice in Teaching & Learning, Introduction to Social Media and Technology Enhanced Learning which starts in early July.</p>

			ACTION: BG to send out invitations for Best Practice in Community Learning Training
11.	AOB		ACTION: BG to set up a Community Learning Closed Facebook group specifically for providers and invite providers and tutors.
12.	Date and Timing of Next Meeting		Date Of Next Meeting – Thursday 11 th June 2015 2:30 – 4:30pm Venue: TBC