

WBL CCH Data Management and Compliance Group

Wednesday 23rd November 2022

10:00 AM

Online

Notes and Actions

<p>Present:</p> <p>Jeff Protheroe – ColegauCymru (Chair) Cheryl Palmer – Educ8 Group Clive Thomas – Grŵp Llandrillo Menai Beverley Jones – Cambrian Training Company Alex Hogg – Cambrian Training Company Stuart Jenkins – Itec Skills and Employment Nigel Goodridge – Educ8 Group Louise Akers – Grŵp Neath Port Talbot Group Jenny Badger – B-WBL Will Hughes – Grŵp Neath Port Talbot Group Glenn Bunyan – B-WBL Matthew Cohen – Cardiff and Vale College Andrew Marubbi – Coleg Cambria Maureen Bielski – Cardiff and Vale College Matt Burnett – ACT Training Lisa Mytton - NTfW</p>	<p>Meeting Invitees:</p> <p>N/A on this occasion</p> <p>Apologies:</p> <p>Emma Williams – Grŵp Llandrillo Menai Annemarie Evans – Itec Employment and Skills Stella Elphick – Gower College Swansea Ross Williams – Itec Skills and Employment</p>
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1. Welcome and apologies (Chair)

Jeff Protheroe (JP) welcomed everyone to the meeting and noted the apologies received.

2. Notes and actions of previous meeting (Chair)

This was the first full meeting of the group, so there were no previous actions to review.

3. Issues to be raised

Not applicable on this occasion

4. Terms of Reference

The Terms of Reference (ToR) for the group (attached) were agreed. It was also agreed that the group would meet on the first Friday of every other month alternate to the main Commissioned Contract Holders (CCH) Reference Group. Further, it was agreed that the group would meet 09.30am – 11.00am, and predominately online. It was accepted that there may be occasions when the group would meet face-to-face for workshop type activity e.g., following the release of the updated LLWR data manuals etc.

Action: - Calendar invites (with meeting links) for the agreed dates to be sent out

5. Discussion around contemporary (Data Management and Compliance) issues

Work-based Learning (WBL) Programme Specifications – Lisa Mytton (LM) started the discussion by outlining that NTfW have recently undertaken a review of the WBL Programme Specifications, with the aim of identifying what adds value (to the learning programme) and what does not.

Action: - LM to share the finding of NTfW's review of the WBL Programme Specifications with the group

Changes to LLWR requirements – Discussion was held around the pressures created on providers with the regular, and often at short notice, changes to the LLWR. It was stressed that there needs to be regular contact with Welsh Government on these issues, and that this group would provide a good forum for that. It was also noted that the group should press Welsh Government for information on the planned changes, so that providers can adequately prepare their systems, which are becoming increasingly 'born digital' – and therefore require more time to introduce change. It was suggested that a 12 – 18 months 'roadmap' was required.

One member stated that often it is they, the provider, who are informing third-party MIS vendors, about the changes that are being made to the LLWR.

Another member stated that often, Welsh Government messaging on changes is inconsistent, with one provider being told something, and others receiving different (or no) information. As such, there was a request for regular (monthly?) email updates – like the monthly AskJGW+ Updates.

During the discussion, the issue of 'direction of travel' was raised, particularly in the context of the loss of ESF funding and the potential opportunity to review what data is captured in the future. It was felt that datasets are getting larger all the time, and that we have not really questioned what data is being captured, and for what purpose. It was felt that a review is needed.

Action: - Welsh Government LLWR Team to be invited to future meetings so that they can discuss plans with providers as a collective

Action: - JP to request that he and Lisa be added to the Welsh Government's 'LLWR Newsletter' distribution list

Action: - JP to request that Welsh Government produce regular (monthly?) email updates for providers

6. Any Other Business

Members of the group took this opportunity to raise issues that they were facing, and for feedback to be received from others. Issues around Matyas and WEST integration, and the requirement to capture an individual's home address.

7. Date of next meeting: Friday, 3rd February 2023 (09.30am – 11.00am)

ACTIONS

	Action	Lead
1	Calendar invites (with meeting links) for the agreed dates to be sent out	JP
2	LM to share the finding of NTfW's review of the WBL Programme Specifications with the group	LM
3	Welsh Government LLWR Team to be invited to future meetings so that they can discuss plans with providers as a collective	JP / LM
4	JP to request that he and Lisa be added to the Welsh Government's 'LLWR Newsletter' distribution list	JP
5	JP to request that Welsh Government produce regular (monthly?) email updates for providers	JP