

**EAAL Work Packages Project Management Team Meeting**

**4<sup>th</sup> February 2019, 12.30-2.00pm**

**NOTES AND ACTIONS**

**Present:** Joyce Black (JB, Chair), Dave Hagendyk (DH), Helen Plant (HP), Mark Ravenhall (MR), Debbie Smeeton (DS), Alex Stevenson (AS).

**1. Welcome and introductions**

Introductions were made as Debbie has replaced Kath Ray as WP lead for WPs 4 and 5.

**2. Work Package delivery updates (WP leads)**

Updates on activities undertaken during the last quarter (Oct-Dec 2018) were received as follows:

**WP1: Citizens' Curriculum vocational plug-in**

- Case study interviews carried out with Fircroft College and Cambridgeshire Adult Learning on entry pathways approaches. One case study in draft, one to be written up.
- AS participated via EAEA in a National Plan for Adult Literacy (NPAL) workshop in Lisbon, Portugal (Oct 18), presenting the Citizens' Curriculum entry pathway / basic skills model as one of several international effective practices showcased to support the Portuguese Government's development of a national literacy strategy. Around 40 delegates participated in the workshop.
- As previewed in the previous update, L&W Annual Conference on English, Maths and ESOL took place on 14<sup>th</sup> November, under EAAL branding. Speakers included DfE and HOLEX, with an international basic skills perspective provided by Tim Opitz, (Berlin Senate Administration for Education, Youth and Families). 130 participants attended, including FE and ACL practitioners and wider stakeholders.
- AS worked with the Study Centre Sivis in Finland, who have obtained ESF funding to deliver a Citizens' Curriculum pilot project in three cities. A study visit to Citizens' Curriculum pilot sites in Manchester, Rochdale and Leicester is planned for January 2019.
- AS/MR hosted a delegation of c.20 South Korean mayors for an EAAL reception at L&W's London office in November 2018. As well an overview of the UK skill system, key challenges – such as poor basic skills – were discussed, based on L&W's HWW report.

### **WP3: The impact of family learning**

Susan Easton is on long term sick and no progress update was produced for the last quarter.

### **WP4: Sector focus**

- The first draft has been completed of the literature review of schemes which support low paid groups to progress to better jobs with higher rates of pay and/or better prospects and benefits. It has been edited by one of L&W's researchers, who will also be adding findings from L&W projects.
- The report highlights a broad range of schemes, particularly in the US, which have achieved advancement for lower paid individuals. These are based on quite a wide variety of models with some schemes led by learning providers, some by employers and others by job brokers. Initiatives tend to be quite expensive and resource intensive, issues of scalability therefore arise.

### **WP5: Excluded groups**

Activity has focused on two key areas:

- **Northern Ireland**

Work has been developed in collaboration with the NI Impact Forum. Colin Neilands has invited members of the IF to form a project steering group. Members of the IF have been invited to provide information on NI schemes

Desk research and data-gathering from the IF have been used to map in-work support initiatives in NI. A spreadsheet has been produced listing provision – primarily generalised training opportunities. None of the provision identified appears to have quantified outcomes, and no evaluations and no substantial reports have been found.

The team has concluded that there is little underway in NI in the form of tailored provision to support individuals who are in work to progress (whether salary, career prospects or contractual arrangements).

Data analysis has been completed comparing NI with England, Scotland and Wales where possible, showing: earnings levels; disposable income; research and development expenditure; FE enrolment; Apprenticeship starts; vacancies and skill shortages; employer provided training; redundancies; GDP

- **ESOL**

ACH fieldwork has continued, including key staff interviews and client focus groups.

The research has focussed on the support provided by ACH for career entry and progression, including exploring current good practice and innovations, which we have identified to include:

- their bilingual approach to English language provision
- employer engagement/ job placement activities which include forging strong links with local employers
- their aim to get people into decent jobs with prospects (rather than dead end, low paid, low skilled entry level jobs more typically found)
- 10 point wraparound support

We have also received their MI data which was described as a comprehensive database which could be used to track employment outcomes and which we could use to assess impact of ACH provision. The database contains just 4 columns with no data on qualifications or employment starts or stops. It cannot therefore be used to evaluate impact of ACH provision.

### **WP6: Joint Practice Development**

- The securing of additional funding from FETL to support this WP has enabled a symposium to be held and will allow a had copy publication to be produced.
- Eight authors have been commissioned to produce thematic “thinkpieces” on the workforce development implications of the various recommendations of HWW. Author guidance was produced and each author was briefed and provided with on-going support and feedback on early drafts of the work.
- Drafts of each paper were agreed for sharing within the project team. The authors were brought together for a symposium to discuss and develop their ideas. Key messages from these activities were shared back with the authors, to support further development and refinement of the thinkpieces, with support from the project team.
- An additional paper has since been commissioned to address a gap with regard to the adult learning workforce and health.

### **WP7: Impact Forums**

- Delivered 3 impact forums (1 x England, 1 x Northern Ireland, 0 x Scotland, 1 x Wales)
- Promoted its work through progress blogs for EPAL UK communities of practice
- Produced, translated and disseminated evidence to sub-national networks from WPs 2 to 6
- L&W sent an evaluator to all 3 impact forums to review consistency and quality.

- **England Impact Forum**

Meeting 3: 10 October 2018: 16 attendees. Focus on: update on the EAAL and EPALE / Erasmus + (WP1); longitudinal well-being study (University of East Anglia); basic skills and entry pathways (WP2); mental health and well-being (further education trust for leadership. Morley College).

- **Northern Ireland Impact Forum**

Meeting 3: 12 Oct 2018: 58 Attendees. 5 Nations Conference. Focus on transnational sharing. Presentations from: L&W, L&W Cymru, Scotland's Learning Partnership, AONTAS, Forum for Adult Learning NI, WP 2 lead researcher (L&W), Rochdale Council, Bogside & Brandywell Health Forum. This event was co-sponsored by AONTAS, IE National Coordinator.

- **Wales Impact Forum**

Meeting 3: 4 October 2018: 30 attendees. managers and practitioners from the Adult Community Learning and further education sectors discussed the work package on entry pathways and progression. Around 30 delegates attended and discussed the development of the Citizens' Curriculum as a possible vehicle to provide an entry point to learning and as the foundation for progression. Presentation given by L&W WP 2 lead on the entry pathways and progression and by L&W Cymru on findings from the UK national Participation Survey. The final section of the meeting was given over to the discussing the collection of potential case studies from across Wales that could be used to illustrate best practice across the different work packages.

**The current progress of each WP against its delivery plan** was reviewed, and linkages, issues, concerns were discussed, as summarised in the table attached at the end of these notes.

MR raised the question of the extent to which proper evaluative material is being collected across all WPs, and stressed that this is in the proposal and will be critical for production of the final report. It is essential that everyone is collecting evaluative material in an on-going way.

- **Action:** JB and MR to discuss and agree with UKPRG how evaluative evidence can be collected in a consistent way from members of the four impact forums.

### 3. **Case studies (HP)**

The proposal to develop a suite of case studies from each Impact Forum across WPs 2-5 needs more work to progress it. HP shared a grid of current identified / agreed case studies, which showed the majority of themes have not been filled. JB stressed that WP leads need to be pro-active about working with IFs to identify and develop the work. MR stated that it would be helpful for WP leads to liaise with IF

chairs / organisers to put their work on future agendas – this would stimulate interest and help to make links to potential case studies.

DH identified a number of potential case studies from Wales, and will forward details to HP for sharing with relevant WP leads.

- **Action:** Leads for WPs 2-5 to liaise with IF chairs. MR and HP can help with this as needed.
- **Action:** DH to send potential Wales case study details to HP for sharing with EP leads.
- **Action:** HP to circulate current grid for further consideration.

MR stressed that the value of the case studies will be in identifying and drawing out messages on transferable practice.

MR noted that finished case studies could be disseminated at the final conference (tbc).

#### 4. **AoB, actions and date of next meeting**

MR reminded everyone to ensure that Dropbox is up to date.

The next meeting will take place in April. JB / HP will ask Sue Charlish to circulate a Doodle Poll to canvass for availability.

## EAAL Work Package Reporting Summary, October to December 2018

Work package	Are activities on track?	Planned activities to be delivered in next quarter	Anything to take to Impact Forums	Case studies	Slippage from delivery plan and how it will be addressed	Other issues and how they will be addressed	Additional support needs	RAG rating for this WP
<b>WP2: Citizen's curriculum vocational plug-in</b>  <b>Alex Stevenson</b>	<p>Broadly yes, although some delays to case study element mean still needs to identify and develop non-England examples.</p> <p>Dissemination and extension of model has taken place via NPAL workshop, L&amp;W annual basic skills conference and support for international visitors (Finland and S. Korea to UK).</p>	Focus on case study development, including identification of Scotland, NI and Wales examples.	On-going liaison with Scotland IF to arrange input	<p>Fircroft College Cambs ALS both in development</p> <p>Manchester College identified as possible third England case study, but focus needs to be on e.g.s from other nations.</p>	Capacity / staffing issues have hindered case study work. Allocation of new researcher mean that this can now be addressed.	N/A	In hand with allocation of new researcher	Green / Amber due to need for non-England case studies
<b>WP3: Family Learning</b>  <b>Susan Easton</b>	No return this quarter		Wales IF for 2019 Q2 will have FL theme so input required from this strand	MR email of discussion with Colin N indicates that Barnardo's case study has been completed.				Amber – cover not clear and case studies still undeveloped
<b>WP4: Sector Focus</b>		Finalise lit review	Not noted. However, email	Possibly Oldham Council's	Catching up with project plan	None noted	Researcher capacity has	Amber – case studies

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<b>Debbie Smeeton</b>	WP appears to be getting back on track. Aim is for draft models to be developed by end March for dissemination (as per work plan) in following quarter.  1 <sup>st</sup> draft lit review completed and being further developed.	Develop draft models for dissemination  Plan dissemination strategy, and stakeholder engagement events. Link / align these with dissemination / publication schedule for related wider work.  Identify case studies	note from MR re his discussion with Colin Neilands indicated that they would like to discuss the models at the May NI impact forum.	Careers Advancement Service  No other potential case studies identified  MR email re discussion with Colin N indicates that Connor will be working with NI IF to identify something.			been allocated and appears to be making a difference	need to be identified and developed
<b>WP5: Excluded Groups</b>  <b>Debbie Smeeton</b>	Overall, it appears that there is still quite a bit to do to identify and / or develop activity for piloting / case studies across the four nations. The two strands pursued so far have not yet	NI strand – work on development of models for dissemination. Plan dissemination, which will be linked to WP4 stakeholder consultations.	Not noted	NI activity seems to have hit the buffers re finding e.g.s of effective practice. Further discussion needed with IF?  ACH case study in development,	None noted, although as noted it was intended that the delivery of pilot activity across the four nations would be underway from Sept 18.		Reviewing staffing / capacity as intern who has been working on the project is due to leave Feb 19.	Amber / Red due to issues with the results of work already underway, slippage and limited case study development.

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	<p>been as productive as anticipated.</p> <p>The delivery of pilot activity was planned to take place Sept 18- July 19, so there is slippage but potentially time to make good.</p> <p>NI strand – results of research indicate that there is little happening which is exemplary, so the focus is on developing new activity.</p> <p>ESOL strand (ACH) – research on-going.</p>	<p>ESOL strand – continue ACH research; develop lit review linked to wider L&amp;W work.</p> <p>Wales strand – early stage planning and development is underway with Fiona.</p>		<p>though concerns raised by DS re lack of robust impact data (further discussion needed with ACH?)</p> <p>Nothing identified re Wales and Scotland.</p>	No activity appears to be underway or planned in Scotland.			
<p><b>WP6: JPD</b></p> <p><b>Mark Ravenhall / Helen Plant</b></p>	Yes, but the WP has expanded from the original delivery plan with FETL match funding and	<p>Support Expert Group authors with redrafting.</p> <p>Draft introduction.</p>	From Feb 19, draft publication will be shared with each impact forum. Inputs will be made by MR /	N/A	On track	Some issues arose with the variable quality of the papers from the Expert Group, which	None currently	Green



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	<p>opportunity to develop publication. The work is now focused on delivering this output, which will present and disseminate the models of WFD.</p> <p>Draft papers have been commissioned and developed via Expert Group, supported through one-to-one contact and symposium (Nov 18).</p> <p>Key messages from symposium shared with Expert Group, to inform redrafting of papers and further development work and</p>	<p>Prepare draft complete publication for sharing / feedback from each impact forum (face to face) and via webinars. First outing will be Wales IF Feb / March.</p>	<p>HP and national contributor(s).</p> <p>There is a particular role for the IFs in contextualising the implications for WFD In each of four nations.</p>			<p>have been addressed via additional support from MR / HP.</p> <p>Contextualising the implications for WFD in each of the four nations will be undertaken via IFs, but may require additional capacity to draw together.</p>		

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	redrafting by project team.  Additional Expert paper commissioned to address gap re health.							
<b>WP7: Impact Forums</b>  <b>Mark Ravenhall / Helen Plant</b>	England, Wales and NI have delivered one IF each quarter. Scotland is one forum adrift.  All except Scotland delivered a forum this quarter. Scotland slippage due to seeking to tie in with agenda for new LLL dept.  Dissemination of activities via EPAL  Links to / support with development and	<b>Monitoring of and inputs into impact forums:</b>  <b>England</b> Meeting 4: 29 January 2019  <b>NI</b> Meeting 4: 8 March 2019  <b>Scotland</b> Meeting 3: 14 February 2019 (rescheduled from 24 Jan)  <b>Wales</b> Meeting 4: Date TBC (Feb / Mar)	Further development of tool / approach to capture evidence on the outcomes of participation for impact forum members  Consider how to improve use of EPAL	Message about case study development needs to be reinforced at each IF. Feedback from MR's conversation with Colin N is that the lack of a common focus across the four IFs (like HWW) is being felt. The case studies were meant to help address this, but the IFs may not be getting "on board".	Scotland behind by one forum meeting.  Wales 4 <sup>th</sup> date tbc.	See case study column.	No	Green

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	dissemination of WP2-6			Wales IF is in the process of identifying case studies, following specific input on this from HP				
<b>Wales development project</b> <b>Dave H</b>	Behind due to issues in the sector which made it difficult for GMB to commit time to engage. DH says is getting back on track and will report as planned.  Stakeholder meeting held with senior GMB reps in the retail sector (mainly from Asda)	Further meeting with a wider group of workplace reps will take place in February. This will inform the final report.	Planning to hold an additional meeting for stakeholders from IF and beyond to disseminate findings	n/a	See first column	None identified	None identified	Amber

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