

**CANOLFAN CYMRAEG I OEDOLION GOGLEDD CYMRU
WELSH FOR ADULTS CENTRE NORTH WALES**

QUALITY SUB-GROUP

A meeting of the Sub-Group was held on Wednesday, 10 October at 10.30am in the Madog Room, Coleg Llandrillo Cymru, Rhos on Sea.

Present: Ifor Gruffydd (Welsh for Adults Centre); Haydn Hughes (Welsh for Adults Centre); Gwenan Owain (Chair, Coleg Llysfasi); Dafydd Rhys (Coleg Harlech WEA); Rhian McCarthy (Coleg Llandrillo Cymru); James Nelson (Coleg Llandrillo Cymru); Ifan Prys (Nant Gwrtheyrn); Dr Ioan Ap Dewi (Bangor University); Howard Edwards (Popeth Cymraeg); Elwyn Hughes (Bangor University); Richard Lewis (Welsh College of Horticulture); Alan Gordon (Welsh College of Horticulture); Pam Evans-Hughes (Welsh for Adults Centre); Jina Gwyrfai (Welsh for Adults Centre); Iwan Davies (Secretary)

Apologies: Diane Martin (Deeside College); Non Lewis Edwards (Deeside College); Sharon Owen (Coleg Menai); Andrew Hepton (Coleg Harlech WEA)

	Action
<p>1. WELCOME AND APOLOGIES</p> <p>All were welcomed to the meeting by Gwenan Owain, Chair.</p>	
<p>2. CONFIRM MINUTES OF LAST MEETING HELD ON 2 MAY 2007</p> <p>The minutes of the meeting held on 2 May 2007 were confirmed as correct.</p>	
<p>3. MATTERS ARISING</p> <p>There were no matters arising as a number of the action points were agenda items.</p>	
<p>4. QUALITY PLAN</p> <p>HH gave a report. He expressed that the quality scheme had been approved by the Assembly Government but that they will need to discuss some aspects with the Centre. It was emphasised that the fact that we are going to use regular documentation for a number of aspects was the main strength of the scheme. HH will feed</p>	HH

the information back to the providers.

5. OBSERVATION PROCESS

It was resolved to pilot the observation procedure with NEWI, Yale College, Coleg Llysfasi and Coleg Llandrillo Cymru's provision this year and then with the other providers the following year. ***It is imperative that each provider submit the tutors' timetables as soon as possible in order to commence the observation procedure.*** The intention is to start the observation process on 12 November 2007. We will be evaluating the process fully with the Observation Team and also with the tutors observed. The Centre will be holding training sessions for the tutors who will be observed.

Providers

6. INDIVIDUAL LEARNING PLAN

HH noted that meetings had been held with each provider to discuss the individual learning plan and everyone fully supported the idea. This results mainly from an Estyn inspection at Port Talbot and Neath and the intention was to have a policy based on Estyn's recommendations. Some providers use plans which correspond to Estyn's requirements. Most of the providers are going to use or adapt a plan prepared by HH. ***HH will need to send electronic copies of the forms to the providers. The providers will need to send HH a copy of the plans which they intend to use.***

**HH
Providers**

The outline of the above process was accepted without opposition.

7. PROFESSIONAL DEVELOPMENT PLAN

The Centre will not interfere with the plans of any provider regarding any staff member who is already part of an internal development plan. In those cases each provider is asked to identify the training needs of their Welsh for Adults staff and then forward them to the Centre. The development plans for these staff members will include this information and any needs identified during the observation process. The Centre will draw up a plan for the part-time tutors, comprising three elements, namely any training needs noted by the employers, needs identified during the observation process and the tutor's training and development wishes. The Centre will make arrangements to interview the part-time tutors for this purpose. The Centre will provide the providers with feedback on the training which their staff attend.

The outline of the above process was accepted without opposition.

8. STAFF / STUDENTS PANEL

A number of providers do not have staff/student panels. We urge all to establish such panels to give students an opportunity to express their opinion. ***HH will need evidence, e.g. minutes or reports of any meetings from providers.***

Providers

This was accepted without opposition.

9. SELF-ASSESSMENT REPORTS AND QUALITY DEVELOPMENT PLANS

The Centre will need to submit the SAR to the Welsh Assembly Government by March 2008 and to accomplish this ***it will be necessary to receive the providers' self-assessment report and Quality Development plans by mid January 2008.*** When the Centre receives further information from the Welsh Assembly Government regarding the exact nature of the information required we will forward it to the providers.

Providers

10. ESTYN REPORTS

It was resolved that Estyn reports will be a fixed item on the agenda from now on. HH will note specific points from the reports which will be of interest and benefit to the providers.

11. A.O.B.

Examinations – The WJEC procedure has changed – the Centre will be responsible for the registrations and then forward them to the WJEC. ***The Centre should receive the registrations from each provider a week before the closing date.*** Each provider should promote the examinations in a meaningful manner. If providers have difficulties with this, they are welcomed to contact the Centre.

Providers

12. DATE OF THE NEXT MEETING

Wednesday, 9 January 2008 at 10.30 a.m., Ystafell Madog, Coleg Llandrillo Cymru, Llandrillo yn Rhos.