

Minutes

Tuesday 9th September 2008, 11:00, SAVO Office, Woodbridge Road East, Ipswich

Introductions & Apologies for Absence

Attendees	
Dawn McCracken - Suffolk LSC	Damon Parker - NACRO
Dan Bunker - Suffolk Family Carers	Vivienne Wiggins - Learning Champions
Elizabeth Bray - West Suffolk College	Simon Waldron - Learning Consortium
Jane Powling - West Suffolk College	Judy Williams - Optua
Dee Crowe - Suffolk TAP	
Liam Flynn - Train to Gain Broker	
Trevor Jones - CSV Media	Apologies
Robin Hodgkinson - SAVO	Simon Allen - YMCA Training

Simon welcomed everyone and new attendees introduced themselves.

Action Points and Matters Arising

AP 1.2	Simon to have meeting with West Suffolk College to discuss the possibility of VCS organisations delivering TtG - DISCHARGED Will discuss with WSC as and when necessary	SW
AP 1.3	Simon to seek involvement from ISCRE, ICVS, SCOPE, Anglia Care Trust, Ormiston, St Edmunds Diosis, Trade Unions - ONGOING	SW
AP 2.1	Simon to update VCS WfD brochure and circulate for checking DONE - no feedback, brochure printed and distributed	SW
AP 2.2	Simon to meet Deric Martin at EEBC to discuss VCS TtG rollout DISCHARGED - outstanding issues are being resolved thanks to good working relationship with Liam	SW
AP 2.3	Simon to shadow Optua / TtG Broker meeting - DONE Simon could not attend Optua meeting but did attend at SCA; Simon reported that he thought that Liam sought out the specific needs of a VCS organisation, but Trustee's needs need to be included	SW
AP 2.4	Simon to ask Suffolk Family Carers to join the trial - DONE Dan was unsure whether the project would meet their needs but was happy to support	SW
AP 2.5	Simon to research learning needs of Charity shops - ONGOING Meeting with private providers who want to focus on VCS 'retail'	SW

AP 2.6	Simon and Judy to develop questionnaire to identify the needs and eligibility of volunteers - ONGOING Draft produced, feedback to be sought from Volunteer Centres	SW JW
AP 2.7	Simon to ask Young Suffolk for ideas on learning progression DONE Simon had meeting with Jacqui Wilkinson who will investigate and produce a short report on ideas for progression	SW
AP 2.8	Dawn to arrange a workshop for pre and post recruitment providers to try and map learning progression - ONGOING To arrange with JC+ to investigate the customer journey, VCS involvement and potential for delivery	DM
AP 2.9	Dee and Elizabeth offered to compile a list of VCS organisations who could deliver TtG courses - DONE Dee to email list to Simon	DC EB
AP 3.1	Suffolk TAP have adapted their website to highlight VCS providers. ALL to suggest 'keywords' to be added to search for VCS providers.	ALL
AP 2.10	Dawn and Simon to meet on 11 th August, after contract allocations, to review and discuss list of VCS TtG providers - DONE Apprentice School Charitable Trust, Newmarket / Blue Training (U.K.) Limited, Salford / Careconnect Learning, London / CSV, South Shields / Housing Employment and Rural Training Limited, Norwich / Ipswich Caribbean Association, Ipswich / Ipswich Town Community Trust, Ipswich / Mylar Training Limited, Huntingdon / NACRO, Wisbech / TBG Learning Ltd., Birmingham / Trades Union Congress, London / United Kingdom Homecare Association Limited, Sutton / YMCA Training, Banbury	DM SW
AP 2.11	Simon distribute Consortium membership list to project team - DONE	SW

VCS Workforce Development Strategy - update

Process established, no changes required.

Project Delivery

Simon reported that his visits to organisations were paying off and had confirmed that people are suffering information overload on government funded learning and that a one hour one to one meeting gave Simon a good appreciation of their operations and needs whilst offering the organisation a structured learning program through TtG and Learning Champions.

So far every organisation visited has signed up to TtG, most to Learning Champions.

Liam reported that his visits to VCS organisations were going well and that in many cases he was able to make significant offers of learning, i.e. SCA, 6 learners and £17,000 of training.

Liam appreciated the info on the need to include Trustee needs and would highlight this at a Team Briefing they were having on the specific needs of the VCS.

AP 3.2	Simon to provide details on Trustee needs to Liam for Team Briefing	SW
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Action Plan

1. Identify Target Skills Areas / Vocational Sectors

Having highlighted the shortfall in Trustee skills/training it was agreed that the key areas for the VCS should be: Trustees / Governance, Health and Care, Retail (for Charity Shops), plus Sport and Volunteer Management.

2. Measure the demand

Simon would continue on gathering data on the potential take-up by volunteers. There is existing data on the number of Trustees in east region (150,000+) and the need for training.

3. Investigate learning progression

Awaiting report from Young Suffolk and Dawn's workshop.

Simon reported that a number of meetings he attended (i.e. PCDL, NLDC) were also focussing on learner progression and how to generate more leads into SfL and TtG.

AP 3.3	All organisations gaining NLDC funding to be asked to take up the VCS WfD offer / consider learner progression in their funded project	RH
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4. Learning Delivery

Elizabeth reported that there was an Institute For Management (IFM) program of Management for Volunteers Level 3-5 NVQ's with a number of modules to provide a flexible learning route.

AP 3.4	Robin and Elizabeth to have meeting on 7 th October (14:00 @ WSC) to investigate possibility of VCS delivering modules	RH EB
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Simon distributed a report produced by EeTEC (a Social Enterprise Company) on the OCN NVQ Trustee training they had developed and were delivering in east region. Discussions had taken place between EeTEC and SAVO to develop a blended learning package using www.TrusteElearning.org, and could this package be offered through the TtG offer.

AP 3.5	Simon to advise EeTEC to Trustee training offer with WSC	SW
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Vivienne stated that it would be useful for the Learning Champions program to have a list of those TtG courses which met the needs of the VCS.

AP 3.6	Provide a list of those TtG courses which met the needs of the VCS	ALL
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Dawn noted that CSV and NACRO national organisations held LSC contracts, so what do the Suffolk 'branches' need to deliver TtG?

It was agreed to produce a checklist of needs to deliver TtG and to hold a workshop for potential VCS providers to seek engagement.

AP 3.7	Liam to provide Simon with checklist for needs to deliver TtG	LF
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VCS TtG Provider Workshop, 27th November, 14:00-16:00, Optua, Claydon

(Thanks to Judy for providing the venue).

Simon highlighted the confusion over some of the requirements to deliver LSC contracts (from SAVO's experience with Learning Champions) which could provide barriers for some VCS organisations in funding training to support these requirements (i.e. IAG NVQ, MATRIX, H&S (IOSHH)).

AOB

None

Date of next meeting

Tuesday 21st October 2008, 14:00 @ SAVO Office, Woodbridge Road East, Ipswich.

Meeting finished at 13.20.

Simon Waldron

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