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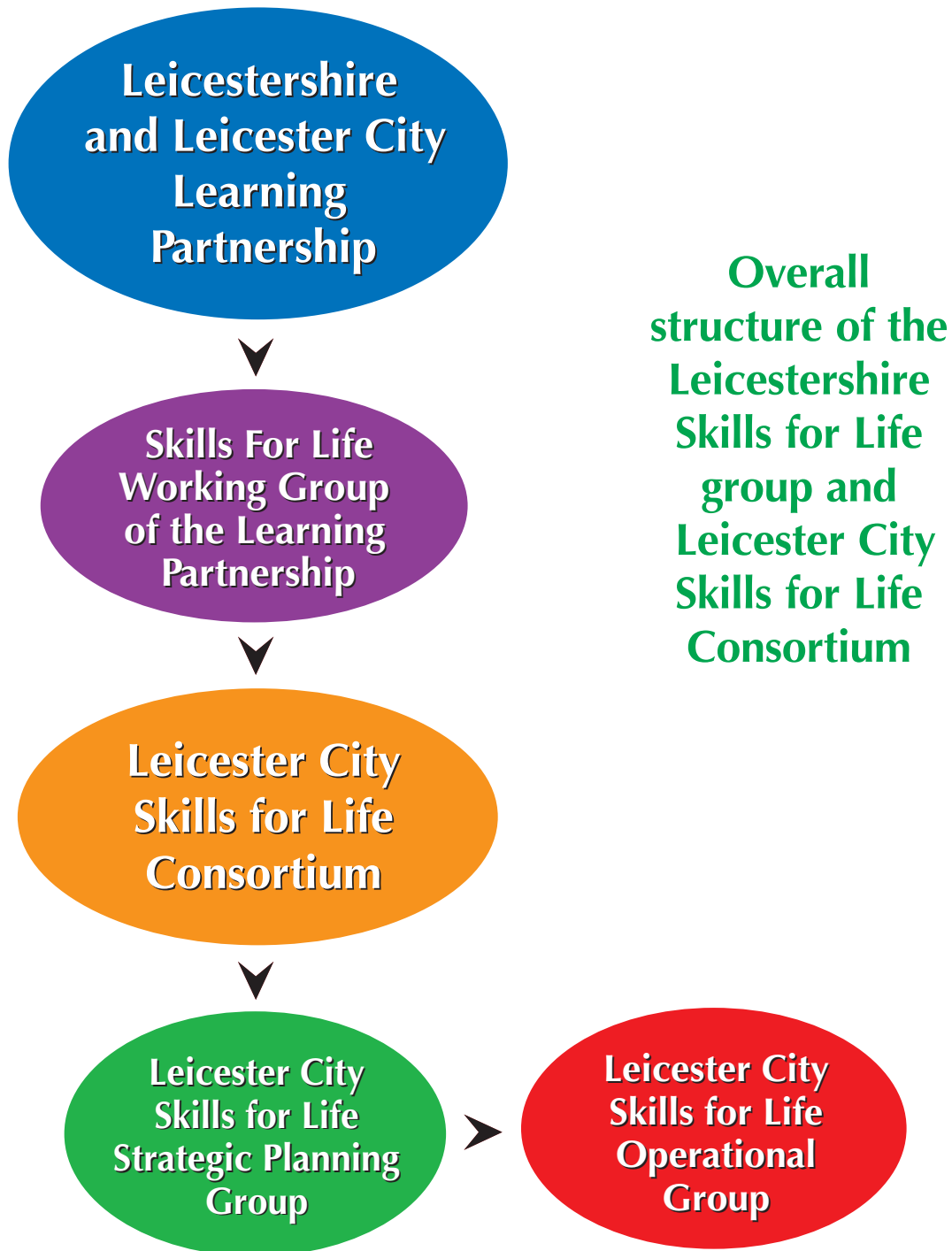
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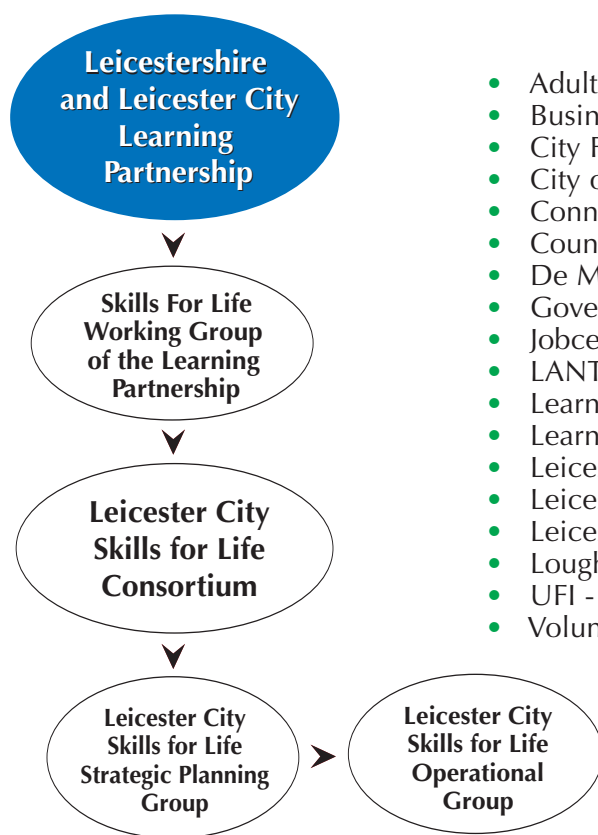
Leicestershire & Leicester City Learning Partnership (LLCLP)

Structure and Relationships of the Leicestershire Skills for Life Group and Leicester City Skills for Life Consortium





BOARD MEMBERSHIP



- Adult Work Based Learning Training Providers
- Business Link
- City FE Colleges
- City of Leicester Schools
- Connexions
- County FE Colleges
- De Montfort University
- Government Office of East Midlands (GOEM)
- Jobcentre Plus
- LANTERN
- Learning & Skills Council
- Learning Partnership staff
- Leicester City LEA Life Long Learning
- Leicester Shire Economic Partnership
- Leicestershire LEA Adult Learning Service
- Loughborough FE College (Host college)
- UFI - Centre for Enterprise
- Voluntary sector

LEICESTERSHIRE AND LEICESTER CITY LEARNING PARTNERSHIP

Learning Partnerships are voluntary associations of organisations involved in post-16 learning. Their work is complementary to the local Learning and Skills Councils (LSC).

The Learning Partnership provides an independent and neutral focus to develop collaborative activity to benefit learners and potential learners.

Key roles for the Learning Partnership include:

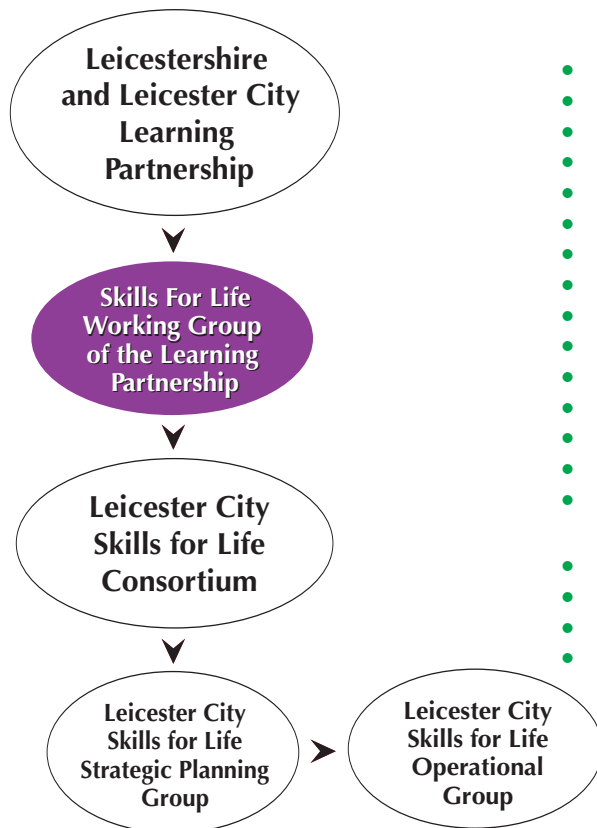
- Promoting provider collaboration
- Maximising the contribution of learning to local regeneration
- Adding value to the work of Partners by:
 - Using our own project funding
 - Drawing in external funds as a Partnership
 - Developing joint working and planning

The Leicestershire & Leicester City Learning Partnership co-ordinates a number of working groups with membership from partners, with a remit to develop collaborative working around the following areas across the city and county. These include:

- **Skills for life**
- Rural Issues
- Widening Participation
- Adult and Community Learning
- Family Learning
- Voluntary Sector Consortium



MEMBERSHIP



- Age Concern Training
- Fern Training
- Further Education colleges
- Headway
- Jobcentre Plus
- Learning Partnership staff
- Learning & Skills Council
- Leicester City LEA Life Long Learning
- Leicestershire LEA Adult Learning Service
- Libraries
- nextstep Information: Advice and Guidance (GAIN)
- Peepul Centre
- Prison service
- Probation service
- RNIB Vocational College (Royal National Institute for the Blind)
- SOL network (Supporting Opportunities in Learning)
- UFI Centre for Enterprise
- Voluntary Action Leicester (VAL)
- Workers Educational Association (WEA)

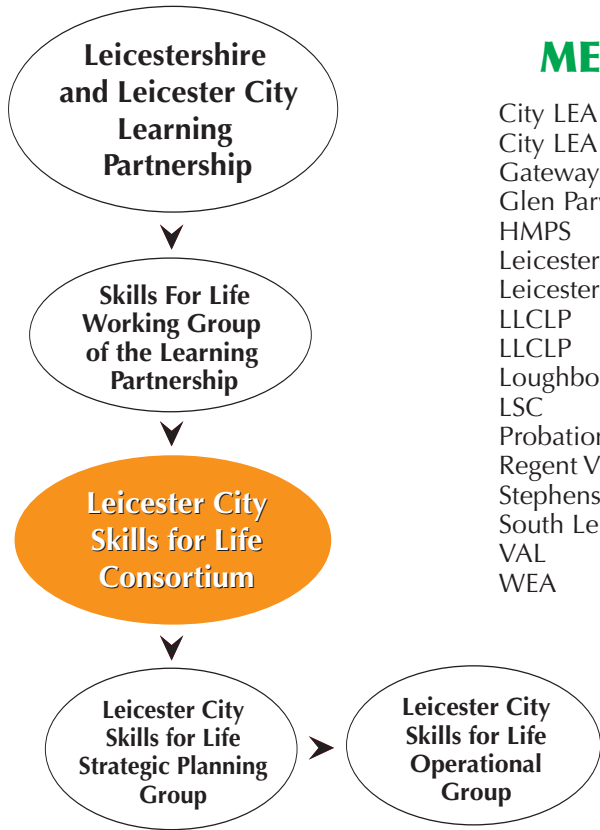
SKILLS FOR LIFE WORKING GROUP OF THE LEICESTERSHIRE AND LEICESTER CITY LEARNING PARTNERSHIP

The Skills for Life Working group has membership from across both the city and the county. The remit of this group is to work collaboratively to plan, develop and implement services across the city and county providers in the area of basic skills (literacy, numeracy and language - ESOL (for speakers of other languages)).

The group works together to access funds from a range of sources such as LSC, European Social Fund (ESF), Neighbourhood Renewal Fund (NRF), to identify areas of need and to build capacity in the delivery of basic skills across the provider network.

Some funding streams such as NRF are only available to develop services within the city. In this instance the Skills for Life Working Group has delegated the planning, development and delivery of new service provision in the city to the Leicester City Skills for Life Consortium. This consortium takes its membership from those providers who have service provision within the city.





MEMBERSHIP FROM APRIL 2004

- | | |
|--|--|
| <ul style="list-style-type: none"> City LEA City LEA (Chair) Gateway 6th Form College Glen Parva HMPS Leicester Adult Education College Leicester College LLCLP LLCLP Loughborough College LSC Probation Service Regent VI form College Stephenson College South Leicestershire College VAL WEA | <ul style="list-style-type: none"> • Gretta Tharratt • Tim Ward • Jean Collington • Jude Tymon • Invited • Pauline Swanton • Christine Charles • Ray Flude • Sue Grogan • KimThorogood • Gill King • Simon Doran • Elaine Nixon • Invited • Jane Bristow • David Joseph • Cherry Heinrich |
|--|--|

LEICESTER CITY SKILLS FOR LIFE CONSORTIUM

The City Skills for Life Consortium is committed to promoting Skills for Life in the most deprived wards in the city in an innovative, flexible and learner-centred manner. A strategic delivery plan has been developed and the group implements new skills for life provision under the criteria of this plan.

The project receives funding via NRF. These funds enable existing managers to operate strategically.

The Consortium is chaired by a representative from the Leicester City LEA, Lifelong Learning and Community Development Division. It provides a steering group for the City Skills for Life Strategic Planning Group. A written agreement has been developed that commits partners who sign up to it, to sharing information and having access to a database of current provision. This facilitates collaborative working, joint planning, reduces duplication and identifies gaps in provision.

The Consortium will only contract with provider members who follow national quality standards and in doing so will not contract with organisations that do not meet national quality standards.

The Consortium meets on the first Wednesday of every month at 9.30am at Leicester Adult Education College. Membership consists of representatives of providers who deliver literacy, numeracy and ESOL within the city.



VISION:

To raise the skills levels in Literacy, Numeracy and Language (ESOL) in the NRF wards through the provision of additional activity.

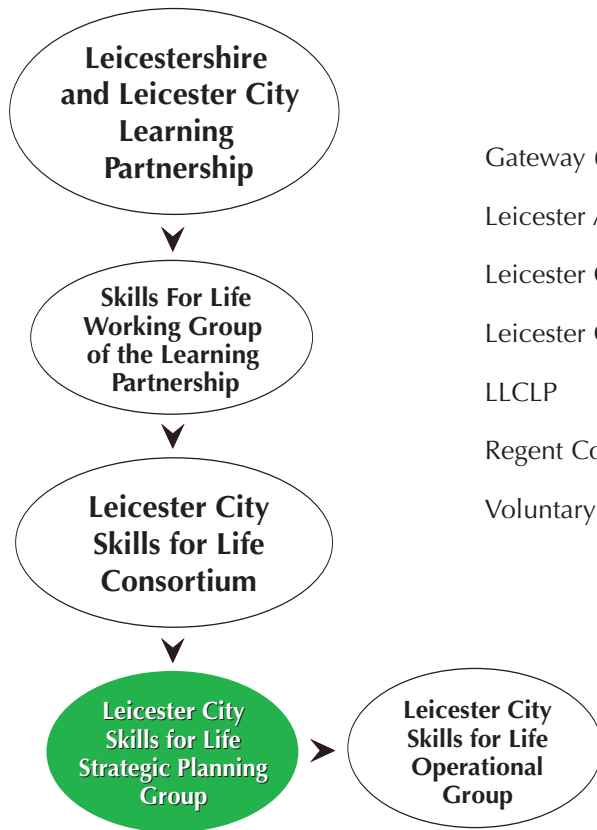
ACTIVITIES:

- To provide a forum and steer for all organisations involved in the delivery of literacy, numeracy, language and ESOL within the city to collaborate in delivery plans.
- To contribute to the work of the strategic group.
- To share information to assist in planning.
- To share general information to facilitate and ensure collaboration in delivery.
- Support delivery in new areas with all consortium partners to foster collaboration and avoid duplication.
- Negotiate with the group to avoid duplication of provision.
- Share plans for new delivery planned in NRF wards.
- To welcome and support new group members in order to encourage all providers within the city to access the collaborative working and joint planning process.
- To use the database information for planning of new delivery, to avoid duplication of provision.
- Report progress and developments to the Skills for Life Working Group.

RESPONSIBILITIES AND BENEFITS OF GROUP MEMBERSHIP:

- Members will respond promptly and in full to all requests for specific information which contributes to the database for planning.
- Members providing information will then have access to all the information contained on the database





MEMBERSHIP

| | |
|---------------------------------------|---------------------|
| Gateway 6th Form College | • Jean Collington |
| Leicester Adult Education College | • Pauline Swanton |
| Leicester City LEA Life Long Learning | • Gretta Tharratt |
| Leicester College | • Christine Charles |
| LLCLP | • Sue Grogan |
| Regent College | • Elaine Nixon |
| Voluntary Action Leicester | • David Joseph |

LEICESTER CITY SKILLS FOR LIFE STRATEGIC PLANNING GROUP

ACTIVITIES

- Secure by annual formal agreement the commitment of all members to work to establish a strategic approach to the planning and implementation of new provision.
- Create and agree a strategic approach to the planning framework for new provision that will meet the needs, and promote the progression of a wide range of new learners in target areas.
- Develop and monitor the database of existing provision in order to identify gaps and inform planning.
- Commence the implementation of the strategic planning framework and monitor and review its effectiveness.
- Support the implementation of the strategic planning framework by putting in place staff development practice to address the needs of new provision.
- Develop a communications strategy to ensure individual institutions are aware of the work of the work of the group and to encourage collaborative work with a wider participation.
- Develop protocols for collaborative implementation of new provision.
- Direct and monitor the work of the operational group.
- Direct and monitor the work of development workers.

RESPONSIBILITIES

- Report progress and developments to the Consortium.
- Membership and active, continuous contribution to strategic planning is expected of all organisations in receipt of funding.
- All signatories to the formal agreement agree to provide details of existing provision within the city, in order to have access to the database.
- All group members are enabled to make decisions for their organisation as the nominated strategic representative for their organisation.
- All group members will communicate these decisions within their organisations.





MEMBERSHIP

| | |
|---|--------------------|
| City LEA - Life Long Learning & Community Development | • Julie Ballentyne |
| Gateway 6th Form College | • Eve Healey |
| Leicester Adult Education College | • Mark Turner |
| Leicester College | • Niru Patel |
| Regent College | • Joe Bennett |
| Voluntary Action Leicester | • David Joseph |

LEICESTER CITY SKILLS FOR LIFE OPERATIONAL GROUP

The Leicester City Skills for Life Operational Group is responsible to the Leicester City Strategic Planning Group, which in turn is steered by the Leicester City Skills for Life Consortium. The Operational Group members are representatives from those same institutions in receipt of NRF funding but who have responsibility for management of programme planning and quality of teaching and learning within Skills for Life.

The Operational Group meets monthly at a minimum according to need.

This group is chaired by a member of the Strategic Group. A structured reporting system between groups is key to impact and success within the partnership.

ACTIVITIES

- Implementation of new programmes of learning which arise from the work of the strategic group.
- Communication within institutions, partner organisations, networks and communities.
- Identification of skills for life need in NRF wards.
- Identification of staff development needs in NRF wards.
- The Operational Group is chaired by a member of the Strategic Group.
- Manage and co-ordinate the work of literacy, numeracy and language (ESOL) development workers within the city who are allocated to the skills for life group.

RESPONSIBILITIES

- Regular progress to reports to the strategic group.
- Report to the Consortium via the strategic group.
- Communicate to partners, external networks and teachers within institutions about the work of the partnership.
- Consistent attendance at meetings as determined by the strategic planning group.



Leicester City Skills for Life Consortium Protocols and Guidelines for considering new provision

The Leicester City Skills for Life Consortium seeks to improve access to literacy, language and numeracy teaching in the following ways by:

- Setting up new provision in places where there is need
- Developing an accurate signposting service for organisations seeking provision
- Using a central referral system that assists individuals to find appropriate learning

1 - Setting up new provision in places where there is need

a. Requests for provision from organisations and groups

Any request for new skills for life¹ provision will be handled in the following way:

An interview, either in person or by telephone between a representative of the Leicester City Skills for Life Strategic Consortium and the requesting organisation to gather information.

The information from this interview is logged on a pro forma that includes:

- Name of the organisation and contact details
- Evidence of demand, including numbers of learners
- Type of provision requested
- Levels of learning
- Venue details, including first step information for Health and Safety², access etc
- Resources
- Degree of help required based on the number of learners and the number of taught sessions requested
- Requests for provision in addition to skills for life
- Preferred provider

The Strategy Group will then consider the proposal and make a decision on whether support should be provided, based on the following criteria:

- Effective deployment of resources
- Existing provision
- Potential learners

Footnote

1. The definition of Skills for Life provision includes Literacy, Numeracy and Language. Language is defined as English for Speakers of Other Languages (ESOL). In this context Skills for Life does not include Family Learning or Work Based Learning.
2. Health and Safety matters will be contained in the college's own quality assurance procedures when dealing with off-site centres.



b. The allocation of delivery

The Leicester City Skills for Life Consortium invites expressions of interest in new delivery from provider members. The formal request must include:

- Capacity to deliver
- LSC funding or alternative
- Provision in the vicinity
- Premises in the vicinity
- Specialisms that match the request
- Speed of response

In the instance where only one provider member submits an expression of interest and where they meet the above criteria, provision is allocated.

Where two or more providers submit expressions of interest a scrutiny team composed of representatives of the group other than interested parties, will make recommendations about the allocation of the work.

In the event of a disputed outcome paperwork will be forwarded to the Learning Partnership and Voluntary Action Leicester for adjudication. The time limit is one week. This decision will be final.

Once delivery is allocated, the elected provider undertakes to report back to the Leicester City Skills for Life Consortium on a regular basis about the work, feeding information as requested to the database and providing case studies and other pertinent information for formal reporting.

c. New provision as a result of research into learning opportunity by the Leicester City Skills for Life Consortium.

Where there is an indication that areas of the city are poorly serviced with skills for life provision and yet there is demonstrable need, representatives of the group will take a proactive stance to new delivery by seeking appropriate venues and commissioning provision from its members, under the same allocation for delivery criteria outlined above.



2 - An accurate signposting service for organisations seeking provision

The group has access to up to date information regarding the provision of skills for life courses in the city. Organisations falling outside the criteria for discrete provision may apply to the group for help in identifying where potential learners might access delivery. The interface between learners and delivery will be managed by the group in the instance where that delivery is from one of its provider partners. Decisions on who should set up delivery will be based on the same criteria as those for the allocation for new provision.

3 - A central referral system that assists individuals to find appropriate learning

The Leicester City Skills for Life Consortium has a face to face referral system for learners, which comprises an initial interview and a discussion of learning and other needs:

- Learners are given information about appropriate courses.
- The referral worker initiates contact between learner and provider

Please see Initial Interview Process - page 15.

4. Other procedures:

- Where there is a new organisation with significant learning needs or there are approaches to more than one provider, the Leicester City Skills for Life Consortium will invite organisations to the Strategy Group meeting to provide information and for a discussion about the work they would like to do.

- **A central point of contact for the Leicester City Skills for Life Consortium will be:**

The Leicestershire & Leicester City Learning Partnership

BOS House, Meridian East

Leicester LE19 1WZ

Tel: 0116 282 3780

email: sgrogan@llclp.org.uk



Leicester City Skills for Life - Initial Interview Process

Front line workers who have received awareness raising sessions will be able to signpost potential learners to learning opportunities. This will be via the Information, Advice and Guidance Service, GAIN now part of the new national “nextstep” service, who will act as a central point of contact.

Potential learners will be offered an initial interview session at a venue within the city. The initial interview session will be conducted by an experienced Skills for Life tutor from one of the city providers, working on behalf of the Consortium partners.

The tutor will identify the learner's needs and look at the provision that would benefit them. The tutor will signpost them and/or make them an appointment with the relevant provider in their preferred area. Their skill levels will be determined by that provider and a place booked for them on the appropriate course.

Front line workers will be able to telephone nextstep (GAIN) directly, to find out when the next most appropriate initial interview session will be held and will give that information to the learner.

Contact details for nextstep are:

The nextstep Shop,
82 Charles Street,
Leicester
LE1 1FB
Tel 0800 0850 330

Mon 9.00am-6.30pm

Wed 9.00am-5.00pm

Fri 9.00am-4.30pm

Tues 10.00am-5.00pm

Thurs 9.00am-6.30pm

Sat 10.00am-1.00pm



Skills for Life

Welcome to your Skills for Life Interview

The interview will last for approximately 30 minutes

Provider:

Contact name:

Telephone number:

Appointment time:

Courses of interest:

Learner:

Development worker:



INTERVIEW RECORD

Name:

Address:

.....

Postcode:

Telephone number:

Short-term goals:

Long-term goals:

Strengths:



Previous study:

Interests/hobbies:

Current concerns:

Next step:

Assistance: **Times**
 Access
 Childcare/Eldercare

Recommended Provider:
Course/s:

Interview record forwarded to:

