

## EDUCATION AND TRAINING STANDARDS WALES

Minutes of meeting held at the Commodore Hotel, Llandrindod Wells on 3 February 2010

### Present

Liz Kidd (chair), Keith Thomas (vice chair), Steve Drowley, Alan Twelvetrees, Sue Muxworthy, Tracey Thomas, Lynne Griffin, Mike Greenway, Bob Fussell, Jane Williams, Colin Heslop, Gerard Kerlake (Estyn)

### In attendance

Liz Rose (ETS secretary), Eileen Roberts

### Apologies

Andy Borsden, Sue Trevelyan-Jones, David Waddington, Mark Isherwood, Doug Nicholls, Alan Griffiths, Tim Opie, Dave Adamson, Tillie Mobbs

## MORNING SESSION – WORKING SESSION ON THE NEW STATUS OF ETS WALES

### 1. Welcome

LK welcomed everyone to the meeting. ER was introduced as a freelance administrator/consultant who would be supporting some of ETS' work during the next twelve months. LK outlined the plan for the morning. She emphasised that this was a key moment of transition for ETS and it was important to review our objectives and make sure that we are "fit for purpose".

### 2. Update

LR updated the group on what had happened since the last meeting. The paperwork regarding ETS' move to WLGA has been completed and signed. LR is now working 1.5 days a week from WLGA offices. Her contact details have been circulated by email. LR suggested that for the time being members should email her at both WLGA and WAG addresses.

### 3. Documents

LK distributed two documents for discussion:

i) **ETS Wales 'Vision and Values'(2009)** – This was discussed and still found to be appropriate but may need to be re visited at a later date.

ii) **Extract from ETS Advisory Group (Wales) 'REVISED TERMS OF REFERENCE 2006'** Functions (3.1-3.7). These need to be re drafted as ETS is now independent of WAG. The following were noted in relation to 3.3-3.7:

- Guidelines for HEI's are out for consultation and the working group developing the Guidelines for Youth Support Workers is meeting on 11<sup>th</sup> February.
- The need to establish a recruitment and training process so that ETS has a pool of people to draw on for the ETS panel, consultancy work etc.
- identify areas for development including the following:
  - i) initiate and respond to developments in the standards, recognition and provision of Youth Work, Community Work and Playwork.
  - ii) assist in work carried out to ensure equivalence and transferability of Youth Work, Community Work and Playwork qualifications in the UK.
  - iii) assist in work carried out to prepare for equivalence and transferability of Youth Work, Community Work and Playwork qualifications in the expanded European Community.
- The need to prioritise areas for development.

GK endorsed the underlying message of the discussion that ETS has a key strategic role and not just one of information exchange. It was generally agreed that ETS must continue to seek to influence and lead on strategic workforce issues within its remit as well as maintaining its core operations.

**Action:**

- **LR/LK to action recruitment and training process for consultants**
- **LR to redraft terms of reference**
- **ETS to provide strategic leadership in key workforce areas within its remit through work with partners in Wales.**

**4. Working groups**

The committee divided into three groups, each addressing two questions as follows:

**Group1**

What are the drivers that are affecting the workforce within our sectors at the moment? What are the implications of these for the functions of ETS Wales and what are the consequent actions that we need to take?

**Group 2**

What should our priorities be for 2010-11?

Who are our key partners and stakeholders? Are there any that are not represented on ETS Wales?

**Group 3**

How can we best strengthen the role and performance of ETS Wales?

What are the risks for ETS Wales and how can we mitigate them?

Following a half hour discussion in the three groups, each group reported back to the main group. Comments from each group were discussed and recorded and a summary of issues discussed is attached at Appendix 1.

**5. Next Steps**

LK and LR to set up a small working group (membership to be agreed during the afternoon business meeting) to consider key organisational and constitutional issues and to work towards a draft ETS work plan for 2010-2011, based on the issues identified during the morning's working session. The group would report on progress at the next ETS meeting in May.

LK thanked everyone for their input, support and engagement in the session.

**AFTERNOON SESSION – BUSINESS MEETING**

**1. Present**

Attendance was as for the morning's session, apart from Mike Greenway who was unable to stay due to other commitments.

**2. Constitutional basis update (including options paper on arrangements for ETS chair)**

An update had been provided at the morning session (item 2 above).

Membership of the working group (agenda item 6 above) was discussed. It was agreed that the group would consist of LK (as chair of ETS), KT (as vice chair), LR (as ETS secretary) and volunteers from the ETS committee. Terms of reference for the group would include: new arrangements with WLGA, new operational arrangements, clarify issues to take forward and clarify future work with WAG. Any members interested in being part of the working group were asked to contact LK or LR.

**Arrangements for ETS chair**

LK left the room whilst this item was discussed. KT took over as chair. The options paper on the 'future arrangements for the position of chair of ETS Wales', prepared by LR and previously circulated was discussed. The current chair was contracted until the end of March 2010. It was unanimously agreed that ETS Wales offers the current post holder an extension on the position for a three year period (option1) subject to the continuation of WAG funding. (in line with the position that would have pertained if the Public Appointments process had still been in place). In the meantime, ETS Wales will develop its own constitutional and appointment arrangements (including a process for annual performance management) and develop its strategic position as part of its ongoing review and renewal process. Choosing option 1 was a clear vote of confidence in the leadership and vision of the current chair.

LK returned to the room, accepted the invitation to continue as chair and thanked everyone for their support and confidence in her. LK invited anyone with any reservations about her continuing as chair or the direction of ETS Wales to contact her and she would arrange to meet with them to listen to their concerns in order to take account of these.

**Action:**

- **LR to make appropriate arrangements to confirm the extension of the Chair's appointment for three years**
- **Small group to be convened on strategic and organisational issues**

**3. Minutes of last meeting**

These were accepted as an accurate account of the meeting held on 14 October 2009.

**4. Matters arising (not included on the agenda)**

- 4.1 LK had written to Chris Llewelyn (WLGA) to clarify constitutional matters. ETS is positioned as a committee within WLGA and as such will retain its independence. A letter would be sent to HEIs to explain the changes in funding arrangements. LK would continue to seek alternative funding arrangements for HE work in the meantime.
- 4.2 Annual monitoring forms - all returned apart from Newport.
- 4.3 Substantive funding has been made to develop a workforce development plan within community development. A full time appointment is to be made to manage the plan and particular areas of work will be put out for procurement.
- 4.4 Further consideration to be given to key priorities learnt from panel visits.
- 4.5 TAG Executive – LR, SD and CH had attended the meeting. The following issues were highlighted:
  - i) content of the courses are often defined by the schools they are based within and this affects content.
  - ii) progression from level 3– 4, need to look at any options for recognising level 3, as this is a crucial part of the coherent route and as such requires further debate. JW expressed PYO's concerns and supported a need for further debate on ease of progression.
- 4.6 LR had spoken to Martin Swain, Head of Childrens & Families Programmes Branch, WAG to discuss play grant for endorsement work but further follow up work is needed.
- 4.7 LK asked that any agenda items for the next joint ETS meeting on 9/10 March in Dublin be sent to LR and extended an invitation to anyone who wanted to join her and LR at the meeting to let LR know.
- 4.8 Estyn inspection of HEIs (January – March 2010). GK outlined the thematic review and invited anyone that needed further clarification to contact him. LR has planned to meet with GK to discuss the thematic review.

**Action:**

- A letter to be sent to HEIs setting out the new cost recovery arrangements for HE Professional Youth Worker Endorsement
- LR to send Newport a reminder, emphasising the importance of returning annual monitoring forms and commission an analysis of the annual monitoring forms.
- Panel members to send LR agenda items for UK ETS
- Youth Support Workers qualification/Coherent route to be a major agenda item at ETS' next meeting in May.
- GK to brief ETS Wales on the outcomes of Estyn's survey of HEIs at a future meeting.

## 5. Update on Sector Qualifications Strategy

5.1 LR gave an update in MI's absence. LLUK were now not completing this work and an offer has been made by the NYA to take this forward in collaboration with other ETS committees. A meeting is to be held within the next few weeks and an update on progress will be provided.

5.2 There is a possible gap in the qualifications approval process identified for ETS Wales to explore further, in line with our morning discussion about ETS strategic role, subject to there being no conflict of interest and also subject to adequate resources being available.

**Action: LK/LR to explore 5.2 further.**

## 6. Guidelines

6.1 **Professional Youth Worker Guidelines** are out for consultation with the end of February as the deadline for responses. ER will be collating the responses and the working group will meet to discuss these and will bring recommendations to the ETS committee for final approval.

6.2 **YSW Guidelines** were discussed at the October joint ETS meeting. It was agreed that ETS Wales would take the lead on producing the monitoring guidelines. The writing group, chaired by KT will be meeting on 11 February to produce a draft outline in time for the joint ETS meeting being held on 9/10 March. The wider issues relating to YSW will be looked at by the workplan Working group (see item 2). Concerns were expressed about progress on Agored Cymru's course, however, this has been presented to ETS and has gone through the initial process used by England ETS so can be considered endorsed. The only condition made was that Agored comply with any future requirements which may be in place as a result of the development of Youth Support Worker Guidelines.

**Action:**

**LG/LR to send out suggested dates for the meeting to the Professional Youth Workers Guidelines writing group.**

**LR to clarify the position re the Agored Cymru course with Dafydd Baker.**

## 7. HEIs (standing agenda item)

### 7.1 Glyndwr

7.1.1 BA re-endorsement. AB will chair the endorsing panel in May/June.

Anyone interested in being a panel member to contact LR.

7.1.2 Understanding Local Practice course. JNC's decision was not to accept the course, therefore it would not be endorsed by ETS.

7.2 **UWIC**. Re-endorsement due September 2011. Ensure that it is included in ETS' programme; also explore possibility of endorsing Community Development jointly – this is a query to come back to at later date.

7.3 **UWN**. Re-endorsement is due before the summer, therefore need to identify a chair and panel members. LG agreed to be on the panel.

7.4 **Trinity** MA endorsement. The ETS visit took place on 20-21<sup>st</sup> January, chaired by CH. Panel members were AB and ER. The course was endorsed with 3 conditions and 6 recommendations which were read out. LR thanked the chair and panel members.

7.5 **Open University** BA re-endorsement. The issue relating to placement hours (a student could take 9 years to complete the course and only practice for 4.5 hours per week on placement) had not been resolved. To be discussed at the next meeting of the Professional Youth Worker Guidelines writing group.

**Action: LR to circulate panel visit dates for Glyndwr and UWN as soon as possible and take forward other arrangements as appropriate.**

#### **8. Community Development update**

As STJ was unable to attend the meeting, AT gave an update.

- Money had been made available from WAG for CDC to continue this year.
- CDC is diversifying and will contract for different pieces of work.
- CDC is now an accredited centre with Agored Cymru.
- There is a Task and Finish group within WAG for CD.
- A large sum of money is being made available from WAG on a procurement basis. CDC will be tendering for some of this money.
- NOS for CD had been approved in autumn 2009
- Guidelines for CD training - work in progress.
- The next meeting of the Task & Finish group is 11 March.

#### **Action:**

LK/LR to find out what CD is doing about endorsement and to explore the possibility of ETS tendering for endorsement work and certain elements of workforce development.

#### **9. Playwork update**

As TM was unable to be at the meeting there was no update.

#### **10. Annual Monitoring Forms**

All returned apart from Newport.

#### **11. LLUK update**

No update available

#### **12. Forward work programme**

**Working group** (see item 2) to consider organisational and constitutional issues and report on progress at the next ETS meeting in May.

#### **Code of Ethics**

LR advised that ETS had been invited by WAG to undertake the development of a Code of Ethics on behalf of the WAG and in co-operation with the YMCA who had initiated a request for such work to be carried out. It was agreed to take this forward.

#### **Action**

- Working group on pressing constitutional and organisational issues to be convened
- LR to take forward the issues of a code of Ethics with YMCA and WAG

#### **13. Confirmation of future meeting dates**

Wednesday 5 May 2010

Wednesday 13 October 2010

## ETS Workshop 3 February 2010

### Key drivers

- Inappropriate/ unrealistic expectations of youth workers by policy makers and others:  
Lack of knowledge of policy makers in some areas
- WAG Youth Work Strategy and Workforce Development Plan
- LLUK activities:
- NOS, Qualifications Strategy
- Cross-cutting, sometimes conflicting policies
- Youth Work Manifesto and Action Plan
- Children's Workforce Developments in England (and Wales?)
- WAG Policy on Support for Young People (14-19, CYPPs....)
- Changing landscape: Changing role of LLUK
- Possible development of UK ETS in Qualification Strategy
- Developments in CD Workforce
- CREW
- Qualification framework and its implications (esp in Play)
- Cuts and financial difficulties
- Changes of personnel in WAG

### Issues for ETS Wales

- Who is the "custodian" of youth work and its values?
- Key strategic role for ETS - need for high level work
- Independent (but constructive) challenge to policy,
- ETS must be seen as the solution (not part of the problem)
- ETS Wales : high level critical friend
- Need for ETS clarity credibility
- Need for ETS Branding and some colonisation of vacant space (eg no Wales Youth Agency any more)
- Need to hone and polish our unique selling points
  - Endorsement must be promoted and be carried out to a high standard
  - Emphasis the "peer-led" nature of our work at a time when "self-regulation" is developing in other areas (eg FE)
  - The representative nature of our committee - nothing else quite like it
  - Our emphasis on excellence, robustness , quality