

VALE of GLAMORGAN

ICT & Data

Team Plan 2013/14



BRO MORGANNWG

Team Manager	Chris Habberley
Service Plan	Learning & Skills – ICT & Data Team
Date signed off	7 th October 2013
Signed off by	<i>CH Habberley</i>

Outcome 1:	All learners achieve their full learning potential in order to maximise their life opportunities.
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Objective 1:	To support and challenge schools in order to improve attainment levels in all settings, all phases and across all Key Stages.
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Context for this objective:	In order to support and challenge schools, the LA needs to target its resources effectively. The ICT & Data team provide specific and contextual data analysis to enable this. This work also supports other outcomes and objectives.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
multiple	Review the Data Analysis provision to meet the requirements of the service	Remove outdated tasks, clarify LA/consortium "line", support LSB and improve data usability	H	Richard Evans	01/04/12	31/03/13	Existing resources across whole ICT & Data team	<ul style="list-style-type: none"> • new reports are being developed for the Local Service Board needs assessment • See ref. to Youth
multiple	Improve the usability and access to the hundreds of available analysis reports	Establish central website of new and archived reports with easy access & search	M	Richard Evans	01/04/12	31/03/13	Existing resources across whole ICT & Data team	A pilot service was developed and tested successfully during summer.
multiple	Work with the Youth service to aid the identification and prioritisation of vulnerable children	A clear model for Youth and other L&S services to follow when planning support	H	Richard Evans	01/04/12	31/03/13	Existing resources across whole ICT & Data team	Models for identification are being tested

Outcome 3	Learning environments are stimulating, safe, healthy, secure and efficient
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Objective 9	Learners have access to an appropriate range of high quality provision
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Context for this objective:	The Welsh Government has invested in Hwb, an interactive learning tool for learners in Wales. Significant technical and practical support is required of the LA in order for WG to implement this. This is outside the scope of the service plan.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High, medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
n.a.	Support the schools, consortium and WG by conducting administration and technical work, enabling Hwb adoption	Learners in the LA will have access to government provided learning tools	H	Chris Habberley	01/04/12	31/03/13	Existing resources	Tranche two involving five LA schools has succeeded and work is underway for tranche 3 involving approx. 25 further schools.
n.a.	Support the Adult Community Learning service with usable data analysis	maintain and improve performance measurement and fee income monitoring	H	Chris Habberley	01/04/12	31/03/13	Existing resources	<ul style="list-style-type: none"> • Outsourced MI processing to expert institution • Short-term agreement to outsource admin
n.a.	Support corporate development of an ICT Strategy	Pupils' needs considered in full corporate strategy	H	Chris Habberley	01/04/12	31/03/13	Existing resources	ICT&Data Mgr has membership of strategy group

Outcome 3	Learning environments are stimulating, safe, healthy, secure and efficient
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Objective 12	To ensure that learning provision meets changing educational needs
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Context for this objective:	The admissions service plans to introduce an online admissions provision for the secondary transfer and nursery enrolment process. The ICT & Data team are required to support and implement the technical aspects of this.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS12/A113	Evaluate the technical process of the online admissions system during the September 2013 reception intake to schools.	Identify and address issues prior to further rollout of function	M	Sara Herbert	1/4/13	30/09/13	Existing resources	Technical issues identified during a whole-process review for resolution prior to 30th September 2013.
LS12/A114	Expand the online admissions system to enable secondary transfer and the nursery process	The admissions process is streamlined and more effective	M	Sara Herbert	1/4/13	30/09/13	Existing resources	Technical issues identified for completion by 30th September. Timetable set for testing of online offer system.

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n.a.	Evaluate collaborative web options with Swansea City	Improved resilience of Vale Learning Portal	H	Chris Habberley	01/04/12	31/03/13	Existing resources	Relationship established between Swansea web team and ICT & Data team
n.a.	Establish a school administrator group	Establish inter-school support, garner SIMS user feedback and maintain service in line with user requirements	H	Sara Herbert	01/04/12	31/03/13	Existing resources	Introductory meeting held with positive response
n.a.	Create an easy to access support website for school administrators	Provide a single central location for all SIMS and Data support resource, with how-to guides and task list	M	Sara Herbert	01/04/12	31/03/13	Existing resources	Primary School admin support website to launch September 2013
n.a.	Provide technology user training as part of School ICT Technician service	Improve school staff ICT technical user skills	M	Jason Roberts	01/04/12	31/03/13	Existing resources	Test session held for Apple Mac school user training