

C&VCLP - Journey to Excellence 2015-2016 (as at 5th January 2016)

Estyn 1.1 Standards							
Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
SP 1.1	Achieve a Partnership success rate at or above the ACL national comparator in 2013/14, (ACHIEVED) and an increase of 2% in 2014/5 (88%) (ACHIEVED) and a further increase of 2% in 2015/16 (90%).	Q&D chair	31 July 2014	31 July 2015	31 July 2016		Partnership success rate is 86% for 2013/14 and meets the national comparator. Partnership success rate is 92% for 2014/15 - national comparator data will be available April 2016.
WM 3	Monitor learner outcomes for WM and bilingual provision. Recommend actions to improve learner outcomes where necessary.	Q&D chair	01 May 2015	01 November 2015	01 April 2016		During 2014/15, the success rate for learners attending Welsh medium courses across the Partnership was 100%. This is 14% above the national comparator.
QDP 1	Develop and implement new enrolment forms to improve collation of performance data for priority learners	ACL manager for CC and VoG	30 September 2015	31 March 2016	31 October 2016		New enrolment form has been designed and introduced across local authority priority provision for 2015/16.
QDP 9	Pilot use of electronic registers to improve attendance management. Make recommendations to Q&DG	Cardiff ACL Manager	30 September 2015	31 March 2016	31 July 2016		Cardiff ACL has piloted electronic registers with (?) priority provision in Term 1. Service managers are monitoring and reviewing attendance data. Initial presentation on the pilot and its progress was given at Q&DG meeting in November 2015.
Estyn 1.2 Wellbeing							
Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
SP 6.2	Increase the learner voice through the facilitation of 3 Partnership learner involvement activities annually	LI chair	30 September 2014	31 July 2015	31 July 2016	LI 1	Several Partnership events were organised in 2014/15 including Adult Learners' Week activities at St Fagans in June and a CLR Celebration Event in July. The LIG are considering a local 'Inspire' awards event to coincide with Adult Learners' Week in 2016.
SP 6.3	Produce and implement a marketing strategy which promotes ACL to priority learners	OG chair	30 September 2014	31 July 2015	31 July 2016		PC, VoG ACL Manager and CAVC Director of Comms met to agree key elements of the communications strategy. Draft document produced. Operational Group to take forward at meeting in January 2016.
LI 2	Recruit, train and deploy learner advocates	LI chair	30 September 2014	31 July 2015	31 July 2016		Discussion at Global CLR meeting in October 2014 to identify role profile for Learner Advocates. Draft profile completed in December 2014 and approved at CLR meeting in January 2015. LI chair in discussion with STAR C1st re: training for learner advocate role. Learner advocate attends LIG meetings.
LI 3	Deliver a range of accredited and non-accredited CLR courses to broaden representation across Cardiff and the Vale e.g. C1st areas, library staff, street reps.	LI chair	30 September 2014	31 July 2015	31 July 2016		Accredited CLR course delivered in association with Communities First in St Mellons. Non-accredited CLR sessions delivered to Cardiff hub and library staff. Next course planned for summer 2016.
LI 4	Pilot mechanisms to measure impact of learner involvement with Community Learning Reps i.e. survey monkey (after 6 months), case studies (after 6 months), review success rates of any active CLRs attending ACL provision.	LI chair	30 September 2015	31 January 2016	31 July 2016		Discussion about adapting a 'my learning journey' form that could be used to capture impact of learner involvement. LI chair also investigating Agored accreditation opportunities.
LI 5	Agree and implement a consistent approach to collecting learner feedback within local authorities in the absence of the Ipsos MORI Learner Voice survey in 2016	LI chair	30 June 2015	31 December 2015	31 July 2016		Initial discussions identify use of the LV easy read survey as best option for LAs in 2016. The survey will be rolled out February 2016. Sample size will be 30% of priority learners. Proposal to use survey monkey for online option.
QDP 20	Report Learner Voice action plans to Q&DG within 8 weeks of survey completion	LI chair	28 February 2016	30 April 2016	31 July 2016		No progress to date

Estyn 2.1 Learning Experiences							
Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
SP 1.4	Increase the number of accredited courses delivered across the Partnership by 4% in 2013/14 (ACHIEVED), by 6% in 2014/15 (ACHIEVED) and by a further 6% in 2015/16.	Q&D chair	31 July 2014	31 July 2015	31 July 2016		Data for 2014/15 indicates that 70% of ACL learners across the Partnership have opportunities to gain qualifications. This represents a 6% increase since 2012/13.
SP 2.1	Increase the number of enrolments from Communities First areas by 2% in 2013/14 (NOT ACHIEVED), by 4% in 2014/15 (ACHIEVED) and by a further 4% in 2015/6.	Q&D chair	31 May 2014	31 May 2015	31 July 2016		The number of enrolments from Communities First areas has increased by 10% (to 42%) between 2012/13 and 2014/15.
SP 2.2	Increase the number of enrolments across the Partnership within deprivation deciles one and two by 3% in 2013/14 (ACHIEVED), by 3% in 2014/15 (ACHIEVED) and by a further 4% in 2015/2016.	Q&D chair	31 May 2014	31 May 2015	31 July 2016		The number of enrolments from deprivation deciles 1 and 2 across the Partnership increased from 28% (2012/13) to 31% (2013/14) and again to 41% in 2014/15.
SP 3.5	Establish a baseline figure for the number of employment-related qualifications successfully completed across the Partnership. Set and monitor annual targets for 2014/15 (ACHIEVED) and 2015/16.	Q&D chair	30 September 2014	31 July 2015	31 July 2016		Approximately 80% of the accredited provision in 2013/14 was employment-related. The Quality and Data Group agreed to set the following targets: 90% of successfully completed qualifications (DfES funded provision) to be employment related in 2014-15 - this has been achieved; 100% of successfully completed qualifications (DfES funded provision) to be employment related in 2015-16.
WM 1	Develop a programme of skills-based WM courses (priority learning) to be offered in both Cardiff and the Vale of Glamorgan.	ACL manager for CC and VoG	01 April 2015	01 November 2015	01 June 2016		PS attended WM Group in June 2015 to outline priority learning parameters. At Strategy Group (June 2015), PC confirmed that whilst priority WM provision can be funded from DfES grant, non-priority (i.e. leisure) provision cannot. WM provision included in both local authority programmes for 2015/16.
EST 3	Develop the (curriculum) monitoring process to include additional success criteria that will further improve the curriculum offer	C&P chair	30 September 2015	31 March 2016	31 July 2016		Curriculum plans are being reviewed against agreed criteria throughout the academic year.
QDP 4	Implement processes to identify learners' essential skills needs	ACL manager for CC and VoG	30 September 2015	31 March 2016	31 July 2016		Consistent initial assessment processes have been introduced across local authority priority provision for 2015/16.
QDP 5	Monitor effectiveness & impact of embedded essential skills	L&D chair	31 December 2015	31 May 2015	31 December 2016		Suggested pilot to measure distance travelled between initial assessment and end of course
QDP 10	Complete and publicise 'progression route' maps across the Partnership.	C&P chair	30 September 2015	31 March 2016	31 July 2016		Progression route maps updated by PA to include Vale of Glamorgan provision. Maps circulated to C&P partners.
QDP 14	Pilot initiatives to enhance ABE provision e.g. set up literacy / numeracy / ESOL club in Cardiff, deliver co-tutored basic skills and employability courses	C&P chair	31 January 2016	31 July 2016	31 December 2016		No progress to date
Estyn 2.2 Teaching							
Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
SP 3.3	Train all local authority tutors delivering priority learning courses to identify basic / essential skills needs and embed basic / essential skills in their teaching	ACL manager for CC and VoG	30 September 2015	30 September 2016	31 July 2017	LD 8 LS 5	The local authorities have agreed that all tutors who do not have a relevant qualification will be mandated to achieve the Level 2 Supporting ES qualification within 2 years - 31 tutors based on current figures. A training schedule has been agreed by the local authorities. Meeting with Heather Todd-Bennett and PC in August 2015 to plan implementation of schedule. ES workshops included in annual CVCLP Tutor CPD day (July 2015) and local authority ES training sessions were delivered on 17th July and 18th September 2015.

LD 1	Identify and implement specific activities to drive up the quality of teaching, learning and assessment e.g. pedagogical feedback from observations, tutor mentor programme, enhanced observer training.	L&D chair	30 September 2015	28 February 2016	31 July 2016		Enhanced observer training included in 2015/16 programme - PC delivered 2 sessions to 35 ACL managers and tutors in October 2015.
LD 9	Identify and implement specific activities to increase tutors' use of technology in lesson preparation, teaching and support for learners.	L&D chair	30 September 2015	28 February 2016	31 July 2016		CPD programme for 2015/16 currently includes sessions on digital literacy, online learning, exploiting the Smartboard and the use of EduApps. Digital Literacy Practitioner training being accessed by staff from CAVC, Cardiff Council, Vale of Glamorgan Council and WEA YMCA CC Cymru
EST 1	Agree a schedule to train appropriate local authority tutors delivering priority learning courses as digital literacy practitioners (DLP).	ACL manager for CC and VoG	30 September 2015	28 February 2016	31 July 2016		Emma Evans (VoG) is currently training as DLP - to be completed October 2015. CAVC tutors are being offered training as part of a rolling DL programme. Cardiff Council have secured a place on DLP training course starting January 2016. One tutor working for CAVC and CC is also currently attending DLP training. Cascade training for other tutors to be arranged in due course.
QDP 16	Identify and share good practice from cross-Partnership teaching observations and learning walks	L&D chair	31 January 2016	31 May 2016	31 October 2016		Providers have been asked to identify actions in response to the observation judgements agreed at moderation panel on 03/12/15. Action plans to be presented and reviewed at L&DG meeting in January 2016. Programme of Learning Walks agreed for spring and summer terms 2016.

Estyn 2.3 Care, Support and Guidance

Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
SP 5.2	Establish consistent processes to monitor the quality and impact of support. Set and monitor annual targets for the quality and impact of support. Report outcomes to Q&DG	Q&D chair	30 September 2014	31 May 2015	31 May 2016	LS 2	Both local authorities have established a learner support process that includes the use of a short questionnaire to monitor quality and impact of support. The questionnaire is issued to learners that have requested support. The responses from 2014/15 were presented to Q&DG meeting in September 2015. The data will continue to be collected for 2015/2016.
LD 6	Identify mechanisms to provide appropriate support for local authority ACL learners on short courses and one day courses.	ACL manager for CC and VoG	30 September 2015	31 December 2015	31 March 2016	LS 7	Tutor CPD about support strategies and signposting to other sources of support / further learning arranged for 2015/16
LD 7	Develop and deliver level 2 volunteer training for ESOL and ABE volunteers to provide in-class support. ACHIEVED	L&D chair	30 October 2014	30 June 2015	31 January 2016	LS 6	PC and ESOL HoD met November 2014 to draft Agored unit. CAVC Volunteering Policy approved November 2014. New units agreed by Agored in June 2015. PC and ESOL HoD designed training programme and developed resources. Course successfully delivered in November 2015. Volunteers due to be deployed January 2016. Plans in place for second course in spring term.
QDP 3	Pilot induction sessions to ensure learners' support needs are identified and information about support is provided. Review and report on outcomes	Cardiff ACL Manager	30 September 2015	31 January 2016	31 March 2016		Cardiff ACL added an extra session at the beginning of priority courses in Term 1 in order to conduct induction and initial assessment activities. Learners' support needs have been identified and information about accessing support was provided.
QDP 8	Embed processes to record and monitor learner support needs	ACL manager for CC and VoG	30 September 2015	31 March 2016	31 July 2016		Cardiff ACL is using an enhanced MIS system to record and track learner support needs. This process is being monitored by service managers. Vale of Glamorgan ACL is embedding paper-based systems and has allocated staff responsibility for tracking and monitoring.
QDP 11	Assess the impact of crèche fees being introduced. Report on findings and future options.	Q&D chair	30 November 2015	31 March 2016	31 July 2016		Providers have agreed to gather information about existing crèche provision and to survey learners about impact of removing / charging for crèche use.

Estyn 2.4 Learning Environment							
Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
LD 10	Plan and implement a cross partnership Learning Walk programme across all main learning venues. Produce a summary report for the Q&DG on the quality of learning environment across the Partnership.	L&D chair	30 September 2015	28 February 2016	31 July 2016		Learning Walks piloted in summer term 2015. Proposal to organise a programme of Learning Walks for terms 2 and 3.
Estyn 3.1 Leadership							
Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
SP 7.3	Monitor the Partnership's progress against the strategic plan on a termly basis	SG chair	31 December 2014	31 July 2015	31 July 2016		Progress reported at Strategy Group meetings - update circulated to SG members in March, June and December 2015.
EST 2	Increase range of ESOL provision in Cardiff.	SG vice chair	31 August 2015	31 January 2016	30 June 2016		CAVC have invested significant additional resource to increase the number of full time and part time ESOL courses in Cardiff. A programme of courses starting in February have also been agreed. The range of embedded ESOL provision has been extended to include additional curriculum areas. Additional permanent ESOL tutor positions have been created and filled.
EST 5	Conduct a strategic review of ACL funding streams and associated risks. Make recommendations for action.	SG chair	31 August 2015	31 January 2016	30 June 2016		PC met with Helen Scaife (DfES). PC has drafted and circulated (to the Strategy Group) a document outlining key funding risks and possible solutions for the ACL services across Cardiff and the Vale. The paper will be discussed at the Strategy Group meeting in December 2015.
QDP 12	Review and implement new job description for Partnership Co-ordinator role. ACHIEVED	SG chair	31 July 2015	31 August 2015	30 September 2015		A new job description for the Partnership Co-ordinator role has been produced. It includes a focus on exploring options for the long term sustainability of the Partnership.
QDP 13	Review Strategy Group membership. ACHIEVED	SG chair	31 July 2015	31 August 2015	30 September 2015		Strategy Group membership reviewed to ensure those who attend have the capacity to make timely, strategic decisions. Terms of Reference updated accordingly.
Estyn 3.2 Improving Quality							
Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
SP 8.1	Produce a Quality Charter signed by all DfES funded ACL providers within the Partnership	Q&D chair	30 June 2014	31 October 2014	28 February 2016		Quality Charter drafted and presented to Strategy Group meeting in June 2014. It is to be taken forward as part of wider discussions about commissioning arrangements within the Partnership.
EST 7	Develop fully the processes through which the Partnership involves learners and tutors systematically in the self assessment process	Q&D chair	31 October 2015	30 June 2016	31 December 2016		PC discussion with learner advocate re: mechanisms to involve learners in SAR. Learner Involvement Group (December 2015) agreed plans to establish learner forum sessions in autumn 2016 to discuss the SAR by KQ with associated QDP actions.
SP 8.2	Produce a Partnership self-assessment report and quality development plan by 31 st January annually.	PC	31 January 2014	31 January 2015	31 January 2016		2012/13 SAR and 2013/14 QDP submitted on 31st January 2014. 2013/14 SAR and 2014/15 QDP submitted before 31st January 2015. 2014/15 SAR and 2015/16 QDP currently in draft form - on target to submit by 31st January 2016.
LD 4	Themes for cross partnership observations to include support for ALN; use of ILPs; and embedding Essential Skills i.e. recorded in lesson plans, use of appropriate resources, use of literacy / numeracy marking schemes etc.	L&D chair	31 October 2015	31 January 2016	30 April 2016		Cross-partnership observation programme conducted during November / December 2015. Approximately 40 observations to be carried out. Moderation arranged for early December.
EST 6	Implement Course Performance Initiative to provide a mechanism for monitoring and managing underperforming courses	Q&D chair	31 January 2015	31 January 2016	31 January 2017		2013/14 courses reviewed using CPI and underperforming courses were identified - a significant number of these courses were removed for 2014/15. CPI currently being conducted based on 2014/15 data (November 2015).
QDP 2	Pilot mechanisms to collate learner progression data	Q&D chair	31 January 2016	31 July 2016	31 December 2016		C&PG have agreed to pilot use of phone survey with sample cohorts to gather progression data.

QDP 7	Implement the agreed procedures for responding to cross-Partnership lesson observation judgements	L&D chair	30 November 2015	30 April 2016	31 July 2016		Providers asked to identify actions in response to the observation judgements agreed at moderation panel on 03/12/15. Action plans to be presented and reviewed at L&DG meeting in January 2016.
Estyn 3.3 Partnership Working							
Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
QDP 17	Review and implement Partnership Marketing Strategy	OG chair	31 January 2016	31 May 2016	30 September 2016		No progress to date
QDP 18	Increase use of online marketing and social media to recruit priority learners	ACL manager for CC and VoG	30 September 2015	31 March 2016	31 July 2016		Partnership website (Moodle) is promoted through regular forum updates and tutor / learner newsletters. The Partnership website provides links to all provider sites where course information can be accessed.
Estyn 3.4 Resource Management							
Action Plan Ref	Measurable Outcome	Lead Responsibility	Start Date	Review Date	Completion Date	Cross ref	Progress
SP 4.5	All ACL tutors delivering priority learning are qualified, or working towards appropriate minimum qualifications.	ACL manager for CC and VoG	30 September 2014	31 August 2015	31 July 2016		Nearly all ACL tutors are qualified. The curriculum changes for 2014/15 have had a significant impact on the tutor pool and providers are updating and reviewing their tutor records. All new tutors are appropriately qualified.
SP 9.1	Approve a two year Partnership Resource Strategy and monitor progress on a termly basis	SG chair	31 July 2014	31 July 2015	31 July 2016		Resource Strategy developed and approved. Progress reported at Strategy Group meetings - update circulated to SG members in March, June and December 2015.
SP 9.2	Identify and pilot a model for judging value for money that is based on improved success rates and increased enrolments from priority learners	SG chair	31 December 2014	31 July 2015	31 March 2016	RS 3	Various formats for benchmarking value for money have been investigated. A model that compares both success and % deprivation across ACL partnerships has been developed and was presented to the Strategy Group meeting in December 2014. Provider data on Guided Learning Hours is being collected (December 2015) and will be compared with budget allocation to develop an additional value for money indicator.
EST 4	Apply the outcomes of the work on value for money indicators (SP 9.2) to how the Partnership deploys its resources	SG chair	31 December 2015	31 July 2016	31 December 2016		No progress to date
SP 9.3	Establish a Partnership commissioning framework	SG chair	31 December 2014	31 July 2015	31 December 2015	RS 4	No progress to report at this time
RS 10	Review and report on the impact of the Resource Strategy across the Partnership	SG chair	31 October 2014	31 July 2015	31 July 2016		A Partnership Resource Strategy for 2014-2016 was approved by the Strategy Group in June 2014. The Strategy Group receive progress updates.
LD 2	Develop and pilot process(es) to measure the impact of CPD.	L&D chair	30 September 2015	28 February 2016	31 July 2016		Measures for identifying impact of CPD discussed at L&D meetings. Useful feedback gained from lesson observation process about impact of CPD - this continues to be collated. Survey monkey also used to seek feedback on CPD.
WM 2	Offer CPD to support tutors embed Welsh language and culture into their teaching.	L&D chair	01 May 2015	01 November 2015	01 April 2016		More resources have been produced specifically for ACL such as the "Be Excellent Bilingually" booklet. This has been shared on the CVCLP Moodle.
LD 11	Offer CPD to support tutors embed literacy, numeracy and digital literacy into their teaching.	L&D chair	31 October 2015	31 March 2016	31 July 2016		CPD programme for 2015/16 currently includes sessions on embedding literacy, numeracy and digital literacy. Regular tutor newsletters include articles about embedding aspects of literacy and numeracy.
QDP 6	Develop a strategic approach to managing the long term demand for ESOL provision in the face of funding challenges	SG chair	31 December 2015	31 May 2015	31 December 2016		CAVC have identified ESOL funding within their risk register. Proposals to look at external funding opportunities and building capacity within voluntary sector / local communities
QDP 15	Monitor tutor use of SkillGate and share data with ACL service managers	PA	30 September 2015	31 March 2016	31 July 2016		All priority learning tutors have been issued with SkillGate logins. PA has obtained administrative access to SkillGate and has shared initial usage data with service managers.
QDP 19	Investigate a social enterprise model for ACL that would maximise the opportunities for the Partnership to bid for external funding	PC	31 March 2016	31 August 2016	31 January 2017		No progress to date