## LOCAL EDUCATION AUTHORITY ADULT LEARNING PLANS 2002/03

##

MODERATION OF ADULT LEARNING PLANS

FOR EXECUTIVE DIRECTORS AND NAMED ACL CONTACTS

**HANDLING NOTE 6 16 April 2002**

Dear Colleagues

1 You may recall from two seminars held in February for local LSC staff on Adult Learning Plans and ACL Newsletter 6 that the moderation process this year will involve local offices making their own arrangements to read and assess the LEA Adult Learning Plans. There will be reporting by exception only, on particularly well-presented plans or features of well-presented plans and where plans are completely absent or wholly unsuitable.

2 This notes provides guidance on this process and the timetable for responses.

3 This ‘lighter touch’ approach has been adopted in the spirit of bureaucracy busting and because this is the last year of the funding Guarantee, where to a considerable extent, the presentation of a ‘satisfactory’ plan is the main requirement to secure funding for the year to 31 July 2003. As you may be aware, the Council is considering a recommendation for local flexibility in the arrangements for provider planning from 2003.

## Moderation process 2002/03: Local Moderation

4 The local office is encouraged to make its own arrangements for the assessment of the Adult Learning Plans it receives. The arrangements should have regard for the national priorities, particularly the extent to which the Plans refer to:

* The need to improve basic skills
* The need to widen participation in learning to those who do not traditionally participate in education and training
* The need to enhance family learning provision
* The need to support strategies for neighbourhood renewal.

5 Any Plan which fails to set out adequately the LEA strategy for widening participation should be assessed inadequate and become the subject of further local negotiation. Where there are serious concerns about the adequacy of a Plan’s strategy for widening participation, please contact Sue Yeomans at the National Office.

6 The Plans judged to be sufficiently responsive to the priorities set out in the Planning Guidance and judged in the context of the local area needs should be assessed as adequate. The local office will have its own arrangements for monitoring meetings over the coming year during which any changes or updates to the Plan should be considered, and recorded appropriately.

## National Moderation

7 The national moderation process is an invitation to every local office to forward at least one LEA Plan which it judges to meet the requirements of the Planning Guidance in all key aspects.

8 Such Plans would set out succinct strategies for addressing the national and any local priorities. A well-presented Plan would also have some or all of the following key features:

1. an outline of progressmade year on year, even if for some activities the ‘progress’ has actually been a period of marking time or slipping behind. The LSC would like to understand what has happened since the Plans for 2001/02 were presented and see how LEAs are planning to move forward, once the Guarantee expires;
2. planning data which explains any differences year on year, for example, to indicate where the interpretation of the definition of ‘enrolment’ (counted at each point of entry onto any programme or group of programmes) and the definition of ‘headcount’ (the learner counted once, irrespective of the number of times they enrol in one year) means that there is an apparent reduction in overall learner numbers;
3. A sound analysis of need which takes account of what other providers are doing in the local area. This may include identification of the needs of potential learners and possibly of appropriate progression routes;
4. Where possible, specific and measurable objectives for national and local priorities eg to develop new family learning programmes and have a coordinator in post by September 2002;
5. A set of objectives for work relating to additional and new funding available for 2002/03 eg family learning;
6. on quality, a statement of the needs for quality improvement; an assessment of the existing level of quality is and what weaknesses need addressing.

## Process

9 Each local office should forward a copy of the Plan, or Plans, judged to be particularly well-presented to the national office, saying briefly why the Plan is particularly helpful in understanding local provision. If there are all or any of the key features set out above within the Plan, please flag these.

10 A sample form for inclusion with Plans forwarded to the National Office is set out at the annex to this Note.

## Timetable

11 The key features from the recommended plans will be compiled into a ‘best practice’ document for circulation within the LSC by the end of June. Key messages will be disseminated more widely. The outcomes will also be taken into account in establishing future provider planning requirements.

## Action Required

12 **The Plan(s) should be forwarded by 24 May** to Jeanette Armstrong at the LSC National Office, 101 Lockhurst Lane, Coventry CV6 5SF. She will confer with a reading group of staff with expertise in particular aspects of planning eg quality.

13 If you wish to forward more than one Plan, please feel free to do so, using one form per Plan.

## Further Information

14 A list of all key documents issued to date is set out below. The documents listed and this Handling Note can also be found on the LSC intranet. Please contact the national office with queries arising from this or any other ACL matter. Contact names can be found in Handling Note 1 and any ACL Newsletter.

With regards,

**SUE YEOMANS** (Policy and Development) **JEANETTE JEFFCOATE** (Operations)

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## Related documents issued to date and available on the LSC intranet or by email from Joanne.bratby@lsc.gov.uk

Handling Note 1 2 November 2001

Final Draft Adult Learning Plan Guidance 2 November 2001

Learner Number Forms Additional Guidance on Collation 14 November 2001

Handling Note 2: indicative ACL allocations November 2001

Capital Guidance December 2001

Capital minor works allocations January 2002

Family Learning Supplementary Guidance 31 January 2002

Handling Note 3: Family literacy and numeracy and EMAG January 2002

Handling Note 4: Family Learning March 2002

Handling Note 5: Final Allocations March 2002

 **ANNEX**

**Moderation of Adult Learning Plans 2002/03**

**Plans forwarded by Local Office to National Office**

Name of LEA……………

Forwarded by (name)………………..

Name of local LSC………………..

**Recommendation of Local LSC**

The Plan forwarded is recommended for the following reasons, when measured against the criteria set out in paragraph 8 of Handling Note 6:

(a)

(b)

(c)

For the following reasons, the Plan has been judged satisfactory by the local LSC:

* *eg the Plan makes explicit reference to its strategies for widening participation set in the local context and cross referenced to the plans of other providers*
* *etc*

The Plan was read and agreed by the following staff at the local LSC (names and job titles would help here please):

**Please return the form and the Plan(s) to Jeanette Armstrong, National Office LSC, 101 Lockhurst Lane, Foleshill, Coventry CV6 5SF NO LATER THAN FRIDAY 24 MAY 2002.**