

# Learning and Skills Council Cumbria

## Adult Skills for Life Action Plan

2001 to 2004

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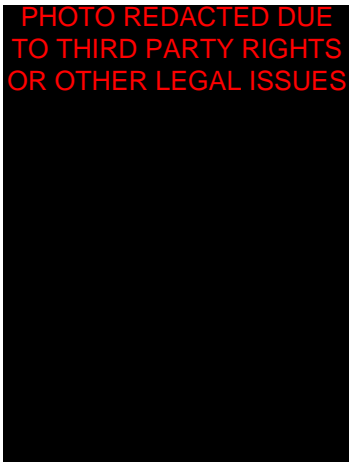
By Basic Skills we mean:

“The ability to read, write and speak English and use mathematics at a level necessary to function and progress at work and in society in general.”

The Moser Report 1999.

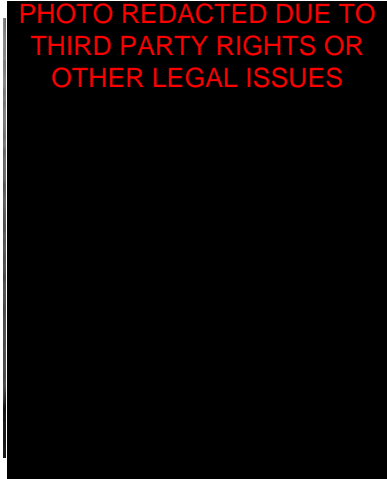
Note: This definition, which has been adopted by the Learning and Skills Council, subject to confirmation by the Adult Basic Skills Strategy Unit (ABSSU), includes English for Speakers of Other Languages (ESOL).

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Mick Farley

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Rob Cairns

## Foreword

The ground-breaking report – **A Fresh Start** – published in March 1999 following the review chaired by Sir Claus Moser identified up to 7 million adults in England who cannot read or write at the level expected of an 11 year old. Even more have trouble with numbers. A prosperous and fair society, in which all individuals have an opportunity to fulfil their potential, cannot be achieved with such large numbers of people needing to improve their literacy and numeracy skills<sup>1</sup>. Tackling the basic skills problem is now one of the Government’s key priorities. The goal is to reduce the number of adults in England with literacy and numeracy difficulties to the levels of our main international competitors – that is from one in five adults to one in ten or better.

**Skills for Life the National Strategy for improving adult Literacy and Numeracy skills** – sets out the Government’s strategy for achieving improvement. The national priority is to improve the skills of those groups where literacy and numeracy needs are greatest and where the most impact can be made. The initial aim is that 750,000 adults<sup>2</sup> will improve their literacy and numeracy by 2004.

The Government has charged the Learning and Skills Council with progressing this target. In Cumbria, the challenge is to support a minimum of 6,500 people in raising their literacy or numeracy abilities by one level by the end of July 2004.

This Plan sets out the key objectives for Cumbria and their related priorities. The Plan is additional to Learning and Skills Council Cumbria’s Strategic Plan 2002 to 2005 and should be read in this context.

MICK FARLEY  
Executive Director

ROB CAIRNS  
Chair

LEARNING AND SKILLS COUNCIL CUMBRIA

- 1 You may have heard them referred to as adult literacy and adult numeracy skills, basic skills or skills for life. Whenever these terms are used they mean the ability to read, write and speak in English and to use mathematics at a level necessary to function and progress at work and in society in general.
- 2 For the purposes of the national literacy and numeracy target, adults are defined as people aged 16 and over.

## Introduction

Learning and Skills Council Cumbria's vision is of a Learning County – a great place to grow individuals and businesses – so that by 2010 young people and adults will have knowledge and skills matching the best in the world.

In order to achieve this we must ensure that people in Cumbria have access to, participate in and achieve success in learning at all levels. Nowhere is this more important than in the area of basic skills and in Cumbria this represents a formidable challenge.

Basic skills is, therefore, a high priority for Learning and Skills Council Cumbria and this is reflected in our three year Strategic Plan 2002 to 2005 and in our Business Plan which sets out how we will implement our strategies during 2002 to 2003.

## Learning and Skills Council Cumbria's Strategic Objectives 2002 to 2005

Our strategic objectives are to:

1. extend and widen participation in learning;
2. increase engagement of employers in workforce development;
3. and 4. raise achievement of young people and adults; and
5. raise quality of education and training and improve user satisfaction.

These will provide a framework for our plans to develop basic skills.

This Adult Skills for Life Action Plan has five key corner-stones, each of which links to the strategic objectives outlined in our Strategic Plan. They are:

- > raising awareness (strategic objective 1);
- > building capacity (strategic objective 1);
- > expanding learning opportunities and achievements (strategic objectives 1, 3 and 4);
- > engaging employers (strategic objective 2); and
- > improving quality (strategic objective 5).

Our Business Plan for 2002 to 2003 includes specific basic skills targets for young people and adults and these are reflected in detail in this plan.

## Our Challenges

Challenges we face in Cumbria include:

- > basic skills needs, which are higher than regional and national averages;
- > the limited and patchy geographical spread of much existing provision;
- > the poor or mediocre quality of much existing provision;
- > poor co-ordination across the County; and
- > a lack of appropriately trained and experienced staff to teach basic skills.

In addition, these challenges are located in a large and remote County with relatively poor transport links, affected by issues relating to rural isolation, urban deprivation, low aspirations and a poorly developed culture of lifelong learning.

## Our Response to These Challenges

The national Learning and Skills Council, in consultation with the ABSSU within the Department for Education and Skills, has set strategic objectives for the provision and development of basic skills. A National Adult Literacy and Numeracy Delivery Plan has been developed by the Learning and Skills Council national office and this has been shared with local Learning and Skills Councils. As part of the planning process, baselines for adult basic skills, participation and achievements have been determined and targets for local learning and skills councils proposed.

Our plan has been developed in the context both of this national plan and of the current challenges facing Cumbria in relation to basic skills. Specific targets for participation and achievement have been set out, using data derived from a variety of sources (see Table 7). Our plan sets

out how in practical ways we propose to achieve a step change in the quantity and quality of basic skills within the County and, in doing so, to equip our young people and adults with the skills to enable them to fully participate in the economy and in the lives of their local community. It takes account of Basic Skills Plans developed by Learndirect, Community Regeneration through the Development of Information Technology (CREDITS) and by the Local Education Authority (LEA), the latter in response to a consultancy undertaken by the Basic Skills Agency (BSA) in February 2002. All of these plans recognise the need to focus on quality improvement as well as the expansion of existing provision.

Planned activity is divided into three consecutive phases. In phase one, during 2001 to 2002, we have focused on establishing an effective cross-county infrastructure, awareness-raising and capacity-building without which the delivery of an expanded and improved range of basic skills provision will prove impossible to achieve. During this phase we have also started to tackle the current low demand for basic skills in Cumbria and worked with our providers to develop fresh and engaging approaches.

## Internal and External Arrangements

Within Learning and Skills Council Cumbria, staffing and organisational arrangements reflect our keen commitment to basic skills. The Head of Education and Quality Improvement ensures that basic skills maintain a high profile at executive level. The Skills for Life Manager has operational responsibility for basic skills and a recently created Cross-Council Skills for Life Implementation Group will ensure that responsibility for basic skills is embedded throughout the Council (for

membership and terms of reference see annex 1). This group will have a key role in making sure that teams across the Council continue to address basic skills issues when working with existing and new providers.

At regional level, the Head of Education and Quality Improvement sits on the North West Regional Skills for Life Strategy Group and the Skills for Life Manager is a member of a regional network of local Learning and Skills Councils' Basic Skills Managers which meets regularly to share good practice.

### Working in Partnership across Cumbria

We know that we cannot respond effectively to the challenges on our own. We will depend on an ongoing close relationship with Connexions, the local Learning Partnership, and the LEA and on strengthening our links with providers, employers and the voluntary sector if we are to succeed.

To take our plan forward we have therefore established, at County level, a Cumbria-wide Skills for Life Stakeholder Group, whose membership includes representatives from further education providers, the Adult Education Service, the Learning Partnership, work-based learning providers, employers and voluntary agencies. This group is chaired by the Skills for Life Manager and meets bi-monthly to review progress towards our targets, share emerging good practice and collaborate to organise staff development and training (for membership and terms of reference see annex 2).

This group has considerable potential to develop a coherent approach towards basic skills across the County and to implement the changes, which are necessary. The Skills for Life Manager will act as a direct link between the County Skills for Life Stakeholder Group and the Cross-Council Skills for Life Implementation Group of which she is a member and the resulting two-way communication will enable rapid responses to newly-identified needs.

Four local Area Skills for Life Network Groups have also been set up to take account of Cumbria's wide geographical spread. They meet monthly to agree and take forward actions to ensure that local strategies are implemented in ways that meet the needs of widely differing communities throughout the County. A senior college manager chairs each group and membership reflects the membership of the County Skills for Life Stakeholder Group at local level. The four chairs of the local groups report regularly to the County Skills for Life Stakeholder Group, and take the lead in monitoring basic skills targets in the north, south, east and west of the County. We anticipate that these groups will collaborate to recruit and organise the training of the new tutors who will be vital as provision expands. They will also provide forums for the sharing of good practice at local level.

We consider that the establishment of the County Skills for Life Stakeholder Group and the local Area Skills for Life Network Groups will enable the County to move forward in a purposive and unified manner to implement our plan.

## The National Context

The Moser Report, published in 1999, identified that some 7 million adults in England cannot read at the level expected of an 11 year old and that far more people have problems with numeracy.

It highlighted the serious consequences of poor or limited basic skills for individuals, families, society and the economy and estimated the cost to the country to be £10 billion a year. It proposed a national strategy made up of a number of linked strands, including the development of national standards, new curricula for literacy and numeracy and a national test, to be available on demand.

Reducing the numbers of adults who experience difficulty with basic skills is a key Government priority. An ABSSU has been established within the Department for Education and Skills and in March 2001 Skills for Life – the National Strategy for improving Adult Literacy and

Numeracy Skills was initially launched. This strategy, rolled out during late 2001 and early 2002, is intended to deliver radical improvements in the standard of teaching and learning at this level, to ensure that best practice in teaching and learning is adopted throughout the country and to focus on priority groups of adults who stand to benefit most from targeted intervention. The strategy acknowledges the need to stimulate demand among potential learners and aims to ensure that increased demand is met by more provision that is of high quality.

Learning and Skills Council Cumbria, working with the local Learning Partnership according to recent guidance from the Secretary of State and in partnership with existing and new providers, local employers and voluntary agencies, will play an active part in ensuring that the County makes its contribution to achieve these targets.



## The Cumbrian Context

Cumbria is England's second largest County and the second lowest in population density. There are areas of deprivation and high unemployment in the south and west of the County, but also areas of affluence in the smaller rural towns. At the 1991 Census of Population, less than 0.05% of the population of Cumbria was defined as belonging to an ethnic minority group. Demographic trends and the increasing number of asylum seekers from abroad suggest that the numbers of people from ethnic minority groups by now will have increased. It is likely that these groups will have some form of basic skills need.

The major urban centres are Barrow, Kendal, Carlisle and Whitehaven/Workington. Cumbria's age profile is relatively high as older people retire to the County and some young people leave for higher education and

employment. Although there are several large manufacturing employers, 98.5% of employers in Cumbria have a workforce of less than 100.

The recent foot and mouth crisis highlighted the dependency of the County's economy on the areas of agriculture and tourism and the challenges Cumbria faces in developing new skills and attitudes to learning are nowhere more apparent than in the area of basic skills.

Communications in the County are generally poor. Associated transport problems, combined with the sparsity of the population in some areas, contribute to rural isolation and the difficulties experienced by some adults in accessing education.

In this challenging climate our objectives are ambitious, not, we hope, unachievable.

## Our Objectives 2001 to 2004

- > To audit current provision.
- > To establish County base-lines for participation and achievement.
- > To build the capacity of existing providers via a programme of staff development.
- > To increase the number and range of learning opportunities for adults with basic skills needs by 2004.
- > To bring forward new providers, including voluntary agencies and employers, to develop provision to meet the basic skills needs of adults.
- > To ensure that all providers of basic skills are working towards minimum quality standards for programmes.
- > To increase retention and achievement levels among learners at basic skills level.

In order to achieve our objectives, we will need to:

- > create a new demand for basic skills among adults who need to engage in learning if they are to achieve their full potential;
- > build capacity within Cumbria to enable this demand to be met; and
- > significantly improve the range, quality and flexibility of provision throughout the County.

## Where We Are Now

Basic skills provision in Cumbria is currently offered by a variety of providers in a range of contexts. Up to now there has been no complete record of provision and little co-ordination of activity across the County. A key element of our plan is, therefore, to map provision in order to identify gaps and possible duplication of effort as a first stage in developing a planned approach to provision and quality improvement. The audit that has been undertaken by the County Adult Basic Skills Development Officer has revealed a worrying lack of coherence in existing provision and issues relating to quality, which our plan will address. The current situation is as follows:

### Further Education Colleges

The four further education colleges in Cumbria offer basic skills provision. In 2000 to 2001 the further education colleges and the sixth form college took part in a Non-Schedule 2 project with a strong basic skills component and two colleges received initiative funding from the Council to develop Basic Skills in Local Communities Projects, which aimed to develop innovative ways to reach those adults least likely to have benefited from education and to embed basic skills within practical contexts. These should provide valuable lessons in how widening participation in relation to basic skills may be achieved.

Of the four colleges, two are currently categorised via the performance review process as being in the category of serious concerns. In their self assessment reports received by the Council in March 2002, two colleges grade their basic skills as grade 4, with the other two assessing this provision at grades 3 and 2 respectively. All colleges report difficulty in recruiting and retaining high-calibre basic and key skills staff for both their

further education and work-based learning programmes but all recognise the importance of this area of work and have nominated a senior manager to chair each of the four local Area Skills for Life Network Groups.

Colleges have received support from the Council's Standards Fund to progress the Basic Skills Quality Initiative (BSQI), which is designed to improve the quality of teaching and learning in basic skills. Resulting action plans have, to date, had limited impact but more robust development plans for basic skills, which are currently in preparation, will be supported by future Standards Funds. Two County lead trainers have engaged in a programme to train basic skills tutors in the new national curricula for literacy and numeracy organised via the BSA though, until now, BSA guidelines have meant that only tutors teaching 6 hours a week or more have been able to benefit.

### Adult Education Service

Cumbria LEA's Adult Education Service supports approximately 70 community education centres throughout the County, of which approximately 33% offer discrete learning opportunities in literacy and/or numeracy. However, these are currently limited in scope and effectiveness. A consultancy by the BSA was carried out at the request of the LEA in February 2002. The resulting report highlighted, amongst other issues, a grave lack of consistency around basic skills in relation to assessment, individual learning plans, delivery and staff development. It proposed a radically new structure for basic skills to enable the Service to meet the needs of communities throughout Cumbria. The LEA has responded with a six-month action plan outlining the actions needed to make the significant structural changes necessary for the successful

delivery of basic skills provision. The Council has supported the development of an Adult Learning Plan designed to effect a shift from leisure to learning and we will continue to work with key officers to implement the recommendations of the BSA report and the Adult Learning Plan. We welcome the LEA's plan that all area co-ordinators will be trained in basic skills and have direct responsibility for managing this as part of its provision.

The LEA also receives specific annual grants for family literacy and numeracy and family learning programmes and plans for development of this first-step provision have been submitted as part of its Adult Learning Plan agreed with Learning and Skills Council Cumbria. Additional funding has been made available for the development of more specific programmes during 2002 to 2003. We will work with the appropriate LEA officers to support the implementation of these plans and to ensure that the learning opportunities thus generated integrate with other basic skills provision in the County.

### Trades Union Congress (TUC) Learning Services

Our Local Initiative Fund (LIF) has supported two project workers to recruit and support learning representatives in the workplace. The remit of the project workers includes basic skills and they offer advice to employers on setting up learning resource centres. They have exceeded targets during 2000 to 2001 in the recruitment of learning representatives and have already raised awareness about basic skills with a number of employers. Their role is key to our employer basic skills strategy.

### Jobcentre Plus

We are aware of basic skills targets within the New Deal Programmes. We

will work with Jobcentre Plus and their sub-contractors to diversify provision, improve quality and develop staff. Representatives from Jobcentre Plus are members of the County Skills for Life Stakeholder Group and the four Area Skills for Life Network Groups. We will, via these representatives, establish progression routes for clients who graduate from New Deal Programmes to continue basic skills learning either with existing providers, Career Development UK and Rathbone Training, or further education provision.

### Cumbria CREDITS

Cumbria CREDITS, a Single Regeneration Budget-funded initiative, is funded in part by the Learning and Skills Council Cumbria via the LEA. 74 CREDITS Centres offering learning opportunities in Information Technology and a range of areas including basic skills, are located in schools or community buildings throughout the County. We recognise the potential afforded by the community-based nature of CREDITS to take forward our plans for basic skills. CREDITS is developing a basic skills strategy and our Local Initiative Fund has supported a Basic Skills Co-ordinator to take this forward. A programme of basic skills awareness-training is currently taking place and half of the 130 community tutors and support staff in the Centres have been trained at this level already. A third of these are keen to train as basic skills tutors.

### Work-Based and Lifeskills Programmes

Of 30 work-based learning providers in the County, only two deliver discrete basic skills training. As part of the Learning Gateway Strategy aimed at 16 – 18 year olds who are not on mainstream provision, Rathbone Training and Career Development UK deliver Lifeskills.

Although basic skills are included, the trainers do not currently work towards accredited qualifications. We will assist these and other training providers to expand their basic skills provision, to improve retention and to raise achievement levels.

Work-based learning providers also deliver key skills up to level 2 within apprenticeship frameworks. We will take advantage of the relationship between work-based learning providers and employers in the area of basic skills and encourage their staff to attend our Basic Skills Agency Brokerage Scheme training. We will explore the possibility of appropriate and experienced work-based learning providers offering basic skills as part of our work-force development strategy over the period of the plan.

### Learndirect/University for Industry

Cumbria has one geographical hub, with a number of access points in the County. Learndirect has its own targets for basic skills. We are working closely with Learndirect to support the development of their Business Plan and their Basic Skills Strategy. The County Manager for Learndirect is on the County Skills for Life Stakeholder Group. We will work with the staff of Learndirect access points to improve basic skills awareness and develop progression routes to accredited learning, making use of the potential of ICT to attract and retain new learners.

### Workforce Development

The new Workforce Development Strategy will be helpful in progressing our work in this important area. A dedicated Workforce Development Team is engaged in raising employers' awareness of the benefits of investing in improving the basic skills of their workforce. We will work with employer groups, including the Confederation of

British Industry, Business Link for Cumbria and Cumbria Chamber of Commerce, as well as with the individual trade unions and the Trade Union Learning Services, to enhance basic skills learning opportunities in the workplace. We will develop a network of brokers, TUC learning representatives and learning advocates who will raise the profile of basic skills needs with employers and employees to meet business and individual objectives and aspirations.

Key employers have been recruited onto the County Skills for Life Stakeholder Group and the four local Area Skills for Life Network Groups. Targets for the involvement of employers in workplace basic skills provision will be included in workforce development contracts to Business Link (Small Business Service) and for the Trade Union Learning Services.

### National Association for Care and Resettlement of Offenders (NACRO)

NACRO hold contracts with the Probation Service, HMP Haverigg in the west of the County and the Youth Offending Team for training of ex-offenders and young people at risk of offending, all of whom complete a Basic Skills Fast Track assessment. The client group has a high level of basic skills needs and represents one of the Government's priority groups. We will work closely to support NACRO wherever possible.

### Information, Advice and Guidance (IAG)

IAG has a crucial role in informing and advising clients who have learning needs related to basic skills. IAG will contribute by providing appropriate and ready access to information and advice services

for people with basic skills difficulties, and by making referrals to basic skills tuition, other learning and more specialist information, advice, assessment and guidance provision. IAG is supported by the Council via LIF and we will work with the manager to agree targets for referrals.

### Other Funding Sources

#### **Adult and Community Learning Fund (ACLF)**

Learning and Skills Council Cumbria will assume responsibility for projects funded from this source from Autumn 2003. Until this happens, we will monitor and support the two existing projects led by Impact Housing and Action for the Blind respectively and encourage new applications for funding to the BSA and the National Institute of Adult Continuing Education (NIACE), which currently funds ACLF projects.

#### **Single Regeneration Budget (SRB)/European Social Fund (ESF)**

Basic skills promotion and activity are included, where appropriate, in all

contracts issued from non-mainstream funds. As a new co-financing organisation for European funds, we encourage applications within measures that include basic skills. We will ensure that contracts issued to organisations, which make reference to basic skills activity, will include progression targets for basic skills learners to enter accredited learning where individual learner achievements can be recorded and mapped to national standards for literacy and numeracy. We will strongly encourage beneficiaries to sit the national tests at an appropriate level.

#### **Local Initiative Fund (LIF)**

We have used and will continue to deploy LIF resources in support of first rung provision, which aims to widen participation. Basic skills form a crucial element of such provision. This provides an opportunity for us to target specific priority groups by supporting voluntary groups who work with for example, homeless adults and those with mental health problems (See matrices).

## Estimate of Need in Cumbria

### Adults

Some work has already been done by the BSA to estimate the scale of basic skills needs among adults in Cumbria. We recognise that this information is out of date and therefore of limited value, but it provides an indication of need and highlights that, in most cases, levels of literacy and numeracy need in Cumbria are higher than north west and national averages. The following represents our knowledge to date:

- > Number of adults in Cumbria 16 – 60 288,025
- > Number of these with poor literacy\* 77,507 (26.9%)
- > Number of these with poor numeracy\* 77,446 (26.9%)

\*It is likely that many adults have both literacy and numeracy needs.

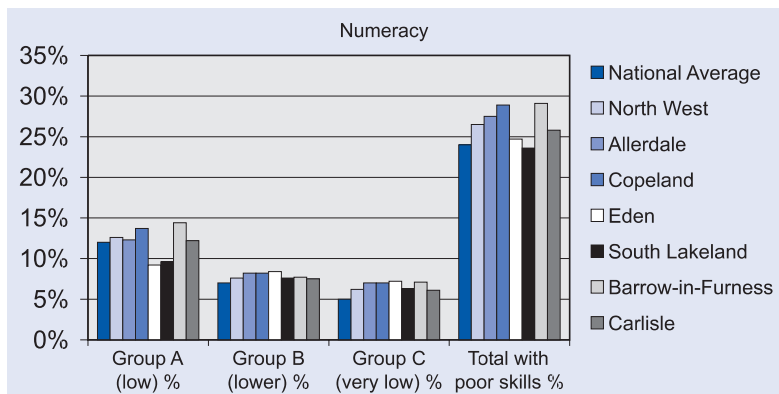
This data is also available at local ward level and has been made available to the four local Area Skills for Life Network Groups who will use it to inform their planning.

We note that levels of need are broadly very similar in both literacy and numeracy and in disaggregating our targets (see Tables 1 and 2) we have taken this into account and assumed a 50% split at this stage. This may be reviewed during the second and/or third phase of the plan.

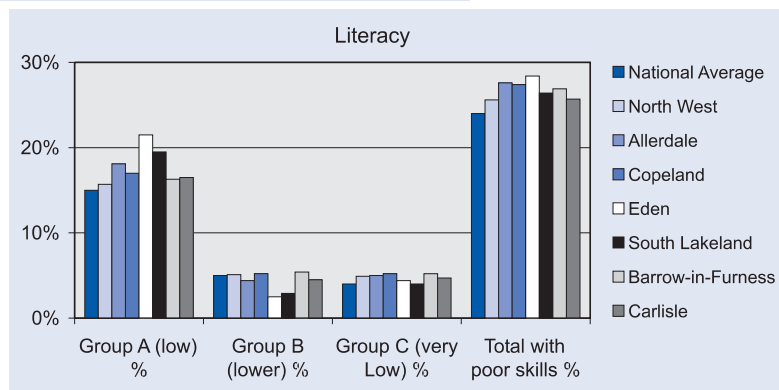
Adults with literacy and/or numeracy needs can be divided by attainment into 3 broad groups.

- > 20% who have very serious difficulties with basic skills.
- > 20% who have less serious difficulties but still struggle.
- > 60% who have moderate or slight difficulties with basic skills.

## Literacy and Numeracy Needs per District in Cumbria



**Figure 1**  
Source: Basic Skills Agency 2000 (based on the 1991 Census)



**Figure 2**  
Source: Basic Skills Agency 2000 (based on the 1991 Census)

LITERACY				
Cumbria	Very serious difficulties	Less serious difficulties	Moderate/slight difficulties	Total
Percentage	20%	20%	60%	100%
Adults	15,501	15,502	46,504	77,507

Table 1

NUMERACY				
Cumbria	Very serious difficulties	Less serious difficulties	Moderate/slight difficulties	Total
Percentage	20%	20%	60%	100%
Adults	15,489	15,489	46,468	77,446

Table 2

We have extrapolated the national data for basic skills needs to reflect figures for need within the County according to those groupings and this information informs our planned activity.

We know that basic skills needs correlate directly with measures of deprivation and unemployment rates. Barrow, Allerdale and Copeland districts in the south west and north west of Cumbria respectively, all have unemployment rates above the national average. These areas have been significantly affected by the decline in the number of manufacturing jobs over the last decade. Information collated by the BSA on the age profile of those with basic skills needs reveals that an estimated 52% of those in need are aged 46 – 65. This age group, which may have little experience of a culture of lifelong learning, will be prioritised, particularly in the more deprived areas of the County along the west coast.

Research undertaken in relation to those who do not appear in official unemployment statistics in Barrow-in-Furness, an area devastated in the 1990s' by 10,000 job losses in the shipyard, indicate that the age profile of the hidden 'unemployed' was mid forties to mid fifties and that this group did not consider re-training for other jobs. Despite the establishment of the Barrow Community Regeneration Company employing several community development workers, there is little evidence that the needs of the 'hidden

unemployed' are being met. We recognise that new strategies will need to be developed if the basic skills needs of groups such as these are to be met and the appropriate local Area Skills for Life Network Groups will undertake this work and report back to the County Skills for Life Stakeholder Group on where action has proved effective in order to spread good practice across Cumbria.

### Young People

Almost 5% of pupils in Cumbria leave school at 16 without qualifications at GCSE level. This compares with a national average of 6%, but the overall position for Cumbria masks significant local variations with low achievement evident in areas of urban and rural deprivation on the west coast. We intend to address the significant local variations during the period of the plan.

Five area reviews of 16–18 provision in the Carlisle, Kendal, Barrow, West Cumbria and Penrith travel-to-learn areas have been undertaken and the findings will inform our plans to improve achievement at local level.

In addition, a centrally-funded project designed to improve retention and achievement at level 2 has impacted positively on the numbers of young people completing GCSEs and key skills. This project has benefited from substantial additional funding in 2002 to 2003 and the strategies to be embedded



will contribute to raising achievement at level 2. Plans for this area of work will be developed during phase 2.

We recognise the importance of robust data in helping us to target resources effectively. Our research team has already done some research into barriers faced by young people and it will undertake and/or commission further work when we feel that it is needed.

## National and Local Targets

A national target has been set to improve the basic skills of 750,000 adults by 2004.

Cumbria's share of this target is for 6,442 adults to improve their basic skills by one level of the new national standards by 2004. As retention rates for this group are traditionally low we will need to support providers firstly, to recruit additional learners and secondly, to set in place support mechanisms to encourage them to remain and achieve on their learning programmes. An innovative approach to course development, including the embedding of basic skills in other activities, will be necessary.

Using evidence from the BSA survey (see Figures 1 and 2), which indicates that levels of need in literacy and numeracy in Cumbria are very similar, our targets assume a 50/50 split between these two areas. For the purposes of this plan, ESOL is subsumed within literacy, at least within phase 1 and 2. The four Area Skills for Life Network Groups if appropriate will draw up specific plans for ESOL during phase 2 of the plan.

## Data Issues

There are anomalies in the Individualised Learner Record data, which make it difficult to extract definitive information.

Data currently available does not allow us to differentiate between literacy, numeracy and language in programmes where basic skills is within a vocational area but we anticipate that this information will become available following the introduction of the Individual Learner Record in 2002 to 2003.

In relation to key skills, the data at present available from the national LSC does not include key skills achievements delivered directly by work-based providers. Again we hope that the ILR will be able to capture this vital information in 2002 to 2003.

## Our Approach to Target Setting

Given the above, our approach to target setting for FE and ACL has been to collate by level and area (basic skills, key skills and GCSEs) data for 2000 to 2001. This provides an indication of historical levels of participation, retention and achievement and allows us to quantify early progress towards achievement of targets.

## Statistics For Cumbria From National Individualised Student Record Database 2000 to 2001

All learners from 16 upwards			Learner started a course	Learner completed a course	Learner achieved a course
Basic Skills	Literacy	Entry Level	273	214	96
		Level 1	97	88	22
		Level 2	16	11	3
	ESOL	Entry Level	12	12	12
		Level 1	0	0	0
		Level 2	0	0	0
	Numeracy	Entry Level	132	103	68
		Level 1	35	33	15
		Level 2	45	38	18
	TOTAL			610	497
Key Skills	Communications	Level 1	253	201	79
		Level 2	519	413	184
	Application of numbers	Level 1	340	268	109
		Level 2	698	558	161
	TOTAL			1,810	1,440
GCSE	English	Below Level 1	63	9	0
		Level 1	30	30	30
		Level 2	102	106	106
	Maths	Below Level 1	91	29	0
		Level 1	88	93	93
		Level 2	102	105	105
TOTAL			476	372	330
GRAND TOTAL			2,896	2,309	1,097

Table 3

NB: A learner may be enrolled on more than one course.

These figures indicate an overall 78% retention rate and 38% achievement rate on participation levels

- > To identify comparative information for April 2001 to July 2001 on the basis of ISR information from National Office, which will provide some evidence of progress towards targets, although achievement data is only available for a third of the year.

Number of enrolments (Awarding Body and Non-Awarding Body)	1 April 2001 to 31 July 2001		Number of learners who have achieved	1 April 2001 to 31 July 2001	
	16-18	Adult		16-18	Adult
Basic Skills	211	682	Basic Skills	51	124
Key Skills	1,291	218	Key Skills	273	59
GCSEs	215	140	GCSEs	148	113
TOTAL (Enrolments)	1,717	1,040	TOTAL (Learners)	472	296
GRAND TOTAL	2,757		GRAND TOTAL	768	

Table 4

NB: These figures indicate a 28% achievement rate on participation levels.

Individual learner achievement targets have been disaggregated to work-based learning provision, further education (including workforce development) and adult and community learning in the ratio of 10%:77%:13% respectively, according to guidelines suggested by national office. The following table illustrates the learner achievements that will enable us to reach our targets. These ratios may be readjusted as the plan rolls out, to take account of the comparative success of the sectors in achieving the targets.

On the basis of tables 5 and 6, the targets have been disaggregated between the main providers for each year of the plan. Targets have deliberately not been disaggregated into the 3 areas of key skills, basic skills and GCSE as these will be subject to discussion with individual providers and at local Area Skills for Life Network Group meetings.

INDIVIDUAL LEARNER ACHIEVEMENTS					
Routes	% Rates	2001 to 2002	2002 to 2003	2003 to 2004	TOTALS
Work-based Learning	10%	161	226	257	644
FE including Workforce Development	77%	1,240	1,736	1,985	4,961
Adult and Community Learning	13%	209	293	335	837
<b>TOTALS</b>	<b>100%</b>	<b>1,610</b>	<b>2,255</b>	<b>2,577</b>	<b>6,442</b>

Table 5

We recognise that, in order to achieve our targets, participation rates will need to be significantly increased. In determining the participation rates that will be necessary, we have assumed an overall achievement rate of 50% across the areas of key skills, basic skills and GCSE. We recognise that this is a significant increase in the achievement rate and also masks a considerable variation in achievement levels between the three categories of key skills, basic skills and GCSE.

PARTICIPATION FIGURES					
Routes	% Rates	2001 to 2002	2002 to 2003	2003 to 2004	TOTALS
Work-based Learning	10%	322	452	514	1,288
FE including Workforce Development	77%	2,480	3,472	3,970	9,922
Adult and Community Learning	13%	418	586	670	1,674
<b>TOTALS</b>	<b>100%</b>	<b>3,220</b>	<b>4,510</b>	<b>5,154</b>	<b>12,884</b>

Table 6

	2001 to 2002		2002 to 2003		2003 to 2004	
	Participation targets	Achievement targets	Participation targets	Achievement targets	Participation targets	Achievement targets
Carlisle College	413	206	579	290	662	331
Furness College	413	206	579	290	662	331
Lakes College	413	206	579	290	662	331
Kendal College	413	206	579	290	662	331
Barrow 6th Form College	413	206	579	290	662	331
Cumbria Institute for the Arts	208	105	288	143	330	165
UCLAN	207	105	289	143	330	165
SUB TOTAL	2,480	1,240	3,472	1,736	3,970	1,985
Adult and Community Learning	418	209	586	293	670	335
SUB TOTAL	418	209	586	293	670	335
WBL Providers	322	161	452	226	514	257
SUB TOTAL	322	161	452	226	514	257
GRAND TOTAL	3,220	1,610	4,510	2,255	5,154	2,577
CLSC Targets		1,610	+	2,255	+	2,577

Learning and Skills Council Cumbria Targets = 6,442

Table 7

In terms of retention targets for improvement of retention of basic skills learners, these will be incorporated into overall retention targets to be agreed with all providers as part of their annual development plans.

In terms of setting progression targets, we propose to address these at the start of the second year of our plan. By this time existing provision within the County will have been mapped and the four Area Skills for Life Network Groups will have started to use this information for planning purposes. In addition, we anticipate that the new ILR system will then enable us to track learners on programmes offered by the full range of providers that we fund.

Targets for employer-based basic skills achievement will make up a key element of our overall targets and these will be set within the context of further education. We recognise, however, that other agencies may become involved over the period of the plan. According to the Moser Report, industry nationally

loses an estimated £4.8 billion a year due to the poor literacy and numeracy skills of employees. There is an awareness that many blue-collar employees, especially in large manufacturing companies, have basic skills needs. It has also been identified that a significant number of employees working in care, tourism, agriculture and in the public sector in Cumbria also have basic skills needs.

Several large companies in the County have their own learning resource centres and there is potential, therefore, for basic skills development. Learndirect is currently working with a number of small and medium enterprises (SMEs) and larger companies to increase the number of learning resource centres, most of which should be able to offer basic skills via Information Learning Technology. Learning and Skills Council Cumbria has ultimate responsibility for the achievement of these targets and will monitor their achievement via the Cross-Council Skills for Life Implementation Group.

## Priority Groups

**Skills for Life** identifies a number of groups, members of whom it has been suggested may well have basic skills needs at level 2 or below. Many of these groups are relevant to Cumbria and we have prioritised those with low skill levels in the following categories:

- > young adults in the workforce;
- > those living in areas of high unemployment and deprivation;
- > those suffering from rural isolation;
- > adults with mental health problems;
- > parents;
- > unemployed adults;
- > groups at risk of social exclusion;
- > public sector employees; and
- > the increasing numbers of asylum-seekers who are located in Cumbria.

The County Skills for Life Stakeholder Group will, via the four local area Skills for Life Network groups, ensure that the needs of these priority groups continue to be considered when local provision is planned and delivered. All members of each local Area Skills for Life Network Group have completed a matrix, which identifies the priority groups they are currently working with. As a result, gaps have already been identified and collectively at local level it will be decided which provider(s) will address these.

## Employer Strategy

According to the Moser Report approximately 3.5 million employees have basic skills needs. Our strategy to gain access to these potential learners is to integrate the employer strategy into all aspects of the Council's activity.

The Cross-Council Skills for Life Implementation Group has been established and members include the Workforce (Provider) Manager, who manages the contracting process for Business Link for Cumbria (B/L) and TUC Learning Services. The B/L is responsible for workforce development in SMEs and Learning and Skills Council Cumbria for the public sector, voluntary organisations and large companies over 250 employees.

The County Skills for Life Stakeholder Group was established in October 2001 and includes representation from TUC Learning Services, two large employers and Cumbria Chamber of Commerce.

The four Area Skills for Life Network Groups were established in February 2002 and membership includes a union learning representative, a local employer, a training provider and from June 2002 will include a representative of Learning Skills Council Cumbria's workforce development team.

We will continue to train additional staff on the BSA Brokerage Scheme and the Breaking Down Barriers 1 Course. The Brokerage Action and Development Plan April 2002 – October 2002 identifies how we will embed the scheme in Cumbria by identifying and training a broker trainer and a provider trainer for the County. The plan also includes our commitment to organise a launch of the Employer Toolkit in September 2002 in partnership with TUC Learning Services. Employer lead targets will be agreed with brokers and logged on a database that will enable us to monitor effective and expedient follow-up by providers.

To gain involvement from public sector and SME employers we will continue to raise awareness in organisations such as NHS Trusts, district councils and Cumbria County Council via the TUC Learning Services project workers and brokers and strengthen the links already established with large sector employers such as BAE Systems and McVities. In liaison with Cumbria Chamber of Commerce, presentations to sector specific groups will be organised. Via the Voluntary Sector Training Forum (VSTF), awareness-raising sessions for employees of voluntary sector groups will be arranged.

## Quality Improvement

Our aims are to ensure that all basic skills learners have access to locally available provision that is engaging and of high quality and that they can achieve to their full potential. We know that this is not currently the case in Cumbria and therefore ensuring systematic quality improvement is central to our plan.

Our strategies will include:

- > encouraging our providers to gain the BSA post-16 Quality Mark, the ten elements of which make up a foundation for future quality development. Currently, only one provider in Cumbria holds the Quality Mark. All providers of basic skills were invited to a dissemination event delivered by the BSA in November 2001 and, following discussion with individual providers, targets have been set for 2002 to 2003;
- > monitoring activity supported by BSQI funding which is available to providers of further and adult education and work-based learning and ensuring that such activity links to other basic skills developments funded via other sources such as LIF;
- > making the improvement and development of basic/key skills our key local priority when allocating Standards Funds. We will make it a requirement of Standards Fund support that providers have in place, as an element of their overall

development plan, a specific basic/key skills action plan which outlines how they will:

- raise awareness of basic/key skills both internally and externally;
  - build capacity to deliver effective learning opportunities, which encourage access to appropriate qualifications;
  - systematically improve the quality of basic/key skills delivery; and
  - expand that provision.
- > monitoring the findings of the Office for Standards in Education (OFSTED) and the Adult Learning Inspectorate (ALI) to identify any good practice, and supporting improvement in areas of poor practice identified via inspection reports. We welcome the fact that, in future, basic skills will be included in all OFSTED led inspections and our involvement in feedback arrangements following OFSTED and ALI inspections will enable us to move speedily to agree robust post-inspection action plans.

In line with our overall quality improvement strategy, responsibility for ensuring that the basic/key skills elements of development plans are progressing satisfactorily will lie jointly with learning advisers and the Quality Improvement Team, supported by the Skills for Life Manager. The Cross-Council Skills for Life Implementation Group will provide a forum for sharing findings and reviewing progress on a regular basis.



## Marketing

We recognise the important contribution of sensitive and effective marketing in increasing the demand for basic skills and in celebrating the success of adults who engage in learning at this level. While some publicity will be most successful if it is devised to meet very local needs, we intend also to maximise the potential of broader marketing approaches.

We link our marketing activities to national campaigns wherever this is appropriate. The 'Don't Get By, Get On' publicity campaign is an example of this and we will continue to customise national basic skills publicity to reflect the Cumbrian context.

Our Marketing and PR Manager, as a member of the Cross-Council Skills for Life Implementation Group, will be able to ensure that basic skills marketing strategies are developed effectively, taking account of the diverse partners with whom we work.

A Marketing Group, made up of college Marketing Managers, has been established to undertake joint activities such as the launch of Adult Learners Week. This group will develop specific strategies to market basic skills by colleges using common approaches wherever appropriate.

## Equality and Diversity

The Government expects the Council to create:

**"A learning society – a society in which everyone can share in the benefits of learning, enabling people to discover new talents, stretching their creativity and widening their opportunities".**

Our Strategic Plan 2002 to 2005 prioritises equality and diversity. It emphasises that we aim to give everyone the chance, through education and training, to realise their full potential and thus to build an inclusive and fair society and a competitive economy within Cumbria. The delivery of our Adult Skills for Life Action Plan is central to this aim.

In terms of our priority groups, we are already deploying ESF funds to support NACRO to work with ex-offenders on basic skills. LIF monies are supporting Stonham Housing Association to build capacity among their staff to address the basic skills needs of homeless and vulnerable people in their home environment. Carlisle College already works with travellers and Community Action Furness is funded via LIF to work on the basic skills of young people excluded from school and Care leavers. This work will be expanded during the period of the plan.

We will pay particular attention to meeting the needs of young people and adults with learning difficulties and/or disabilities. We will support providers to develop expertise in the pre-entry level curricula in numeracy and literacy and fund inclusive learning programmes for individuals and groups.

In the context of the Special Educational Needs Disability Act 2001, Learning and Skills Council Cumbria has already formed partnerships with relevant organisations such as Cumbria Disability Association, Cumbria Deaf Association and Cumbria Action for the Blind who are members of the County Skills for Life Stakeholder Group. Under the terms of reference of the four Area Skills for Life Network Groups, one of the responsibilities is to ensure the provision of a range of diverse learning opportunities for basic skills learners.

Inspection reports, audits and performance reviews will inform Learning and Skills Council Cumbria in our review of provider developments in relation to equality and diversity across the range of provision it funds.

## Monitoring and Evaluation

We recognise that effective monitoring and evaluation will be key to the successful delivery of this plan.

Both these separate but connected activities will be undertaken on a regular basis by a number of groups, Learning and Skills Council Cumbria's Skills for Life Manager and the County Adult Basic Skills Development Officer, who is a member of the Adult Learning Committee, will provide effective links between internal and external groups.

Responsibilities have been allocated as follows:

- > the four local Area Skills for Life Network Groups, meeting bi-monthly (met monthly in Phase 1) will monitor activity at local level, identifying gaps in capacity and/or provision and work in partnership to ensure that these are met. A key priority for these groups will be to closely monitor the achievement of our targets at a local level, taking full account of GCSEs, key skills and basic skills. These will also propose local solutions where there is a danger that targets may not be met and ensure that agreed actions are carried out locally. They will feed back to the County Skills for Life Stakeholder Group both progress made and issues of concern on a quarterly basis;
- > the County Skills for Life Stakeholder Group, which meets quarterly (met bi-monthly in Phase 1) and is chaired by the Skills for Life Manager, will monitor the progress of the Adult Skills for Life Action Plan and at strategic level identify potential risks in relation to targets and propose ways forward. It will also monitor the implementation of a countywide staff development programme, which will be funded via LIF and organised by the County Basic Skills Development Officer;
- > the Cross-Council Skills for Life Implementation Group, chaired by the Head of Education and Quality Improvement, will meet every two months. It will support and monitor the activities of all relevant Council teams, evaluate their contribution towards the achievement of our targets and propose new strategies as and when required. In this way ownership of our basic skills targets will be embedded across the Council. It will report to the local Adult Learning Committee quarterly; and
- > the Adult Learning Committee will contribute to the development and review of the Adult Skills for Life Action Plan, as one of the Council's operating plans. It will report to the Council on its work via the minutes of its meetings.

## Taking The Plan Forward

### Phase 1: April 2001 to July 2002

During this phase we will concentrate on establishing the necessary infrastructure for widening participation and increasing achievement in basic skills. We will use 2001 to 2002 to:

- > map and assess current basic skills provision and activity in the County;
- > engage in a programme of awareness-raising within the Council and among providers and the general public;
- > establish groupings and processes to enable us to make future progress;
- > build capacity both internally and within our provider-base;
- > identify any good quality basic skills provision using inspection reports, provider self assessment reports and evidence from evaluation reports of initiatives such as the Non Schedule 2 and Basic Skills in Local Communities Projects; and
- > agree targets with providers for 2002 to 2003.

### Phase 2: August 2002 to July 2003

We recognise that, given the current quantity and quality of much basic skills provision in the County, considerable effort and energy will continue to be needed in the area of capacity-building and quality improvement during this phase of our plan.

We will work closely with the County Adult Basic Skills Development Officer to implement the Adult Education Service's Action Plan and associated plans to:

- > achieve the BSA post-16 Quality Mark;
- > train the County Skills for Life Team;
- > develop local delivery plans for each geographical area; and
- > develop a three-year strategic plan for the service.

We will also fund a Countywide training programme for existing and potential basic skills tutors, and establish a mentoring scheme for new and less experienced staff.

We will further develop basic skills within our local workforce development strategy and set targets for basic skills recruitment and achievement.

The role of the County Skills for Life Stakeholder Group and the four local Area Skills for Life Network Groups will be consolidated. They will make arrangements for:

- > the development of local actions plans that incorporate those for the three Adult Education Service area teams;
- > regular monitoring of targets at local and County level; and
- > other activities outlined in their terms of reference (see Annex 2).

We will support existing providers to improve the quality and expand the range of their basic skills provision, making use of the Standards Fund to drive forward developments.

We will work closely with partners such as Learndirect and CREDITS to support their Basic Skills Action Plans and we will actively seek out new providers where we consider that this is necessary.

### Phase 3: August 2003 to July 2004

We anticipate that by the third year of the plan, the investment that our partners and we will have made in terms of building capacity and quality improvement will have reaped tangible benefits. These will include:

- > an increase in the numbers of trained and skilled basic skills tutors;
- > an expanded range of basic skills provision of good quality across Cumbria; and
- > an embedded and coherent county-wide approach to staff development at pre service and in service levels in this area.

We expect that these improvements will enable significantly increased numbers of

adults to achieve in basic skills during 2003 to 2004 and this expectation is reflected in our target setting.

Much of what we plan during this third phase will flow from activity undertaken during phase two of the plan. We will review progress made during phase two and our plans for 2003/04 will be developed in more detail and amended where appropriate.

We view the matrices that outline our plans for the second and third phases of our Adult Skills for Life Action Plan as dynamic documents, which will be subject to further development and possible modification during 2002 to 2003. The monitoring and evaluation processes that we have set in place will ensure that future developments take place in a planned and coherent manner.

**Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.1 To assess capacity of basic skills providers to deliver targets for the County	Audit of current basic skills provision	Local Learning Partnership	December 2001 to February 2002	Questionnaires sent out December 2001 and returned January 2002	Report to County Skills for Life Stakeholder Group	February 2002	Local Education Authority (LEA) Assistant Director Lifelong Learning	December 2001 to February 2002	No Cost
				Report written February 2002	Adult Education Basic Skills Implementation Plan	Final report March 2002	LEA Assistant Director of Education Lifelong Learning		No Cost
	Consultancy and report on basic skills provision within Adult Education Service	Basic Skills Agency (BSA)	January to March 2002	Interviews February 2002	Cumbria LEA Action Plan (response to consultants report) (see 1.2.3)	April 2002	LEA Assistant Director of Education Lifelong Learning	December 2001 to February 2002	No Cost
1.2 To develop coherent and related Skills for Life Action Plans across Cumbria									
1.2.1 LSC Cumbria	Draft Adult Skills for Life Action Plan produced	LEA ABS Development Officer and Skills for Life Manager LSC Cumbria	October 2001 to December 2001	Consultation with key partners November to December 2001 LSC Cumbria Council consider December 2001 Draft Plan sent to National Office January 2002 Feedback received April 2002	Interim Action Plan agreed by LSC Cumbria Council	December 2001	Head of Education and Quality Improvement	Ongoing until 30 June 2002	No Cost

## Strategic objectives 1, 3 &amp; 4: Extend and widen participation in learning and raise achievement in young people and adults

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.2.1 (Continued)				Plan further developed May 2002  Returned to National Office 30 June 2002	ABS Action plan approved by LSC Cumbria's Adult Learning Committee	June 2002	Cross-Council Skills for Life Implementation Group		No Cost
1.2.2 LEA Adult Education Service	Adult and Community Learning (ACL) Plan 2002-03 developed	LEA Assistant Director Lifelong Learning	February to May 2002	Learner numbers returned February 2002. Draft plan produced February 2002	Plan signed off by LSC Cumbria	May 2002	Head of Education and Quality Improvement	February to May 2002	No Cost
1.2.3 LEA Adult Education Service	Cumbria LEA Basic Skills Implementation Plan (response to BSA consultancy)	LEA ABS Development Officer	March 2002	Plan issued April 2002	Implementation Plan actions progressed	May 2002	LEA Assistant Director Lifelong Learning	Quarterly	No Cost
1.2.4 Learndirect	Learndirect Basic Skills Plan	Learndirect Hub Manager	2001	Draft plan issued December 2001	Basic skills learner enrolment targets in business plan	March 2002	Learndirect Board	September 2002	No Cost
1.2.5 CREDITS	Basic Skills Strategy Paper CREDITS	CREDITS Manager	May 2002	Draft report out for consultation May 2002. Strand one implemented March 2002	Strand one of staff development plan rolled out	April 2002	CREDITS Board	Ongoing	No Cost
1.2.6 New Frontiers	IAG Delivery Plan	Adult Guidance Manager	March to April 2002	Draft Plan March 2002	Systems for informing advising adults in place		Chief Executive Connexions	Ongoing	No Cost
1.3 To develop infrastructure to raise awareness of basic skills, support capacity building and partnership working throughout Cumbria	Establish County Skills for Life Stakeholder Group	Skills for Life Manager	October 2001	Launch October 2001.  First meeting December 2001 and quarterly thereafter	Terms of reference agreed  The membership of 4 Area Skills for Life Networks Groups agreed	January 2002  January 2002	Head of Education and Quality Improvement	Quarterly	No Cost

**Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.3 (Continued) To develop infrastructure to raise awareness of basic skills, support capacity building and partnership working throughout Cumbria	Maintain County Skills for Life Stakeholder Group	Skills for Life Manager	December 2001 to July 2002	Meetings held December 2001 February 2002 April 2002 June 2002	Key outcomes	June 2002	Head of Education and Quality Improvement	Quarterly	No Cost
	Establish 4 Area Skills for Life Network Groups	Skills for Life Manager	February 2002	First meetings held in Kendal Area, Barrow Area, West Cumbria Area, Carlisle and Eden Area February 2002	Terms of reference agreed  Gaps in provision to meet priority groups/ local need to be identified via matrix	February 2002 them monthly until July 2002	Head of Education and Quality Improvement	Quarterly	No Cost
	Maintain 4 Area Skills for Life Network Groups	Skills for Life Manager	March 2002 to July 2002	Meeting held March 2002 April 2002 May 2002 June 2002	Plans to address above developed and implemented.  Awareness raising activities in Adult Learners Week  Study to determine most appropriate examining body/ bodies for national tests				
1.4 To ensure effective collaborative working across the Council in relation to Skills for Life	Establish Cross-County Skills for Life Implementation Group	Skills for Life Manager	June 2002	Executive agreement May 2002  First Meeting June 2002	Terms of reference agreed by group members	June 2002	Head of Education and Quality Improvement	Quarterly	No Cost
1.5 To co-ordinate County marketing activity for basic skills to stimulate demand	Link local campaigns with national campaigns to inform LSC Cumbria staff and partnerships	Marketing Manager	April 2001 to July 2002	Adult Learners Week campaign May 2002  Bitesize campaign May – June 2002  Basic skills campaign	Increase in the number of adult learners	May 2002  June 2002	Executive Director	Bi-monthly	Marketing Budget



Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.5 Continued To co-ordinate County marketing activity for basic skills to stimulate demand	Basic skills awareness postcard drop in priority wards in August 2002, to be followed up by referral service	Skills for Life Manager, Marketing and PR Manager, LEA ABS Development Officer and IAG Manager Connexions	August 2002	Postcard design complete May 2002  Plan agreed July 2002  Postcard drop August 2002 (Phase 2)	Increased basic skills enrolments in September 2002		Executive Director		LIF
	Basic skills awareness training for Connexions staff in area of postcard drop	Skills for Life Manager and LEA ABS Development Officer	May 2002	Awareness raising planned March 2002	25 Connexions staff trained.	April 2002	Head of Education and Quality Improvement	May 2002	No Cost
				Training undertaken April 2002	Connexions will record enquiries and pass onto providers (see also phase 2)	Phase 2		May 2002	No Cost
	Establish FE Sector marketing group to include basic skills	Marketing Manager	February 2002	Meetings February 2002 and June 2002	Launch of Adult Learners Week	May 2002	Executive Director	Ongoing	No cost
	LSC Excellence In Cumbria Awards include progress awards	Marketing Manager	June 2002	Area awards event April 2002	Excellence In Cumbria Awards event	April 2002	Executive Director		Marketing Budget
Newspaper 8 page insert issued with local papers including case studies on the benefits of improving skill levels	Marketing Manager	May 2002		180,000 copies distributed	May 2002	Executive Director		Marketing Budget	

## Strategic objectives 1, 3 &amp; 4: Extend and widen participation in learning and raise achievement in young people and adults

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.6 To utilise LIF and ESF funding to increase participation and target priority groups	LIF funds deployed to NACRO, Local Learning Partnership, Community Action Furness, Stonham Housing, Learning & Skills Development Agency and the Workers Education Association	Widening Participation Adviser	April 2001 to March 2002	Bids submitted throughout 2001–2002	Contracts successfully completed	March 2002	Skills for Life Manager	At contract reviews every three months	LIF and ESF
1.7 To increase awareness of basic skills amongst LSC Cumbria staff and partner organisations	Arrange basic skills awareness training for LSC Cumbria staff	HR/Quality Manager	November 2001	Initial awareness raising for all staff November 2001 (visit by ABSSU)	Awareness of 60+ LLSC staff raised	April 2002	Head of Education and Quality Improvement	April 2002	No Cost
		Skills for Life Manager	March 2002	Presentation to LSC Workforce Development Team and Business Link (B/L)	20 staff increase knowledge of basic skills	April 2002	Head of Education and Quality Improvement	April 2002	No Cost
		Skills for Life Manager	April 2002	Presentation to Quality Improvement Team	3 Quality Improvement staff trained in basic skills issues	May 2002	Head of Education and Quality Improvement	May 2002	No Cost
	Arrange basic skills awareness training for CREDITS staff	FE Sector Colleges	January to July 2002	65 CREDIT tutors received training up to May 2002	120 employees to be trained in phase 1	Quarterly	CREDITS Manager	July 2002	LSC

## Strategic objectives 1, 3 &amp; 4: Extend and widen participation in learning and raise achievement in young people and adults

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.8 To stimulate demand and to increase the number of young people on work-based learning programmes to gain key skills/basic skills	LSC Cumbria to promote local learning opportunities via Connexions, Probation Service, community and voluntary organisations, work-based learning providers and Cumbria Business Education Consortium (CBEC)	Senior Work-based Learning Contracts Manager	July 2002	LSC Cumbria attendance at County Careers Conventions November 2001	Increased awareness among young people of opportunities available in work-based learning		Head of Workforce Development	Quarterly	LSC
	Via contract negotiations ensure funding does not act as a perverse incentive to work-based learning providers re attainment of key skills for AMA and FMA	Senior Work-based Learning Contracts Manager	July 2002	KS/BS targets to be agenda item on County Work-based Learning Provider Meetings. Key skills targets to be agenda item on County Key Skills Practitioner Group			Head of Workforce Development	Quarterly	LSC
	To investigate with work-based learning providers ways of progressing ALN young people into accredited provision	Senior Work-based Learning Contracts Manager	July 2002		5% increase in numbers obtaining key skills		Head of Workforce Development	Quarterly	LSC

Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.9 To engage parents in family literacy activities	LSC Cumbria to maintain membership of Early Years Development Childcare Partnership (EYDCP) (includes Surestart)	Skills for Life Manager and Learning Adviser Education	July 2002	Quarterly EYDCP County Meetings	Memorandum of Understanding between EYDCP and CLSC agreed	June 2002	Head of Education and Quality Improvement	Ongoing	No Cost
	LIF and ESF contracts to WEA for parenting skills courses and work with Barrow Community Learning Partnership	Widening Participation Adviser	April 2001 to March 2002	Proposal received April 2001 Contract issued May 2001	30 parents attending courses and WEA tutor working in school on family literacy	March 2002	Skills for Life Manager	March 2002	ESF/LIF
	Agree Cumbria LEA Family Learning Plan	Executive Director	May 2002	Plan submitted 16 May 2002, plan agreed 31 May 2002	5 projects linked to Family Learning across the County		Skills for Life Manager and Education Manager	Quarterly	DfES
	Develop additional family literacy and numeracy programmes	LEA ABS Development Officer	May 2002	Confirm acceptance of funding May 2002. Prepare initial spending plan July 2002 (See phase 2)	Plan for family literacy and numeracy programmes in place		Assistant Director of Education Lifelong Learning	May to July 2002	BSA
1.10 To engage priority groups in basic skills	Utilise LIF and ESF funds where appropriate basic skills activity is taking place in community and voluntary sector	Skills for Life Manager and Widening Participation Adviser	May to June 2002	Contract issued to 4 organisations dealing with priority groups	Beneficiaries from priority groups involved in basic skills activity	March 2002 to July 2002	Head of Education and Quality Improvement	July 2002	ESF/LIF
	Four area Skills for Life Network Groups to issue matrix identifying where priority groups are taking part in basic skills provision to identify any gaps	Chairs of local area Skills for Life Network Groups	May to June 2002	Information from matrices collated	Report back to County Skills for Life Stakeholder Group	June 2002	Skills for Life Manager	June 2002	No Cost

**Strategic objectives 2: Increased engagement of employers in workforce development**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.1 To raise initial awareness of basic skills amongst LSC Cumbria Workforce Development Team and Business Link (B/L) Workforce Development Team	Basic skills awareness raising event for relevant staff prior to the Brokerage Training	Skills for Life Manager	March to April 2002	Planning meeting with Provider (Workforce) Manager March 2002. Basic skills awareness raising event took place April 2002	20 staff from LSC Workforce Development Team and B/L Workforce Development Team received awareness raising training	April 2002	Head of Education and Quality Improvement	April 2002	No Cost
2.2 To build capacity of providers to deliver basic skills for employers	Recruit and train providers for Brokerage Scheme training days	Skills for Life Manager	March to May 2002	Provider and Broker Training completed June 2002.	10 brokers and 10 providers approved by July	July 2002	Head of Education and Quality Improvement	July 2002	BSA
	Organise Breaking Down Barriers 1 Training	Skills for Life Manager	January to February 2002	Breaking Down Barriers 1 Course completed February 2002	8 brokers and providers trained	July 2002	Head of Education and Quality Improvement	July 2002	DfES
	Employer leads generated	TUC Project Workers and Brokers	January to July 2002	A number employers visited during the period	10 employers engaged	July 2002	Provider (Workforce) Manager	Quarterly	LIF
2.3 To gain involvement of employers in basic skills	Recruitment of large scale employers and Cumbria Chamber of Commerce representative onto County Skills for Life Stakeholder Group	Skills for Life Manager	October 2001	2 employer representatives and Chamber of Commerce representative recruited to County Skills for Life Stakeholder Group December 2001	Iggesund Paperboard Ltd and BAE Systems members of County Skills for Life Stakeholder Group. Representative of Chamber of Commerce also a member	October 2001	Head of Education and Quality Improvement	Ongoing	No Cost
	Recruitment of employer and learning representative onto 4 Area Skills for Life Network Groups	Skills for Life Manager	February 2002	UCB Films Croppers PLC Pechiney Furness General Hospital recruited	Employers attend when available	February 2002	Head of Education and Quality Improvement	March 2002	No Cost

**Strategic objectives 2: Increased engagement of employers in workforce development**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.4 To gain involvement of public sector in basic skills	Liaise with Basic Skills Co-ordinator of Morecambe Bay NHS Trust	Skills for Life Manager	May 2002	Meeting held May 2002 re NHS Basic Skills Action Plan  Discuss development of basic skills provision for 2 hospitals with Kendal and Furness Area Skills for Life Network Groups	New key/basic skills provision at Westmorland and Furness General Hospitals		Head of Education and Quality Improvement	July 2002	No Cost
	Presentations to 6 District Councils in Cumbria	Skills for Life Manager	May 2002 to June 2002	Presentations to Barrow Borough Council May to June 2002 See Phase 2	Submission to Neighbourhood Renewal Fund to support Basic Skills Champion for Barrow	July 2002	Head of Education and Quality Improvement	July 2002	No Cost
2.5 To deploy LIF funds to increase basic skills awareness and activity with employers	Contract with TUC Learning Services to recruit two Project Workers	Provider (Workforce) Manager	April 2001 to July 2002	Recruitment of 2 project workers  Recruitment of learning representatives  Training of learning representatives in basic skills awareness	2 project workers recruited  80 learning reps recruited  16 completed basic skills training  200 participants in basic skills awareness training	April 2002	Head of Workforce Development	July 2002	TUC Learning Services and LIF
2.6 To increase employer awareness of basic skills issues and increase participation of employers in basic skills	2 County-wide events for employers	TUC Learning Services Project Workers	April 2001 to March 2002	West Cumbria Event November 2001. Carlisle Event March 2002	200 learning representatives and employers attended	March 2002	Provider (Workforce) Manager	November 2001 and March 2002	LIF

**Strategic objectives 2: Increased engagement of employers in workforce development**

Actions					Outcomes		Monitoring		Funding
<i>Aim</i>	<i>Activity</i>	<i>By Whom</i>	<i>When</i>	<i>Milestones</i>	<i>Outcomes</i>	<i>Date Achieved</i>	<i>By Whom</i>	<i>When</i>	<i>Funding</i>
2.7 To initiate programme of basic skills training for public sector employees	Programme of basic skills assessment and training for County Council employees to be agreed	LEA ABS Development Officer	July 2002	Programme designed June 2002 Dates for delivering agreed July 2002	Agreed number of public sector employees trained See phase 2		Cumbria LEA Assistant Director of Education Lifelong Learning	Ongoing	LSC Units
2.8 To develop a pilot for innovative basic skills delivery on employer premises	Develop programme to embed new basic skills standards into team leader course	Optima Training, Skills for Life Manager and BAE Systems	December 2001 to July 2002	Programme designed December 2001 Recruitment January 2002 Course delivered February to July 2002	30 employees to have completed the training July 2002	July 2002	Head of Education and Quality Improvement	July 2002	ESF Obj 3

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.1 To identify baseline level of basic skills needs in Cumbria	Analyse data from BSA research 2000 and other relevant research material	Skills for Life Manager and Research Manager	January 2002	Data collated for Interim Skills for Life Action Plan January 2002. Further analysis to inform targets for plan May 2002	Baselines included in Adult Skills for Life Action Plan	June 2002	Head of Education and Quality Improvement	January to June 2002	No Cost
3.2 To identify existing records of basic skills achievements in FE and Adult Education Service	To train relevant LSC staff member to interrogate ISR database and collate ILR/ISR data on participation, retention and achievement levels of basic skills learners	Data Manager	June 2002	Training event for data management May 2002	Knowledge of achievements to date via provider	June 2002	Skills for Life Manager	June 2002 and ongoing	No Cost
3.3 To identify location and levels of local basic skills provision and ensure a range of basic skills learning opportunities	Undertake mapping exercise via four Area Skills for Life Network Groups	Four Area Skills for Life Networks Chairs	March 2002 to June 2002	Complete mapping exercise May 2002  Mapping exercise agenda item on four Area Skills for Life Network Group meetings	Updated knowledge of current provision.  Plan of action to address gaps to be reported to County Skills for Life Stakeholder Group meeting in Phase 2	June 2002	Skills for Life Manager	May to June 2002 See Phase 2	No Cost
3.4 To work with County Lead Trainers to ensure maximum number of basic skills tutors trained in new basic skills curricula	Literacy and numeracy new curricula training promoted to all basic skills tutors working 6 hours or less per week and managers	Literacy and Numeracy County Lead Trainers	April 2001 to July 2002	Regular meetings with Lead Trainers to monitor take up by providers	2 x 3 days literacy and numeracy course booked during July 2002 50 basic skills tutors trained		Skills for Life Manager	July 2002	



**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.5 To identify 2002 to 2003 levels of participation in basic skills provision and fund agreed growth	Analyse FE sector and Adult Education Service development plans to identify projected number of basic skills enrolments	Skills for Life Manager and Education Manager	March 2002	Planning and budgeting discussions with providers March to May 2002  Growth in basic skills agreed June 2002  Allocations made August 2002	Planned progress towards targets identified and agreed		Head of Education and Quality Improvement	March to July 2002	No Cost
3.6 To produce a comprehensive County map and CD Rom of all learning provision for referral agencies	Undertake County – wide mapping exercise to identify all locations of learning including delivery of basic skills	e-Learning Adviser	July 2002	Information gathered May 2002 Information collated June 2002 Map produced July 2002	Map available to all County referral agencies		Head of Workforce Development	July 2002	No Cost
3.7 To deploy LIF funds to improve knowledge of learner perspective and map basic skills activity in West Cumbria	Contribution to LSDA/ NIACE North West Region Research Project  Training of basic skills tutors at Lakes College West Cumbria and Adult Education Service, in research techniques  Local research project undertaken	LSDA/NIACE  LSDA/NIACE  Adult Education Service	January 2002 to July 2002  January to July 2002  March to July 2002	Research activities taking place in the north west January to July 2002  Train basic skills tutors in research techniques April 2002  Research project undertaken in Whitehaven and Workington March – July 2002	Evaluation report July 2002  10 tutors trained in research techniques  Evaluation report	  April 2002	Skills for Life Manager  Skills for Life Manager  Skills for Life Manager	Ongoing via meetings with Project Workers  July 2002  July 2002	LIF

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.7.1 To deploy LIF funds to address staff development needs	To draw up a county wide staff development plan for all provider staff	Skills for Life Manager, LEA ABS Development Officer and Chairs of four Area Skills for Life Network Groups	June 2002	LIF bid submitted by Learning Partnership  County staff development programme discussed by sub-group of Skills for Life Stakeholder Group June 2002	Agreement reached on content of county wide staff development programme	June 2002	Head of Education and Quality Improvement and LEA Assistant Director Lifelong Learning	July 2002	LIF
3.8 To enable LSC staff to assess BSQI action plans	Assess BSQI action plans (FE & adult education sector)	Skills for Life Manager and Quality Improvement Adviser	September 2001 to April 2002	Training for LSC staff on FE and AE Sector BSQI Action Plans September 2001	Assessed 8 BSQI action plans	February 2002	Head of Education and Quality Improvement	March 2002	BSQI
3.9 To deploy BSQI funds to improve quality of basic skills provision	Raise awareness of BSQI materials and facilitators to work-based learning and voluntary and community sector organisations	Skills for Life Manager	January to June 2002	Plans received January 2002 Plans analysed February 2002 Common issues paper compiled March 2002	Increased knowledge of basic skills action planning in FE and AE sector	January to March 2002	Quality Improvement Manager	March 2002	BSQI
				BSQI awareness raising event for work-based providers February 2002	30 WBL providers attended initial training event	February 2002	Head of Education and Quality Improvement	February 2002	BSQI
				BSQI Facilitator Day arranged for 2 work-based learning providers Rathbone February 2002 CDUK June 2002	2 day event arranged	February to June 2002	Skills for Life Manager	June 2002	BSQI

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.10 To increase awareness amongst partners and providers of the quality issues around basic skills	Local event to inform all partners and providers of the challenge and to disseminate good practice and relevant materials	Skills for Life Manager, Widening Participation Adviser and LEA ABS Development Officer	May 2002	Planned March 2002 Speakers briefed April 2002 Programme finalised May 2002  2 day event organised for May 2002	65 attendees took part in several workshops related to quality issues  50 Skills for Life boxed sets and BSQI toolkits issued  Comprehensive training needs analysis collated	May 2002	Head of Education and Quality Improvement	March to May 2002	BSQI
3.11 To raise awareness and expertise of basic skills providers to prepare for OFSTED/ALI inspections	County Event for all basic skills providers on Common Inspection Framework	LEA ABS Development Officer	September to November 2001	Preparing for Inspection County Training Day  Planned September 2001  Invitations sent out October 2001	25 representatives attended from a range of providers	November 2001	LEA Assistant Director of Education Lifelong Learning	November 2001	LIF/LP
	BSQI Event guest speaker OFSTED inspector	Skills for Life Manager	May 2002	Speaker identified Speaker agreed to attend	65 delegates attended	May 2002	Head of Education and Quality Improvement	June 2002	BSQI
	Barrow Area Skills for Life Network Group Adult Learners Week Event (Common Inspection Framework a programme item)	Chair of Barrow Area Skills for Life Network Group and LEA ABS Development Officer	April to May 2002	Event planned April 2002  Keynote speakers secured April 2002  Event held May 2002	50 attendees Provider contact made with BSA North West Development Officer	May 2002	Skills for Life Manager	May 2002	No Cost

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.12 To improve quality of basic skills provision via use of Standards Fund	Make improvements in basic/key skills our key local priority for 2002 to 2003 Standards Fund	Quality Improvement Team and Skills for Life Manager	May 2002 to March 2003	Provider development plans analysed for basic skills element May 2002  Quality Initiative Strategy for Standards Funds agreed May 2002  Basic skills development needs identified June 2002  Providers basic skills plans developed June 2002  Standards Fund deployed August 2002 See Phase 2	Standards Funding supports robust basic skills development plan	Phase 2	Head of Education and Quality Improvement	Monthly	Standards Fund
	Monitor OFSTED/ALI Inspection Reports	Quality Improvement Advisers and Learning Adviser	Ongoing post inspection	To be determined following each inspection	Post-inspection Action Plans in place within agreed timescales	Ongoing post Inspection	Skills for Life Manager and Quality Improvement Manager	To be determined following each inspection	Standards Fund
3.13 To increase awareness of BSA Post-16 Quality Mark to providers	A County-wide training event for all basic skills providers on Kitemark by BSA	LEA ABS Development Officer	October 2001	Discussion with BSA October 2001 event held	15 attendees with increased awareness of BSA Quality Mark	October 2001	Assistant Director of Education Lifelong Learning	November 2001	LIF/LP
3.14 To ensure work-based providers improve key skills achievement levels and the needs of young learners on Lifeskills programmes are being met	Awareness raising sessions with providers on key skills/basic skills	Skills for Life Manager, Senior Work-based Learning Contracts Manager and Quality Manager	June 2002 to July 2002	Programme developed June 2002  Date identified for July 2002  Invitations sent out June 2002	Approximately 40 provider staff to attend event		Cross-Council Skills for Life Implementation Group	July 2002	No Cost

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
<i>Aim</i>	<i>Activity</i>	<i>By Whom</i>	<i>When</i>	<i>Milestones</i>	<i>Outcomes</i>	<i>Date Achieved</i>	<i>By Whom</i>	<i>When</i>	<i>Funding</i>
3.15 To attract, recruit and train additional staff for basic skills	To identify ways of developing a County supply pool of basic skills tutors	Chairs of four Area Skills for Life Network Groups, LEA ABS Development Officer	June 2002 continued in Phase 2	Initial discussions June 2002 continued in Phase 2	Increase in number of basic skills tutors trained		Head of Education and Quality Improvement and LEA Assistant Director Lifelong Learning	July 2002	Capacity building allocation
3.16 To address changes in requirements for basic skills tutors from September 2002	To identify provision for the new requirements is available  Investigate feasibility of specialist FE/HE County institution delivering new Further Education National Training Organisation (FENTO) specifications for teachers of literacy and numeracy	Skills for Life Manager, Chairs of four Area Skills for Life Network Groups and LEA ABS Development Officer	June 2002 continued in Phase 2	Audit of existing courses July 2002  Agree to fund as 'other provision' where necessary July 2002 continued in Phase 2	Staff trained		Head of Education and Quality Improvement	July 2002	To be identified

**Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.1 To assess capacity of basic skills providers to deliver targets for the County	Audits completed Review of capacity to deliver basic skills in light of reports from BSA and review of Adult Education Service	County Skills for Life Stakeholder Group	September 2002		Plan to address any under capacity identified		Head of Education and Quality Improvement		
1.2 To develop coherent and related Basic Skills Action Plans across Cumbria									
1.2.1 LSC Cumbria	To monitor Adult Skills for Life Action Plan 2001 to 2004	County Skills for Life Stakeholder Group	Quarterly from September 2002	See meeting dates	A report to Adult Learning Committee		Adult Learning Committee	Quarterly	No Cost
		Cross-Council Skills for Life Implementation Group	Bi-monthly from September 2002	See meeting dates					
1.2.2 LEA Adult Education Service	To monitor Adult and Community Learning (ACL) Plan	Education Manager	Ongoing	Meetings to be agreed	Progress report on plan to Cross-Council Skills for Life Implementation Group		Cross-Council Skills for Life Implementation Group	Bi-monthly	No Cost
1.2.3 LEA Adult Education Service	To monitor LEA Basic Skills Implementation Plan (response to BSA Consultancy)	County Skills for Life Stakeholder Group and LEA Assistant Director Lifelong Learning	Ongoing	Meetings to be agreed	Progress report on plan to County Skills for Life Stakeholder Group		County Skills for Life Stakeholder Group	Quarterly	No Cost

**Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.2.4 Learndirect	To monitor progress of Learndirect Basic Skills Plan	County Skills for Life Stakeholder Group	September 2002 December 2002 March 2003 June 2003	A report on progress to County Skills for Life Stakeholder Group quarterly meetings	Learndirect plan integrated within overall Cumbria strategy		Adult Learning Committee	Quarterly	No Cost
1.2.5 CREDITS	To monitor Basic Skills Strategy Paper CREDITS	County Skills for Life Stakeholder Group	As above	Report back to County Skills for Life Stakeholder Group quarterly meetings	CREDITS plan integrated within overall Cumbria strategy		Adult Learning Committee	Quarterly	No Cost
1.2.6 New Frontiers	To monitor IAG Delivery Plan	County Skills for Life Stakeholder Group	As above	Report back to County Skills for Life Stakeholder Group quarterly meetings	IAG plan integrated within overall Cumbria strategy		Adult Learning Committee	Quarterly	No Cost
1.3 To develop infrastructure to raise awareness of basic skills, support capacity building and partnership working throughout Cumbria	County Skills for Life Stakeholder Group established in Phase 1	Skills for Life Manager							
	Group to continue to meet quarterly throughout Phase 2	Skills for Life Manager	September 2002 December 2002 March 2003 June 2003	Agenda items identified for each meeting  Action points from previous meetings taken forward	Coherent strategy and delivery cross County		Head of Education and Quality Improvement	Quarterly	No Cost
	Four Area Skills for Life Network Groups established in Phase 1	Skills for Life Manager							
	Group to continue to meet quarterly throughout Phase 2	Skills for Life Manager	Bi-monthly from September 2002	Agenda items identified for each meeting  Minutes from previous meeting and agenda issued	Strategies developed at local level		Head of Education and Quality Improvement	Quarterly	No Cost

**Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.4 To ensure effective collaborative working across the Council in relation to basic skills	Cross-Council Skills for Life Implementation Group established in Phase 1	Skills for Life Manager							
	Group to continue to meet to embed basic skills across all Council activities	Skills for Life Manager	September 2002 November 2002 January 2003 March 2003 May 2003 July 2003	For each meeting agenda items identified Action points from previous meetings taken forward	Teams across LSC Cumbria contribute to delivery of the plan		Adult Learning Committee	Bi-monthly	No Cost
1.5 To continue marketing campaign to raise awareness of basic skills with partner organisations and stimulate public demand for basic skills and key skills and to promote learning opportunities via voluntary and community organisations, Probation Service etc	To continue to link local campaigns with national campaigns  To work with the established FE Marketing Group and WBL Providers to enhance their marketing expertise to attract new learners including those with basic skills needs	Marketing & PR Manager and Skills for Life Manager  Marketing & PR Manager and Skills for Life Manager	August 2002 to July 2003  August 2002 to July 2003	Basic skills awareness raising postcard drop August 2002  County Careers Convention November 2002  Adult Learners Week May 2003  Excellence in Cumbria Progress Awards May to Jun 2003  Bitesize Campaign June 2003  Meeting dates to be confirmed (every 2 months)	Telephone enquiries logged and interviews with college basic skills tutors arranged  Public awareness raising of learning opportunities available including basic skills and key skills  Marketing strategies agreed		Cross-Council Skills for Life Implementation Group  Cross-Council Skills for Life Implementation Group	Bi-monthly  Bi-monthly	Marketing Budget  Marketing Budget



**Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.6 To deploy LIF and ESF Co-financing funds to increase participation amongst priority groups accessed via a range of community and voluntary sector groups NB Further bids to be scored for possible September start	Contract to Adult Education Service for Training Adult Learning Facilitators	LIF and ESF Contract Managers	May 2002 to December 2003	Bids submitted and scored May 2002 Bids successful May 2002 Contracts issued June 2002	48 part time learning mentors to be recruited and trained  Increased participation in the Adult Education Service		Senior Contracts Manager (European Co-financing)	Quarterly	ESF/LIF
	Contract to Trades Hall for outreach activity in priority wards of West Cumbria	LIF and ESF Contract Managers	May 2002 to December 2003	Bids submitted May 2002 Bids scored May 2002 Bids successful May 2002 Contracts issued June 2002	200 beneficiaries receiving IAG and job search techniques training  100 to undergo basic skills assessment  50 to receive basic skills training  20 to progress into accredited provision		Senior Contracts Manager (European Co-financing)	Quarterly	ESF
	Contract to Community Action Furness to work with vulnerable, disadvantaged young people in priority wards in Barrow	ESF Contract Manager	May 2002 to December 2003	Bids submitted May 2002 Bids scored May 2002 Bids successful May 2002 Contracts issued June 2002	200 beneficiaries  100 to undergo basic skills assessment  100 to receive basic skills training  20 to progress into accredited provision		Senior Contracts Manager (European Co-financing)	Quarterly	ESF

**Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.6 (Continued) To deploy LIF and ESF Co-financing funds to increase participation amongst priority groups accessed via a range of community and voluntary sector groups NB Further bids to be scored for possible September start	Contract to WEA for family literacy project	Widening Participation Adviser	April 2002 to March 2003	Bid submitted March 2002 and approved  Contract issued April 2002	Development Worker to work with Family Literacy Projects		Skills for Life Manager	Quarterly	LIF
	Contract to Learning Partnership for County Staff Development Programme	Widening Participation Adviser	April 2002 to March 2003	Bid submitted March 2002 and approved  Contract issued April 2002	60 basic skills tutors to complete training		Skills for Life Manager	Quarterly	LIF
1.7 To continue to raise basic skills awareness amongst CLSC staff, Learndirect, Connexions and IAG	Presentations at staff training days	Skills for Life Manager and Widening Participation Adviser	To be arranged	Internal arrangement to be made with HR/ Quality Manager for LSC staff  Dates to be agreed with Learndirect, Connexions and IAG  Staff Training Days to be agreed	60 staff to have received basic skills awareness training		Cross-Council Skills for Life Implementation Group	Bi-monthly	No Cost
1.8 To stimulate demand and increase number of young people on work-based learning programmes to gain key skills/basic skills	To continue to promote local learning opportunities via partner organisations and media	Senior Work-based Learning Contracts Manager and Marketing and PR Manager	April 2002 to July 2003	Involvement in County Careers Convention November 2002  Learning Pays media campaign	Increased awareness among young people of opportunities available in work-based Learning		Head of Workforce Development	Quarterly	LSC
	To include achievement targets for key skills on all provider contracts	Senior Work-based Learning Contracts Manager	April 2002 to July 2003	Achievement targets agreed by providers for key skills	Increase in number of young people obtaining key skills		Head of Workforce Development	Quarterly	LSC

**Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.8 (Continued) To stimulate demand and increase number of young people on work-based learning programmes to gain key skills/basic skills	To establish system for monitoring progress of young people on ALN and encourage progress into accredited basic skills provision	Senior Work-based Learning Contracts Manager	April 2002 to July 2003	Monitoring system agenda item on County Work-based Learning Providers Meeting	Monitoring system established for monitoring progress of young people on ALN progressing into accredited basic skills provision		Head of Workforce Development	Quarterly	LSC
1.9 To continue to support family literacy and numeracy and family learning strategies where appropriate	Maintain membership of EYDCP Partnership	Skills for Life Manager and Learning Adviser Education	August 2002 to July 2003	Quarterly meetings	To be arranged		Executive Director	Quarterly	
	Develop several projects to target priority groups eg, lone parents and young parents	LEA ABS Development Officer	August 2002 to July 2003	Projects agreed July 2002  Project rolled out September 2002 onwards  Projects reviewed Quarterly	To be agreed		Assistant Director of Education Lifelong Learning	Quarterly	BSA
	Monitor family literacy and numeracy programmes delivered by LEA	LEA Assistant Director Lifelong Learning	August 2002 to July 2003	5 projects developed	5 projects delivered			Quarterly	DfES
	Develop additional family literacy and numeracy programmes	LEA ABS Development Officer	August 2002 to July 2003	Plan accepted  Programmes developed	Programmes delivered		Assistant Director of Education Lifelong Learning	Quarterly	

**Strategic objectives 1, 3 & 4: Extend and widen participation in learning and raise achievement in young people and adults**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.10 To continue engaging priority groups via deployment of LIF/ESF and establish robust progression routes for learners from community and voluntary organisations, Learndirect, CREDITS, New Deal and Probation into accredited provision	All organisations and agencies to be given referral targets for their client group into accredited provision	Skills for Life Manager, LEA ABS Development Officer and Chairs of four Area Skills for Life Network Groups	September 2002 to July 2003	County Skills for Life Stakeholder Group agenda item for September 2002 meeting  Further milestones to follow when identified	A minimum of 10% of client groups to be moved into accredited provision within FE, WBL and Adult Education Service		Cross-Council Skills for Life Implementation Group	Bi-monthly	No Cost
	Map and agree progression routes	Skills for Life Manager, LEA ABS Development Officer and Chairs of four Area Skills for Life Network Groups	September 2002 to July 2003	Workshop to discuss a process September 2002	Progression routes mapped		Cross-Council Skills for Life Implementation Group	Bi-monthly	No Cost
				Establish County-wide recording system for learners moving between providers	Learner tracking system agreed		Cross-Council Skills for Life Implementation Group	Bi-monthly	No Cost
1.11 To promote use of ICT in relation to basic skills	Work closely with Learndirect and CREDITS to support increase in number of enrolments and the development of basic skills/key skills IT assessment techniques	e-Learning Adviser and Learndirect Manager	August 2002 to July 2003	August 2002 meeting  Further milestones to be agreed following this	Targets for basic skills enrolments assessments and achievements agreed		Skills for Life Manager	Quarterly	No Cost

**Strategic objectives 2: Increase engagement of employers in workforce development**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.1 To raise initial awareness of basic skills amongst LSC Cumbria Workforce Development Team and Business Link (B/L) Workforce Development Team	Basic skills awareness raising event for B/L and LSC Cumbria WFD staff completed May 2002 in Phase 1	Skills for Life Manager and Workforce (Provider) Manager	August 2002 to July 2003	To be identified following discussions with key managers	An agreed number of staff receive appropriate basic skills awareness training		Head of Education and Quality Improvement and Head of Workforce Development	6 monthly	No Cost
	Additional basic skills awareness to be arranged as need identified via Cross-Council Skills for Life Implementation Group	Skills for Life Manager and Workforce (Provider) Manager	August 2002 to July 2003	To be identified following discussions with key managers	An agreed number of staff receive appropriate basic skills awareness training		Cross-Council Skills for Life Implementation Group	6 monthly	No Cost
2.2 To build capacity of providers to deliver basic skills for employers	Recruit and train more brokers and providers for the Brokerage Scheme from within Cumbria and from external consultants/new providers	Skills for Life Manager	September 2002	Second tranche of training organised for providers.  BSA working together day organised for brokers and providers	10 more provider staff trained		Head of Education and Quality Improvement		LSC/BSA
	To maintain database of accredited providers and brokers	Workforce Development Team	November 2002		Database established		Skills for Life Manager		No Cost
	To complete Brokerage Action Plan	Skills for Life Manager	August 2002		Plan approved by North West Region Brokerage Manager		North West Region Brokerage Manager		No Cost
	To embed Brokerage Scheme	Workforce (Provider) Manager	August 2002	Brokerage broker representative from B/L and CLSC WFD Team identified to attend four Area Skills for Life Network Group meetings	Brokerage broker representatives from B/L and CLSC WFD Team attend four Area Skills for Life Network Group meetings		Head of Workforce Development		No Cost

**Strategic objectives 2: Increase engagement of employers in workforce development**

Actions			Outcomes			Monitoring		Funding	
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.2 (Continued) To build capacity of providers to deliver basic skills for employers	Brokerage training	Provider (Workforce) Manager and Skills for Life Manager	December 2002	Initial discussions September 2002 Broker and provider trainers identified October 2002 Training undertake November 2002	Broker and provider trainers identified and trained		Head of Education and Quality Improvement and Head of Workforce Development		DfES
	Further training relevant to employer delivery	Skills for Life Manager	December 2002	Breaking Down Barriers 1 Course organised in Cumbria or to infill on a course delivered in the North West	6 staff to have completed a BDB 1 Course		Head of Education and Quality Improvement		
2.2.1 To design and implement systems to embed and manage BSA Brokerage Scheme	Set up and establish appropriate systems	e-Learning Adviser	December 2002	Database of accredited providers and brokers made available on LSC Cumbria Website	Database on LSC Cumbria Website		Head of Workforce Development		
		Provider (Workforce) Manager	December 2002	Record maintained of all leads generated and followed through	Recording system in place and implemented		Head of Workforce Development		
		Provider (Workforce) Manager	December 2002	A list of companies with learning reps circulated to brokers and providers	List to be made available by TUC Learning Services Project Worker		Head of Workforce Development		
		Provider (Workforce) Manager	August 2002 to July 2003	Basic skills employer leads built into job descriptions of CLSC WFD staff and contracts with B/L	Job descriptions appropriately amended		Head of Workforce Development		No Cost
2.2.2 To embed basic skills strategies as part of Investors in People (IIP)	Ensure companies are pro-active in developing basic skills plans as part of their IIP Strategy	Provider (Workforce) Manager	August 2002 to July 2003	In line with IIP targets to be agreed in September 2002	Strategies embedded		Head of Workforce Development		No Cost

**Strategic objectives 2: Increase engagement of employers in workforce development**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.3 To gain involvement of employers in basic skills	Recruitment of employer representatives onto County Skills for Life Stakeholder Group and four Area Skills for Life Network Groups completed in Phase 1  Due to dynamic nature of group membership a continuous need to identify and recruit new employer representatives will be met	Skills for Life Manager and Workforce (Provider) Manager and TUC Learning Services project workers	August 2002 to July 2003	Ongoing as needed	Increased commitment to basic skills by local employers		Cross-Council Skills for Life Implementation Group	Bi-monthly	
2.4 To work with Cumbria County Council to address basic skills needs of public sector employees	The Adult Education Service to work in collaboration with Cumbria County Council to carry out basic skills assessments and deliver a programme of training to employees	LEA ABS Development Officer	August 2002 to July 2003	Plan agreed September 2002  Plan implemented October 2002 to March 2003  September 2003 dates to be agreed for training	200 employees assessed  100 employees on a basic skills/key skills programme		Assistant Director of Education Lifelong Learning	Quarterly	LSC Units/ LIF
2.4.1 To work with Morecambe Bay NHS Trust to address basic skills needs of public sector employees	To ensure providers liaise with TUC learning representatives in 2 hospitals of the Trust to organise on-site assessment and training	TUC Project Workers and Skills for Life Manager	August 2002 to July 2003	Plan agreed September 2002  Bi-monthly meetings of four Area Skills for Life Network Groups will take forward	200 employees assessed  100 employees on a basic skills/key skills programme		County Skills for Life Stakeholder Group Quarterly	Quarterly	No cost

**Strategic objectives 2: Increase engagement of employers in workforce development**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.4.2 Raise awareness amongst public sector employers	Basic skills awareness raising presentation to 5 district Councils (Barrow Borough Council complete)	Skills for Life Manager	August 2002 to July 2003	Dates to be agreed with the following Councils Allerdale Copeland Carlisle Eden SLDC	Second district Council agrees to include a basic skills strategy within strategic partnership plan		Head of Education and Quality Improvement		No Cost
2.4.3 To raise awareness amongst SMEs via Cumbria Chamber of Commerce	Basic skills awareness presentation given to groups of sector specific employers	Skills for Life Manager and Provider (Workforce) Manager	August 2002 to July 2003	September 2002 agree programme of talks with Cumbria Chamber of Commerce representative on County Skills for Life Stakeholder Group  November 2002 to March 2003 5 presentations	5 presentations given to sector affinity groups in the County  20 leads for brokers		Head of Education and Quality Improvement and Head of Workforce Development		No Cost
2.5 To deploy LIF funds to increase basic skills awareness and activity with employers	2nd year contract with TUC Learning Services to specify a range of targets around basic skills/key skills	Provider (Workforce) Manager	August 2002 to July 2003	August 2002 timescale for target achievements agreed  By July 2003 outcomes delivered	40 additional TUC Learning Reps complete basic skills training  200 basic skills/key skills assessments in workplace by Learning Reps  20 employer referrals from brokers  100 employees receiving basic skills training		Cross-Council Skills for Life Implementation Group		LIF  LIF  LIF  LIF



**Strategic objectives 2: Increase engagement of employers in workforce development**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.6 To increase awareness of basic skills/key skills issues amongst employers and learning reps	TUC Learning Services project workers to organise and manage 3 County-wide events on workplace basic skills/key skills.  One of three events to be the Employer Basic Skills Toolkit launch	TUC Project Workers  TUC Project Workers and Skills for Life Manager	August 2002 to July 2003  September 2002	Dates to be agreed  Venues and Speaker to be booked and programme to be designed  Date agreed September 2002  Venue, and Speakers to be booked and programme to be designed	Approximately 300 learning reps and employers in total to attend 3 events		Provider (Workforce) Manager  Provider (Workforce) Manager		LIF
2.7 To initiate programmes of basic skills training for public sector employees	To monitor programmes initiated in Phase 1	Skills for Life Manager and LEA ABS Development Officer	August 2002 to July 2003	Progress Reports to County Skills for Life Stakeholder Group September 2002 December 2002 March 2003 June 2003	Training taken place  Learning achieved		Head of Education and Quality Improvement and LEA Assistant Director Lifelong Learning		No Cost
2.7.1 To assess effectiveness of TUC Learning Services activities	Evaluation to be carried out	Provider (Workforce) Manager	May 2003	Evidence collated on achievements of TUC Learning Services contracts	Evaluation report presented to Cross-Council Skills for Life Implementation Group		Cross-Council Skills for Life Implementation Group		No Cost
2.8 To increase number of innovative work-based basic skills programmes deploying ESF/LIF if appropriate	Identify up to 4 employers and link with providers to develop customised training programme around basic skills/key skills	Skills for Life Manager and Provider (Workforce) Manager	August 2002 to July 2003	Employers identified October 2002 Programmes developed	4 employers and 4 providers involved in deliver of innovative basic skills programmes		Head of Education and Quality Improvement and Head of Workforce Development		LIF/ESF

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.1 To identify baseline level of basic skills needs in Cumbria	Completed in Phase 1	Skills for Life and Research Managers	January 2002						
3.2 To identify existing records of basic skills achievements in FE and Adult Education Service	Completed in Phase 1	Data Manager	June 2002						
3.3 To ensure a variety of basic skills learning opportunities are available in the County	Via completed matrices of 4 Area Network Groups and CD Rom of all learning locations, identify gaps in provision and take appropriate action	Skills for Life Manager and County Skills for Life Stakeholder Group	August 2002 to July 2003	Matrices analysed August 2002 Report to County Skills for Life Stakeholder Group September 2002 Action plan agreed October 2002 Action plan implemented from January 2003	Gaps identified action taken to address these		Cross-Council Skills for Life Implementation Group		ESF/LIF
3.3.1 To devise a procedure for collating and disseminating good practice	Gather examples of good practice from Inspection Reports and from the four Area Skills for Life Network Groups  Arrange County Seminar	Skills for Life Manager, LEA ABS Development Officer and Chairs of four Area Skills for Life Network Groups	November to December 2002  March 2003	Gather examples via four Area Skills for Life Network Groups November to December 2002  Plan seminar January to February 2003	Examples gathered  Hold seminar March 2003		Cross-Council Skills for Life Implementation Group		
3.4 To continue to work with County Lead Trainers to ensure maximum number of basic skills tutors trained in basic skills curricula and identify training for LDD and ESOL new curricula	To arrange further 3-day basic skills curricula training for new staff, those working under 6 hours, vocational staff and volunteers	Skills for Life Manager and County Lead Trainers	August 2002 to July 2003	August 2002 dates and venues to be arranged for following year	50 additional part time tutors, vocational staff and volunteers to be trained in basic skills curricula		Cross-Council Skills for Life Implementation Group		ESF/LIF

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.4 (Continued) To continue to work with County Lead Trainers to ensure maximum number of basic skills tutors trained in basic skills curricula and identify training for LDD and ESOL new curricula	Organise ESOL and LDD new curricula training	Skills for Life Manager and Equality and Diversity Manager	October to July 2003	August 2002 dates and venues agreed For training between September and November 2002	20 tutors trained		Cross-Council Skills for Life Implementation Group		ESF/LIF
	Identify member of staff in each college to train as a new curricula trainer	Skills for Life Manager and Equality and Diversity Manager	October to July 2003	Staff identified November 2002  Staff trained February 2003	4 new curricula trainers trained		Cross-Council Skills for Life Implementation Group		
3.5 To identify 2002 to 2003 levels of participation in basic skills provision and fund agreed growth	Continue to analyse FE Sector and Adult Education Service development plans to identify projected number of basic skills enrolments	Skills for Life Manager and Education Manager	March 2003	Planning and budgeting discussions with providers March to May 2003  Growth in basic skills agreed June 2003  Allocations made August 2003	Planned progress towards targets identified and agreed		Head of Education and Quality Improvement	March to July 2003	No Cost
3.6 To produce a comprehensive County map and CD Rom of all learning provision for referral agencies	Continue collating all relevant information	e-learning Adviser	August 2002	Meeting with providers to be confirmed in August 2002	Produce electronic and hardcopy of directory and distribute to the relevant agencies		Head of Workforce Development	July 2003	No Cost

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions			Outcomes				Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.7 To deploy LIF to address staff development needs of basic skills tutors in County	County-wide programme based on training needs analysis collated at BSQI Event in May 2002 to be arranged in liaison with restructured Adult Education Service	Skills for Life Manager, LEA ABS Development Officer and Chairs of four Area Skills for Life Network Groups	August 2002 to July 2003	Adult Education Service currently developing this strand following review	Approximately 10 training events to be delivered		Head of Education and Quality Improvement		LIF/ESF
	Intensive programme of training in relation to basic skills will be developed for Adult Education Service staff	Skills for Life Manager and LEA ABS Development Officer	August 2002	August 2002 milestones will be agreed	Up to 100 basic skills tutors trained in specific aspects of basic skills teaching and learning		Head of Education and Quality Improvement		ACL Fund
3.8 To enable LSC staff to assess BSQI Action Plan	Training by relevant LSC staff completed								
3.9 To deploy BSQI funds to improve basic skills provision	BSQI event for work-based providers held and information disseminated  Will continue to deploy BSQI funds if allocated						Cross-Council Skills for Life Implementation Group will monitor activity generated by any additional BSQI funds		BSQI
3.10 To increase awareness amongst partners and providers of the quality issues around basic skills	2 day BSQI event organised May 2003  65 delegates attended								

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.11 To raise awareness and expertise of providers to prepare for OFSTED/ALI inspection via deployment of LIF and ESF funds	Arrange training events with external consultant to include:  Briefing in standards of teaching and  Learning practice observations and feedback  Accompanied observations	Skills for Life Manager and LEA ABS Development Officer	August 2002 to December 2002	Proposal received June 2002  Costs agreed July 2002  Dates arranged August 2002  Training events take place August to November 2002	40 basic skills manager/tutors trained		Head of Education and Quality Improvement		LIF/ESF
3.12 To work with providers to implement quality improvements of basic skills via use of Standards Funds	Continue to monitor the implementation of development plans to assess effective deployment of Standards Fund (in relation to basic skills)  Ensure that the new cycle of self assessment reports and development plans and Standards Fund adequately meets the basic skills agenda  Review ALI/OFSTED reports	Skills for Life Manager and Quality Improvement Manager  Quality Improvement Team and Learning Advisers	August 2002 to July 2003  February to July 2003	To be identified  To be identified	Actions outlined in development plans completed  Standards Funds will continue to be used to address basic skills development		Cross-Council Skills for Life Implementation Group  Cross-Council Skills for Life Implementation Group		Standards Fund

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.13 To increase the number of providers in the County with BSA Post-16 Quality Mark	To identify those providers who are working towards the Mark and assist them in drawing up an action plan towards achievement date  Cumbria Adult Education Service to gain BSA Post-16 Quality Mark	Skills for Life Manager and Quality Improvement Manager  LEA ABS Development Officer	August 2002 to July 2003  April 2003	Action plans including time-scales agreed by a minimum of 6 providers December 2002  Action plans monitored January to July 2003  To be confirmed	An additional 4 Quality Mark Providers in the County  Adult Education Service to achieve BSA Post-16 Quality Mark		County Skills for Life Stakeholder Group  Assistant Director of Education Lifelong Learning		LIF/ESF
3.14 To ensure that work-based providers improve key skills achievement levels and have systems in place to ensure the needs of young learners are being met on Lifeskills Programmes	Awareness-raising sessions with providers on accurate initial assessment  To identify a process for recording progress of learners in basic/key skills  Analyse ALN data to promote integration of basic/key skills within work-based learning programmes	Skills for Life Manager and Senior Work-based Learning Contracts Manager  Skills for Life Manager and Senior Work-based Learning Contracts Manager	September 2002 to July 2003  September 2002 to July 2003	Awareness-raising sessions September 2002  Where applicable action plans developed October 2002  Plans monitored October 2002 to July 2003	Initial assessments in place for all Lifeskills and ALN learners  Systems to record progress against national standards in place (in line with requirements of LSC funding from September 2002)		Cross-Council Skills for Life Implementation Group		No Cost
3.15 Attract, recruit and train additional staff for basic skills	2 Recruitment Fairs to be held north and south of the County to establish a supply pool of trained basic skills tutors for the County	Skills for Life Manager, Chairs of four Area Skills for Life Network Groups, Jobcentre Plus and Marketing Manager	August 2002 to July 2003	Venues and dates booked for 2 events  CV's collated  Interviews held  Database established	Specific number unknown at this stage, but increased capacity as a result		County Skills for Life Stakeholder Group		To be identified

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
<i>Aim</i>	<i>Activity</i>	<i>By Whom</i>	<i>When</i>	<i>Milestones</i>	<i>Outcomes</i>	<i>Date Achieved</i>	<i>By Whom</i>	<i>When</i>	<i>Funding</i>
3.16 To address changes in requirements for basic skills tutors in September 2002	Liaise with Furness College re provision of access courses in level 3 communication and application of number	Skills for Life Manager	August 2002 to July 2003	Continue funding C&G 9281 until replacement	10 tutors to complete level 3 qualification		Head of Education and Quality Improvement		LIF/ESF
	To establish an FE/HE institution to specialise in delivery of the new FENTO Subject Specifications for teachers of literacy and numeracy	Skills for Life Manager and LEA ABS Development Officer	August 2002 to July 2003	To be agreed	To be agreed		Head of Education and Quality Improvement	Quarterly	To be agreed

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.1 To assess capacity of basic skills providers to deliver targets for the County	Continue to build on findings of initial audit of provision by Learning Partnership and BSA Consultancy report on Adult Education Service	Skills for Life Manager and LEA ABS Development Officer	Agenda item at quarterly Area Skills for Life Network Group Meetings	Agenda and minutes of meetings	Report by four Area Skills for Life Network Group Chairs to County Skills for Life Stakeholder Group for identification of necessary action		Head of Education and Quality Improvement	Quarterly	No Cost
	Regularly check participation and achievement report produced from National Office ILR data	Data Manager	Quarterly	Agenda and minutes of meetings	Report by Data Manager to County Skills for Life Stakeholder Group		Skills for Life Manager	Quarterly	No Cost
1.2 To develop coherent and related Basic Skills Action Plans across Cumbria	Continue to monitor and review LSC Cumbria Adult Skills for Life Action Plan and those of partner organisations eg, Learndirect, CREDITS and Adult Education Service	Skills for Life Manager and LEA ABS Development Officer	Agenda item at quarterly Area Skills for Life Network Group meetings	Agenda and minutes of meetings	Report by four Area Skills for Life Network Group Chairs to County Skills for Life Stakeholder Group for identification of necessary action		Cross-Council Skills for Life Implementation Group	Quarterly	No Cost
	Encourage partner organisations other than training providers to develop Action Plans in which Basic Skills activity is addressed	Skills for Life Manager and LEA ABS Development Officer	August 2003 to July 2004	One new Basic Skills Action Plan from a partner organisation developed	One new Basic Skills Action Plan from a partner organisation issued to County Skills for Life Stakeholder Group for consultation		Head of Education and Quality Improvement and LEA Assistant Director Lifelong Learning	Annually	No Cost



Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.3 To develop infrastructure to raise awareness of basic skills, support capacity building and partnership working throughout Cumbria	New community and voluntary organisations and providers invited onto four Area Skills for Life Network Groups	Four local Area Skills for Life Network Group chairs and Skills for Life Manager	August 2003 to July 2004	1 new organisation identified by each Area Skills for Life Network Group	Total of 4 new organisations join the Area Skills for Life Network Groups		Skills for Life Manager and LEA ABS Development Officer	Quarterly	No Cost
	Four Area Skills for Life Network Groups to organise 1 basic skills awareness event for each area	Four local Area Skills for Life Network Group chairs	August 2003 to July 2004	4 events identified and developed venues and dates to be agreed	4 events held		Skills for Life Manager and LEA ABS Development Officer	Quarterly	LIF/ESF
	County Skills for Life Stakeholder Group member organisations to release staff for basic skills awareness training	County Skills for Life Stakeholder Group member organisations	August 2003 to July 2004	Venues and dates to be agreed	100 staff take part in 5 training events		Skills for Life Manager and LEA ABS Development Officer	Quarterly	LIF/ESF
1.4 To ensure effective collaborative working across Council in relation to basic skills	Regular meetings of LSC Cumbria Cross-Council Skills for Life Implementation Group continue to be organised	Skills for Life Manager	August 2003 to July 2004	Action points circulated to all members after each quarterly meeting	Activity identified by action points takes place		Head of Education and Quality Improvement	Quarterly	No Cost
					Basic skills issues embedded across all functional groups		Head of Education and Quality Improvement	Quarterly	No Cost

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.5 To co-ordinate County marketing activity for basic skills to stimulate demand	To continue to link local campaigns with regional and national campaigns	Marketing and PR Manager and Skills for Life Manager	August 2003 to July 2004	County Careers Convention November 2003  Adult Learners Week May 2004  Excellence in Cumbria Progress Awards June 2004  Bitesize Campaign June 2004	Public awareness raising of learning opportunities including development of basic skills		Executive Director	Quarterly	Marketing and PR budget
	To continue working with FE Marketing Group and WBL Providers on co-ordinated marketing strategies to include basic skills	Marketing and PR Manager	August 2003 to July 2004	Dates of meetings agreed	Co-ordinating marketing strategies to help stimulate demand		Executive Director	Quarterly	Marketing and PR budget
1.6 To utilise LIF and ESF to increase participation and target priority groups	To continue to monitor ESF/LIF contracts issued to December 2003	Widening Participation Adviser	December 2003	Quarterly invoices with relevant evidence processed	Outcomes identified on contracts achieved		Skills for Life Manager	Quarterly	LIF/ESF
	To identify community voluntary sector groups and/or innovative provision which requires funding support	Skills for Life Manager, LEA, ABS Development Officer and Chairs of four Area Skills for Life Network Groups	August 2003 to July 2004	Bids submitted and scored in new rounds of LIF/ESF funding	Contracts issued for successful applications		Head of Education and Quality Improvement	Quarterly	LIF/ESF

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.7 To increase awareness of basic skills amongst LSC Cumbria staff and partner organisations	To continue with programme of basic skills awareness training for partner organisations staff	Skills for Life Manager	August 2003 to July 2004	4 partner organisation agree to take part in basic skills awareness training  Dates to be arranged	50 staff of partner organisations to have received basic skills awareness training		Head of Educations and Quality Improvement	Quarterly	No Cost
1.8 To stimulate demand and to increase the number of young people on work-based learning programmes achieving key skills/basic skills	To continue to promote local learning opportunities via partner organisations and media	Senior Work-based Learning Contract Manager and Marketing & PR Manager	August 2003 to July 2004	Involvement in County Careers Conventions November 2003 Learning Pays Campaign in media	Increased awareness among young people of learning opportunities available		Head of Workforce Development	Quarterly	LSC Units
	To include achievement targets for key skills on all provider contracts	Senior Work-based Learning Contract Manager	August 2003 to July 2004	Achievement targets for key skills agreed by providers	Increase in number of young people obtaining key skills		Head of Workforce Development	Quarterly	LSC Units
	To monitor the progress of young people on ALN and ensure enrolment on accredited basic skills provision	Senior Work-based Learning Contract Manager	August 2003 to July 2004	Dates of monitoring visits to be agreed	A percentage of young people making progress on accredited basic skills provision		Head of Workforce Development	Quarterly	LSC Units
1.9 To encourage parents into family literacy and numeracy activities	To support the Adult Education Service to continue projects funded by DFES in phase 2	Skills for Life Manager	August 2003 to July 2004	A minimum of 2 projects identified as suitable for continued support	A minimum of 2 projects continue to be supported		Head of Educations and Quality Improvement	Quarterly	LIF/ESF
	To evaluate success of projects	LEA ABS Development Officer	September 2003	Data gathered	Report issued		LEA Assistant Director Lifelong Learning	Quarterly	LIF/ESF

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
1.10 To embed robust progression routes for learners into accredited provision from non-accredited provision	To monitor the effectiveness of agreed progression routes	Skills for Life Manager and Chairs of four Area Skills for Life Network Groups	August 2003 to July 2004	Number of referrals into accredited provision identified by 2 providers	Increased number of learners entering accredited provision		Head of Education and Quality Improvement	Quarterly	LIF/ESF
	Providers to discuss a learner passport and tracking system	Skills for Life Manager and Chairs of four Area Skills for Life Network Groups	August 2003 to July 2004	Procedure and documentation for learner passport and tracking system developed	Agreement by group to adopt learner passport and tracking system		Head of Education and Quality Improvement	Quarterly	LIF/ESF
1.11 To promote the use of ICT in relation to basic skills	Continue to support Learndirect and CREDITS to expand numbers enrolling on basic skills/ key skills	Skills for Life Manager	August 2003 to July 2004	Percentage increase basic skills targets agreed at contract negotiations	Increase in the numbers enrolling on basic skills courses		Head of Education and Quality Improvement	Quarterly	LSC Units
	To organise training for Learndirect and CREDITS staff in basic skills screening and assessment and to identify staff for development to become basic skills tutors	Skills for Life Manager	August 2003 to July 2004	Dates agreed and staff identified	50 staff trained in screening and assessment 25 embark on development programme to become basic skills tutors		Head of Education and Quality Improvement	Quarterly	LIF/ESF
	To encourage the use among providers of an IT curriculum in which basic skills standards have been integrated	Skills for Life Manager, LEA ABS Development Officer and the four Area Skills for Life Network Group Chairs	August 2003 to July 2004	Adoption by 4 providers of the IT curriculum with embedded basic skills standards	Increase in the number of learners obtaining basic skills achievements		Head of Education and Quality Improvement	Quarterly	No Cost

**Strategic objectives 2: Increase engagement of employers in workforce development**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.1 To raise awareness of basic skills amongst LSC Cumbria WFD Team and B/L WFD Team	Completed in phase one need to update new staff as recruited  WFD Team kept informed of basic skills agenda via quarterly meetings of Cross-Council Skills for Life Implementation Group	Skills for Life Manager  Provider (Workforce) Manager							
2.2 To build capacity of providers to deliver basic skills for employers and further develop Brokerage Scheme and embed basic skills into IIP	Continue to recruit for Brokerage Scheme and train providers and brokers using County trainers trained in Phase 2  Recruit provider staff on to BDB 1 training courses  Maintain database of accredited brokers and system for recording leads	Skills for Life Manager and Workforce (Provider) Manager  Skills for Life Manager  Provider (Workforce) Manager	August 2003 to July 2004   August 2003 to July 2004	Provider training completed  Broker training completed  BDB 1 training takes place	4 provider staff approved by July 2004  4 broker staff approved by July 2004  2 provider staff completed assignments		Head of Education and Quality Improvement and Head of Workforce Development  Head of Education and Quality Improvement  Head of Workforce Development	Six monthly  Six monthly	BSA   DfES
2.3 To gain involvement of employers in basic skills	Continue to recruit new employers and learning reps onto County Skills for Life Stakeholder Group and four Area Skills for Life Network Groups due to dynamic nature of employer and learning reps membership	Skills for Life Manager	August 2003 to July 2004	As required	As required		Cross-Council Skills for Life Implementation Group	Quarterly	N/A

**Strategic objectives 2: Increase engagement of employers in workforce development**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.4 To gain involvement of public sector in basic skills	Continue to work with NHS Trusts, 6 District Councils to raise basic skills agenda.	TUC Learning Services Project Workers/Skills for Life Manager	August 2003 to July 2004	Agreement gained from 3 large public sector employers	200 employees screened and assessed		Cross-Council Skills for Life Implementation Group		LSC units
	Continuation of basic skills training for employees of Cumbria County Council	LEA ABS Development Officer	August 2003 to July 2004	Appointments made with employer rep and provider dates arranged Programmes developed Dates and venues agreed	100 employees on basic skills/key skills programmes 100 Cumbria County Council employees assessed and in training		LEA Director Lifelong Learning	6 monthly	N/A
2.4.1 To raise awareness amongst SME's of basic skills via Cumbria Chamber of Commerce and Employer Networks	Continue to give basic skills awareness presentations to groups of sector specific employees	Skills for Life Manager	August 2003 to July 2004	Dates arranged for presentations	3 presentations completed (approx 25 employers)		Head of Education and Quality Improvement		
2.5 To deploy LIF funds to increase basic skills awareness and activity with employers	Not known whether TUC Learning Services contract will continue for 3rd year – contact to be maintained with Learning Reps	Provider (Workforce) Manager	August 2003 to July 2004	Unknown at this stage	Unknown at this stage		Cross-Council Skills for Life Implementation Group		LIF
2.6 To increase employer awareness of basic skills agenda and increase participation of employers in basic skills	Dependant on outcome of 2.5 LSC to liaise with Learning Reps to mount county-wide events for employers	Skills for Life Manager	August 2003 to July 2004	To be agreed	1 employer event on basic skills to be held		Head of Education and Quality Improvement		LIF

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions				Outcomes		Monitoring		Funding	
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
2.7 To initiate programme of basic skills training for public sector employees	To monitor effectiveness of Adult Education Service Implementation Plan for Cumbria County Council in basic skills assessment and training after first year	Skills for Life Manager and LEA ABS Officer	September 2003	Information gathered Evaluation paper issued	Dissemination of evaluation paper at County Skills for Life Stakeholder Group meeting		LEA Assistant Director Lifelong Learning	September 2003	N/A
2.7.1 To assess effectiveness of TUC Learning Services	Evaluation completed in Phase 2	Provider (Workforce) Manager							
2.8 To increase via deployment of a range of funds a number of innovative work based learning programmes	Continue to identify employers and link with providers to develop customised training programmes around basic skills/key skills	Skills for Life Manager and Provider (Workforce) Manager	August 2003 tp July 2004	8 new employers identified by Learning Rep and/or B/Land LSC WFD staff	6 new employers recruited onto basic skills/key skills training programme for staff		Head of Education and Quality Improvement Head of Workforce Development	6 monthly	LIF/ESF LSC units

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.1 To identify baseline level of basic skills need in Cumbria	Completed in phase 1  Relevant new research will be identified as appropriate and will inform activities	Research Manager	August 2003 to July 2004				Head of Education and Quality Improvement		No cost
3.2 To identify existing records of basic skills achievement in FE and Adult Education Service and ensure improvements are being made	Completed in phase 1 via ISR national database after training of LSC Cumbria Data Manager  To monitor improvement in achievement rates of basic/key skills in relation to participation rates	Data Manager  LSC Cumbria Cross-Council Skills for Life Implementation Group  Chairs of the four Area Skills for Life Network Groups	August 2003 to July 2004	Targets an agenda item on four Area Skills for Life Network Group meetings with reference to achievement rates in relation to participation rates	Figures discussed at meetings and necessary actions identified as required		Head of Education and Quality Improvement	Quarterly	Nocost  No cost
3.3 To ensure a variety of basic skills learning opportunities are available within the county.	Based on info from mapping exercise of four Area Skills for Life Network Groups in Phases 1 and 2 a new range of vocational/basic skills courses to be developed	Skills for Life Manager, LEA ABS Development Officer and Chairs of four Area Skills for Life Network Groups	August 2003 to July 2004	Minimum of 1 new vocational/basic skills course developed by each of four Area Skills for Life Network Groups	A minimum of 4 (one per area) new vocational/basic skills courses to be delivered		Head of education and Quality Improvement and County Skills for Life Stakeholder Group	6 monthly	LIF
3.3.1 System for identifying best practice identified	Via four Area Skills for Life Network Groups and inspection reports identify examples of best practice	Skills for Life Manager and LEA ABS Development Officer	March 2004	Examples of best practice identified Date agreed	Two basic skills presentations by providers on best practice to County Skills for Life Stakeholder Group		Head of Education and Quality Improvement and LEA Assistant Director Lifelong Learning	Quarterly	LIF



**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.4 To continue to work with county lead trainers to ensure maximum number of basic skills tutors trained in new curricula	Further courses will be organised by county lead trainers as need arises	Skills for Life Manager with county lead tutors	August 2003 to July 2004	To be identified as appropriate					To be agreed
	Continuation of ESOL and LDD curricula training	Equality and Diversity Manager and Skills for Life Manager	August 2003 to July 2004	Staff identified	Relevant staff trained		Head of Education and Quality Improvement	6 monthly	To be agreed
	Monitor 4 colleges have trained a curricula trainer	Skills for Life Manager		4 college staff identified Relevant training organised	4 college staff trained as basic skills curricula trainer		Head of Education and Quality Improvement	6 monthly	To be agreed
3.5 To identify 2004 to 2005 levels of participation in basic skills provision and fund agreed growth	Continue to analyse FE sector and Adult Education Service development plans to identify growth for basic skills	Skills for Life Manager and Educational Manager	March 2004 to May 2004	Planning and budgeting discussions with providers March-May 2004 Growth agreed June 2004 Allocations made August 2004	Planned progress towards targets identified and agreed		Head of Education and Quality Improvement	July 2004	LSC Units
3.6 To produce a comprehensive county map of all learning provision for referral agencies	Completed in phase 1	e-Learning Advisor	August 2003 to July 2004						
	To update map and CD ROM as required  To identify use by referral agencies		October 2003	Survey to referral agencies  Responses analysed	Improvements suggested as result of survey implemented		Head of Workforce Development	November 2003	No cost

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.7 To deploy LIF funds to address staff development needs in basic/key skills	To continue to collate evidence of staff development needs and arrange training as appropriate	Skills for Life Manager LEA ABS Development Officer Chairs of four Area Skills for Life Network Groups	August 2003 to July 2004	Staff development agenda item on County Skills for Life Stakeholder Group meetings  Relevant staff identified  Training sessions organised	Appropriate training completed as need identified		Head of Education and Quality Improvement  LEA Assistant Director Lifelong Learning	6 monthly	LIF
3.8 Training by National Office to enable LSC staff to assess BSQI Action Plans of FE and adult education sectors	Activity completed in Phase 1								
3.9 To deploy BSQI funds to improve quality of basic skills provision	Initial activity completed in Phase 1 Including awareness raising of BSQI materials and facilitator role for WBL providers  Will continue to deploy if further BSQI funds allocated								
3.10 BSQI 2 day event to raise awareness around quality issues	Activity completed in Phase 1  Will continue if further BSQI funds made available								

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.11 To raise awareness and expertise of providers to prepare for OFSTED/ALI inspection via deployment of LIF funds	Continue activity from phase 1 and 2 for new providers staff  Evaluate specialist OFSTED/ALI training delivered by consultant in Phase 2	Skills for Life Manager and LEA ABS Development Officer  Skills for Life Manager and LEA ABS Development Officer	August 2003	Questionnaire to provider staff having completed specialist training and having undergone recent inspection	OFSTED/ALI training Evaluation Report agenda item at County Skills for Life Stakeholder meeting		Head of Education and Quality Improvement  Head of Education and Quality Improvement	6 monthly  October 2003	LIF
3.12 To work with providers to implement quality improvements of basic skills via use of Standards Fund	To continue activity from Phase 1 and 2 Identify improvements in key/basic skills as a key local priority for 2004/05 within self-assessment reports and development plans Review ALI/OFSTED reports	Skills for Life Manager and Quality Improvement Manager	August 2003 to July 2004	To be identified	Actions outlined in development plans Completed		Head of Education and Quality Improvement	6 monthly	Standards Fund
3.13 To increase awareness of BSA post-16 Quality Mark to existing and new providers	To continue from Phase 1 and 2 if Quality Mark continues to be appropriate standard to ensure all providers have achieved or are working towards the Quality Mark	Skills for Life Manager and LEA ABS Development Officer	August 2003 to July 2004	To be identified	All providers contracted to deliver basic skills have or are working towards Quality Mark		Head of Education and Quality Improvement LEA Assistant Director Lifelong Learning	6 monthly	LIF

**Strategic objectives 5: Raise quality of education and training to improve user satisfaction**

Actions					Outcomes		Monitoring		Funding
Aim	Activity	By Whom	When	Milestones	Outcomes	Date Achieved	By Whom	When	Funding
3.14 To ensure work based providers improve key skills achievement levels and the needs of young learners on Lifeskills programmes are being met	To continue to monitor provider systems for recording progress of learners  To monitor the increased achievement of key skills by providers	Senior Work-based Learning Contracts Manager	August 2003 to July 2004	Contract negotiations February to March 2004	To be identified		Head of Workforce Development	Annually	LSC units
3.15 To attract, recruit and train additional staff for basic skills	To continue to maintain a supply pool of basic skills tutors for the County  If appropriate stage additional recruitment fair	Chairs of four Area Skills for Life Network Groups, Skills for Life Manager and LEA ABS Development Office	August 2003 to July 2004	To be identified	To be identified		The Adult Learning Committee, Head of Education and Quality Improvement and Assistant Director Lifelong Learning	6 monthly	LIF
3.16 To address changes in requirements for basic skills tutors from September 2002	To continue from Phase 2 to monitor that all relevant staff are working towards the new requirements within the time scales  To continue from Phase 2 and ensure that the County specialist provision for the new requirements is maintained and delivers high quality training	Skills for Life Manager with Cross-Council Skills for Life Implementation Group LEA ABS Development Officer  Skills for Life Manager with Cross-Council Skills for Life Implementation Group LEA ABS Development Officer	August 2003 to July 2004  August 2003 to July 2004	Relevant information requested from providers for LSC Cumbria database of provider staff qualifications  To be identified	To be identified  To be identified		Head of Education and Quality Improvement and LEA Assistant Director Lifelong Learning  Head of Education and Quality Improvement	6 monthly  Quarterly	LIF

## Annex 1

### Cross-Council Skills for Life Implementation Group

#### Draft Terms of Reference

- > To ensure effective collaborative working across the Council in relation to basic skills.
- > To identify and develop practical ways in which basic skills can be addressed by existing and new providers including employers.
- > To implement and monitor the Adult Skills for Life Action Plan.
- > To review the Adult Skills for Life Action Plan on a regular basis and report to the Adult Learning Committee on progress towards targets.
- > To identify existing good practice and ensure its dissemination across the County.

#### Membership

- > Skills for Life Manager.
- > Education Manager.
- > Provider (Workforce) Manager.
- > Senior Work-based Learning Contracts Manager.
- > Planning, Development and Partnership Manager.
- > Quality Improvement Manager.
- > Marketing and PR Manager.
- > Head of Education and Quality Improvement (Chair).
- > Equality and Diversity Manager.
- > Data Manager.
- > e-Learning Adviser.
- > Senior Contracts Manager (European Co-financing).

## Annex 2

### County Skills for Life Stakeholder Group

#### Terms of Reference

- > Maintain a strategic overview of basic skills in Cumbria.
- > Monitor progress on Cumbria Learning and Skills Council's Adult Skills for Life Action Plan, in particular participation, retention, achievements and progression targets.
- > Identify potential risks in relations to targets.
- > Agree priorities for deployment of additional funds.
- > Ensure there is an integrated and comprehensive Cumbria wide staff development programme and monitor its implementation.
- > Support network colleagues with regard to quality assurance processes.
- > Ensure that basic skills retains a high profile throughout the County.

### Area Skills for Life Network Groups

#### Terms of Reference

- > Identify and prioritise gaps in local provision in terms of geography and "Skills for Life" target groups.
- > Collectively agreed a diverse range of basic skills programmes and venues.
- > Agree mechanism for sharing good practice including staff development.
- > Work collectively to maximise funding and resources.
- > Report quarterly (via template) on progress towards targets and other issues, to the County Skills for Life Stakeholder Group.
- > Ensure the views of learners and non-learners are taken into account.
- > Work collaboratively to develop interactive and effective ways of delivering basic skills.

## Annex 2

### County Skills for Life Stakeholder Group

#### Membership

- > Cumbria Local Education Authority.
- > Cumbria Learning Partnership.
- > Jobcentre Plus.
- > Cumbria Learning and Skills Council.
- > TUC Learning Services.
- > Connexions.
- > NACRO.
- > Cumbria CREDITS.
- > Furness College.
- > Carlisle College.
- > Lakes College West Cumbria.
- > Voluntary Sector Training Forum.
- > Workers Education Association.
- > Learndirect/UFI.
- > Rathbone Training.
- > Career Development UK.
- > Cumbria Disability Association.
- > BAE Systems.
- > Iggesund Paperboard (Workington) Ltd.
- > Action For Blind People.
- > Cumbria Chamber of Commerce.
- > Cumbria Institute of the Arts.
- > Probation Service.
- > Kendal College.
- > Confederation of British Industry.
- > ABSSU North West.
- > Knowledge Link.
- > Barrow Sixth Form College.
- > Cumbria Campus – University of Central Lancashire, Newton Rigg.
- > Cumbria Deaf Association.

## Annex 3

### Clarification of the target

The Government, in Skills for Life, set a target of reducing the number of adults who have literacy or numeracy problems by 750,000 by 2004. The Government will aim to meet this target through publicly funded organisations – this will include Learning and Skills Council funded provision, Jobcentre Plus provision and the prison service.

The Learning and Skills Council has assumed the responsibility for the 750,000 target and has set local office targets that equate to just over 750,000 – the Learning and Skills Council will meet its own 750,000 target through Learning and Skills Council funded provision, including:

- > Further Education (FE) Sector
- > Adult and Community Learning (ACL)
- > Work Based Learning (WBL)
- > University for Industry (Ufi)
- > Family Literacy and Numeracy (FLN)
- > Ethnic Minority Achievement Grant (EMAG)

We have the following understanding of the meaning of the target:

- a) **'Reduce'**. Achieving the target will not necessarily lower the 7 million who it is thought are in need. Some of the adults helped will have achieved at Entry Level, but will still have basic skills needs below Level 1. Others will achieve in numeracy and will still have a basic literacy skills need. On the other hand, there is the presumption that the population is naturally becoming better educated for demographic reasons (16–18 year olds tend to be more literate than 76 – 78 year olds). The labour manifesto is clearer – "...to help 750,000 adults improve their basic skills". This is what we will measure.
- b) **'Improve'**. Improvement will be measured by movement up a level – ie, from below Entry Level to achieving an Entry Level qualification, from below Level 1 to passing the National Test at Level 1, and from below Level 2 to passing the National Test at Level 2.
- c) **'Adults'**. We include all those who are beyond the age of compulsory education – ie, starting at age 16 with no upper end to the age range. If an adult achieves twice over the period (for example, by taking both literacy and numeracy qualifications, or by achieving first a Level 1 then a Level 2 literacy qualification) this will only count once towards the target.
- d) **'Literacy and Numeracy'**. This refers generically to existing adult literacy and numeracy qualifications (at Entry Level, Levels 1 and 2) which are being wound down, as well as the new ones being introduced at Entry Level and Level 1 and 2 which lead towards the national tests. It also includes Key Skills qualifications in application of number and communication (Level 1 and 2) and Maths and English GCSEs (at A\*-C and D-E), which are Level 2 and Level 1 Numeracy and Literacy achievements.
- e) **'750,000'**. These are real adults not qualifications.
- f) **'2004'**. The target period began on 1 April 2001 (at the beginning of the financial year and a month after the launch of the strategy) and ends on 31 July 2004 at the end of the 2003 to 2004 academic year. Final data on achievement will therefore be available in autumn 2004.

### Qualifications that count towards the 750,000 achievement target

Following several discussions with the Adult Basic Skills Strategy Unit, we have agreed that the adult achievements that



can be counted towards meeting the 750,000 target fall into three categories. They are as follows:

- a) The **new qualifications for adult literacy and numeracy** that have been accredited by the QCA and approved by the Secretary of State – ie.
- > Entry Level Certificate in Adult Literacy
  - > Entry Level Certificate in Adult Numeracy
  - > Level 1 Certificate in Adult Literacy
  - > Level 1 Certificate in Adult Numeracy
  - > Level 2 Certificate in Adult Literacy
  - > Level 2 Certificate in Adult Numeracy

These qualifications are mapped to the national standards for literacy and numeracy and will replace all existing awarding body qualifications in basic skills.

However, as the start date for recording progress towards the 750,000 achievement target was April 2001, all learners achieving existing basic skills

qualifications certificated by awarding bodies, from April 2001 until 31 July 2002 will also be counted.

- b) In addition, the Key Skills qualifications in Communication and Application of Number up to Level 2 for learners post-16 are included. These are included because they require the individual to pass (or to have passed) the new national literacy and numeracy test at the equivalent level before they can be awarded.
- c) For similar reasons the definition (and the counting) extends to GCSE Maths and GCSE English. Adult learners who either achieve a GCSE in Maths or English for the first time or improve<sup>1</sup> upon their grade by a level, count towards the target. By their achievement they will have necessarily demonstrated Level 1 or Level 2 literacy or numeracy skills.

<sup>1</sup> Improving by a level means achieving a grade G – D (Level 1 equivalent) where the previous grade was below G, or achieving grade C or above (Level 2 equivalent) where the previous grade was D – G.

**Learning and Skills Council Cumbria**

Venture House,  
Guard Street,  
Workington,  
Cumbria CA14 4EW

**T 01900 733301**

**F 01900 733302**

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Email: [cumbriainfo@lsc.gov.uk](mailto:cumbriainfo@lsc.gov.uk)

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