

PCCM Minutes – 21 September 2017

AfC

23 November 2017

Provider Contract Monitoring Meeting

Thursday 21 September 2017

Present: Alison Teader (Central & Cecil), Claire Chapman (Brilliant Play), Martha Flann (The Mulberry Centre), Vicky McGrath (Museum Of Richmond), Hugh Dale, Ryan Tolmia (Minutes)

Apologies: Anne-Marie Smalldon, Habiba Hussain, Ruth Durant, Sam Silver, Simon Lawson, Yvonne Lentge

Minutes	Action
<p>1) Welcome, introductions and apologies</p> <p>Introductions made.</p>	
<p>2) Minutes of Previous Meeting (30/03/2017)</p> <p>All agreed actions completed.</p>	
<p>3) Adult Achievement Awards 2017-18 - Update</p> <p>The Adult Achievement Awards were mentioned in the previous Provider Contract Monitoring Meeting.</p> <p>Although there was a low number of nominations for 2016-17 the meeting agreed that learners nominated and submitted to Community Learning by the following providers would receive vouchers for their achievements:</p> <ul style="list-style-type: none"> ○ Central and Cecil, ○ Action Attainment and ○ Richmond Citizens Advice Bureaux <p>It was also agreed to begin the process of nominations for the 2017-2018 contract year.</p> <p>It was reaffirmed that providers will nominate 1 adult learner to receive recognition of their achievement. A nomination form has been created and will be distributed electronically to providers.</p>	<p>Action Point: RT to send electronic copies to Providers</p>

Criteria for nominations includes:

- 'Learning distance' travelled by a learner (e.g. in terms of self-confidence, communication skills, team working and quality of work)
- Learner who has returned to learning and sustained their learning
- Learner who has secured a positive outcome (e.g. employment, volunteering)
- Learner who has demonstrated progression in the same course or subject
- Learner who has made a positive benefit to the community.

If a provider runs multiple activities or courses, the nomination criteria that best fits those activities or courses should be used by that provider to determine the learner to be nominated.

The **award** for learners who have been nominated will be **gift vouchers** and **Letters of Recognition**.

The **award** for the 'Richmond Adult Community Learner - **Runner Up and Winner** of the Year' (to be decided by the Richmond Community Learning Partnership Board) will be **gift vouchers** and **Letters of Recognition**.

Learners nominated for their achievements will be mentioned on the Community Learning website.

Community Learning will set a deadline in due course for the completion and return of nomination forms by providers.

4) **Community Learning: Enrolment / Feedback Forms & Invoices**

- All Enrolment forms need to be returned to CL fully completed once a course / activity **commences**.
- All CL Feedback forms need to be returned fully completed as soon as course / activity finishes.
- Invoices need to be sent with CL Feedback Forms as soon as course / activity finishes **to begin the process of payment to providers**.

Action Point : RT to send electronic Enrolment / Feedback Forms to Providers

5) **CPD Training Dates 2017-2018**

- **Best Practice in Community Learning** – Tuesday 7th November 2017, 10:00 – 13:00, RBS21
- **Introduction to Teaching & Learning** – Thursday 25th January 2018, 10:00 – 13:00, RBS21
- **Prevent Duty and Promoting British Values in Community Learning** – Tuesday 13th March 2018, 14:00 – 17:00, RBS8
- **Integrating the Development of English and Maths Skills into Community Learning** – Tuesday 24th April 2018, 10:00 – 13:00, RBS8
- **Venue:** Richmond Adult Community College, Parkshot, London, TW9 2RE

Action Point:
Community Learning to email Providers with Invitations to CPD Training

These agreed dates will be conveyed to Richmond Adult Community College.

6) **Other CL Documentation to providers**

The Course Information Sheets allows CL to advertise Community Learning activities on the CL website and plan visits to providers. These need to be completed and returned to Community Learning by Wednesday 27th September.

Community Learning Flyers contain relevant information on British Values and safeguarding for learners. These have been requested and will be distributed to Providers.

7) **Community Learning: Review of Provider Courses / Activities 2016-2017**

The Review covers the following:

- Outstanding practice observed in Community Learning sessions including outstanding focus on learning.
- Teaching and learning strengths, including evidence of strong planning and a variety of learning

Action Point:
Community Learning to send electronic version of Review to Providers

activities. Tutors demonstrated great skills in teaching and encouraging participants to engage and learn in most sessions.

- Areas for development included: Low attendance in some sessions and punctuality of participants often weak which frequently led to start times being delayed.

In some sessions, greater attention could be given to planning the teaching, learning and assessment.

8) Quality Improvement Plan for Providers 2017-2018

The Quality Improvement Action Plan for Providers aims to improve the overall quality of Community learning provision in the coming year.

The Plan aims to build on the 2016-17 Review Community Learning provision in terms of: existing outstanding practice, strengths in teaching and learning and areas for development in teaching and learning.

The Plan clearly outlines stated objectives; desired outcomes; key roles / actions expected of tutors and the lead contacts for each Provider; resources required to achieve the objectives of the Plan, including those provided by Community Learning; and the expected timescale for completion/delivery needed to achieve the objectives of the Plan .

Monitoring of the delivery of the Plan will be done by named Community Learning leads.

**Action Point:
Community Learning
to send electronic
version of Quality
Improvement Plan to
Providers**

9) AOB
None

10) Dates of future meetings

- Thursday 18th January 2018, 10:00am
 - Thursday 12th April 2018, 10:00am
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