

PROSPECTUS DEVELOPMENT GROUP

FIRST MEETING HELD 16.5.08 AT LBEC WORKS

Present:

Anne Weston - Prospectus Manager; **Chris Morton** – Confederations ; **Lisa Mitchell** – Park Lane Keighley; **Carol Siddle** – Park Lane Keighley; **Dave Gray** – Queensbury; **Marie Howarth** – Grange; **Keith Lumb** – LSC; **Melvyn Ingham-Dempster** – Airedale NHS Trust; **Janet McNeill** – Bradford College; **Mary Martin** – Rhodesway (PA); **Jenny Rix** – Laisterdyke (PA); **Neil Chilvers** – Laisterdyke; **Liz Jackman** – Central Confederation; **Karen Stansfield** (CLE)

Apologies:

Rachel Van der Boon (Oakbank); **Mick Woodhouse** (Rhodesway); **Gaynor Law** (Park Lane Keighley); **Kate Binch** (Park Lane Keighley)

Anne gave overview of progress to date and short and long term development areas to be discussed for the Prospectus.

The quality and accessibility of the information to the learner was highlighted as an area for providers to devote some thought, as some of the information was either limited or difficult to understand from a learner perspective.

Short term development needs were discussed in groups and the following was agreed:

1. User friendly titles are needed but official title should also be displayed on live site.
2. Need to assign a qualification type to each qualification. Keep top level list as short as possible with option to click on type for further breakdown.

Suggest:

Prospectus Site

Course Type button.

- A Level
- GCSE
- Apprenticeship
- BTEC
- Diploma
- E2e
- NVQ
- Key Skills
- Work-related

Next level – assign each qual to one or more of the following:

- A Level
- A/S
- A2

- GCSE
 - Apprenticeship
 - Advanced Apprenticeship
 - Young Apprenticeship
 - BTEC
 - Diploma
 - e2e
 - NVQ
 - Key Skill
 - Work-related
 - Entry level – already in drop down on CMS
 - Level 1 - ditto
 - Level 2 - ditto
 - Level 3 - ditto
 - Functional Skill
3. Add facility on CMS¹ to state whether course is available to age 14 – 16, 16+ or both.
 4. Add option on Available full time or part time, of 'both' (requested by colleges)
 5. Add facility under Timeslot to indicated day of week and am/pm where known and facility for more than one option (eg daytime or evening availability)
 6. Under assessment percentages, change Percentage written element to Percentage written exam.
 7. Apprenticeships – allow facility to select Apprenticeship or Advanced Apprenticeship
 8. Anne Weston and Keith Lumb to meet to investigate skills areas to display under each Framework Reference Number as currently Framework title is too generic.
 9. Make component qualifications section of Apprenticeships on CMS mandatory fields.
 10. Improve search facility as a result of changes above to allow search by
 - Course type
 - Awarding body
 - Short title
 - Age appropriateness
 Search by subject area (ie QCA qualification group) not required as search results are too long.
 11. Enable a lead provider to replicate course details to other providers linked to the offer, to ensure full match of course details. (eg. LBEC works to Laisterdyke)

The idea of working in subgroups to look at specific development areas was discussed but it was agreed that the next meeting should be a full group to review progress as some members needed to become more familiar with the Prospectus and CMS. Internet access at the meeting is important. (Unfortunately the internet was out of action at this meeting.)

Anne will arrange next meeting as soon as these initial modifications are completed.

¹ CMS – Content Management System