

Minutes of meeting held at the Commodore Hotel, Llandrindod Wells on 5 May 2010.

Present

Liz Kidd (chair), Keith Thomas (Vice Chair), Sue Muxworthy, Tim Opie, Sue Trevelyan-Jones, Alan Twelvetrees, Colin Heslop, Lynne Griffin, Andy Borsden, Bob Fussell, Alun Griffiths, Ged Kerslake, Steve Drowley, Tracey Thomas, Jane Williams

In attendance

Liz Rose (ETS Secretary), Ayla Morgan (minutes)

Apologies

Dave Waddington, Jo Simms (replacing Emma Duffy), Mark Isherwood, Mike Greenaway, Tillie Mobbs, Eileen Roberts

1. Welcome

LK welcomed everyone to the meeting.

She told the meeting that Eileen Roberts was unable to attend the meeting because her partner, Mick, had died very suddenly. LK and other ETS members expressed condolences and LK agreed to write to Eileen on behalf of the group.

TO was introduced as an observer of the group. LK introduced AM as minute-taker for the day in place of Eileen Roberts.

2. Minutes of the last meeting

The meeting considered the minutes of the last meeting held on 3 February 2010. They were accepted as a true and accurate account.

3. Matters Arising (which are not included on the agenda)

The meeting received updates on the Actions undertaken.

LR updated the group on the development of a **Code of Ethics**. There is a specification in place and some research into existing Code(s) of Ethics is now being explored. It is anticipated that a draft will be available for the October meeting. Discussion among the group centred on how the CoE would fit in with existing codes in Local Authorities and amongst part-time and voluntary youth workers. It was confirmed that the spec spells out the need to build on previous work, accounting for changes in context, to be inclusive and that the code should be a voluntary one to which everyone can subscribe to. The group will await the draft and proceed from there.

4. Organisational Issues

4.1 Sub-group meeting report

LK, LR, BF and KT met and discussed topics including updated Terms of Reference for ETS, constitutional and HR issues, financial arrangements, business plan, consultancy, logos and the website. LR commented on meetings she had had with WLGA, which views ETS as a committee group of WLGA and

therefore covered as part of WLGA. However, ETS looks at issue of endorsement so there is a need to explore further and take legal advice. AT brought up issue of insurance and LR confirmed that Chris Llewellyn of WLGA was looking in to it.

Terms of Reference - these need to reflect the grant from WAG for activities related to youth work. Funding for playwork and community development needs to be sought from elsewhere and the terms of reference need to be developed in the light of any changes that take place.

ETS Website - the website would work on the same frame as that of WLGA/SSIA, keeping the costs low. It would be designed as to not need updating on a daily basis.

ETS Logo - the sub group narrowed the choice of logos down to two, both of which were presented to the group. The order of the Welsh words needed to be changed to: Addysg Hyfforddiant Safonau to match the English. The group preferred the first logo but with the lines design of the second.

4.2 Membership issues

The three-year appointments of nominated members was coming to an end. LK had been re-appointed as Chair for a second term. An offer of an extension to the four co-optees AB, TT, AT and DW to undertake another three years beginning 1st April 2010 was agreed by the group. As far as other ETS members were concerned, according to WAG terms individuals could not be invited, but have to be nominated by their own organisation. SM announced that CWVYS would nominate someone else as she is due to retire in June. LR confirmed that the WAG representative would be Courtney Taylor's replacement Sam Evans, due to start in June.

SD raised the issue of PYOs, Community Development and Play each being represented by 3 individuals where CWVYS was only allocated one person. LK replied that no request for additional representation had been received from CWVYS but that membership is constantly reviewed as the context of our work develops.

Action: LK to write to co-optees regarding their continuing membership.

Action: LR to write to PYOs and CWVYS for re-nominations.

Action: membership to be kept under review as our work develops.

Action: LK to check if LLUK are observers or members.

5. Guidelines

5.1 Professional Youth Worker Guidelines final sign-off

LG gave an update on the development of the guidelines and informed committee that the sub-group had met to consider consultation feedback. A paper covering the key issues was circulated and the main points discussed.

The group debated the inclusion of the criteria relating to the APL/APEL and progression from level 3 to 4. SD pointed out that HEIs would only be able, as individual institutions, to follow what their own rules allow. The interpretation of the proposed text was problematic but it was agreed that this criteria should be seen as aspirational and used to indicate ETS' direction of travel rather than as an inflexible requirement. LK asked writing group to tighten the language to ensure there was no misunderstanding. The requirement will be reviewed in a

year as part of the ongoing updating of the guidelines.

The number of placement hours was considered by the group who agreed that ETS Wales did not want to be out of step with other ETS bodies in the UK. It was agreed that the figure would remain at 30 hours per week. The length of alternative placement was suggested to include a minimum of 200 and maximum of 300 hours. This was agreed.

The need for all students on placement to have access to a JNC qualified supervisor was discussed. The following to be included in criteria for practice arrangements: "...must be a JNC professionally qualified and experienced worker and **trained in placement supervision**".

The addition of prerequisite hours of experience was noted. AG raised issue that addressing study skills needs may be a more pressing issue.

Action: LG and LR to liaise by email to reword sections as discussed. Guidelines need to be finalised asap and circulated by email once amendments made.

5.2 Youth Support Worker Guidelines Update

Handout given concerning Joint ETS discussions for arrangements with Regulatory Bodies and Awarding Bodies with the suggestion that ETS attends external verification events. However, this work is on hold pending the development of the Sector Qualifications Strategy.

Action: Change "awarding body moderation meeting" to "awarding body quality monitoring meeting".

Action: LK, LR and KT to meet to look at issues / implications of undertaking visits.

6. HEIs

6.1 Glyndwr BA programme

AB to chair panel, TT to be included. STJ to observe process. Other panel members to be appointed.

6.2 UWIC

Due for endorsement next year. Nothing to report as yet.

6.3 UWN

Panel visit planned for 8/9 July. Consultant appointed and a number of pre-meetings held. KT to chair panel. LG & Ann Smith also nominated. AT observing.

6.4 Trinity

Nothing to report.

6.5 Open University

Joint re-endorsement raised issues on way England undertakes re-endorsements. Difficulties on how to work together as Joint ETS UK. Guidelines broadly similar but Ireland wanted much more detailed approach.

SD raised question on recognition of point of enrolment. Enrolment begins when someone starts a qualified course. How does this apply when students move universities, take time out etc?

Action: LR to contact other ETS colleagues and JNC and ask advice.
Action: CH to send LK page from Glyndwr document concerning issue.

7. Update on Sector Qualifications Strategy and Coherent Route

LR reported that she is attending a meeting with other Joint ETS colleagues to look at the development of a Sector Qualifications Strategy. The NYA is taking the lead on this work via a consultant and further information will be available in due course. At the moment England are particularly concerned with developing modules to be placed on the QCF as their current Youth Support Worker qualifications are about to expire.

Coherent Route will have to be redeveloped – a future meeting could include a workshop session in afternoon to clarify the ETS' role in trying to develop or lead on workforce development. LR presented updated Coherence in Training chart to group but who owns it and who can amend it?

Concern was raised about the gap between Level 3 and Degree qualifications being too wide. Further debate is needed to agree on the balance between encouraging student progression while at the same time ensuring that the Degree remains accepted as the professional qualification.

The Youth Work Workforce Development Plan has not received Ministerial approval but this will hopefully be pursued by the new member of the Youth Work Strategy Branch responsible for workforce development.

Action: LR to amend Coherent Route and send to SM who will distribute amongst training group.

8. Estyn thematic review of HE Institutions

GK reported back to the group on Estyn review but was unable to go into detail as the report has not yet been received by the Minister. WAG has asked that the Minister sees the report before it is published, which is expected to be in mid June to early July. Recommended that WAG take a responsibility in responding as well as other stakeholders. Other recommendations cover WAG, HEIs, and LA Youth Services. Generalised report; detail will come with visits to HEIs and other providers.

GK to give fuller de-brief at next ETS meeting.

9. Joint ETS report back

LR and EK reported back on the joint ETS meeting held in Dublin. A major discussion item related to vocational qualifications development as well as process difficulties in joint working. Updates were received from LLUK and each country. The next Joint ETS meeting is 20th October in Cardiff.

SD mentioned the UK Manifesto, suggesting that it be kept in mind as it was discussed at the Workforce Development Strategy Group meeting.

10. Community Development Update

WAG's Community Development Workforce Development Plan had been published in March 2010. WAG is now moving away from grants and the work would be put out to tender and contract specifications are awaited. It is estimated that £120-200k will be offered to deliver all actions. Justine Scorer

had been seconded to WAG to implement the work. ETS would hope to be involved in the tender for the work relating to a pilot endorsement process.

11. Playwork update

LR explained that WAG staff expressed some concern of the difference between Play and Childcare in the meeting for funding for Play. Funding for the training centre expires next year.

12. Updates form partner organisations

LLUK update

Update from Mark Isherwood received through quarterly report. LLUK continues to lead on Workforce Development Strategy Group.

JNC update

JNC Memorandum of Understanding warmly accepted. The LLUK presentation on the UK Manifesto was warmly accepted by staff side but not by employers' side, where awareness raising is needed. The 2009 pay claim formally accepted. 2010 pay claim formally received and to be debated at next JNC meeting on 17th June 2010.

Action: LLUK quarterly report to be circulated.

13. Forward work programme

- Signing off Youth Support Guidelines.
- Some constitutional issues still to resolve:
- Coherent route,
- Training on the new guidelines,
- Recruitment of consultants.

14. Any other business

None.

15. Future meeting dates

Wednesday 13th October 2010

Wednesday 9th February 2011.