

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

**QUALITY SUB-GROUP**

---

A meeting of the Quality Sub-Group took place on Wednesday, 2 May at 1.30pm at Coleg Llandrillo Cymru, Rhos on Sea.

Present: Haydn Hughes (Welsh for Adults Centre); David Hedley Williams (Nant Gwrtheyrn); Janice Lewis (Coleg Menai); Michelle Murphy (NEWI); Pam Evans-Hughes (Welsh for Adults Centre); Angela Hastings (NEWI); Dafydd Rhys (Coleg Harlech WEA); Elwyn Hughes (University of Wales, Bangor); Ioan Talfryn (Popeth Cymraeg); Alan Gordon (Welsh Horticultural College); Richard Lewis (Welsh Horticultural College); Barbara Crawford (Coleg Llysfasi); Gwenan Owain (Coleg Llysfasi); Steve Smith (Yale College); Rhian McCarthy (Coleg Llandrillo Cymru); Vivienne Martin (Coleg Llandrillo Cymru); Dr Ioan Ap Dewi (University of Wales, Bangor); Ifor Gruffydd (Welsh for Adults Centre); Non Edwards (Deeside College); Diane Martin (Deeside College); Jina Gwyrfai (Welsh for Adults Centre); Iwan Davies (Secretary)

Apologies: Andrew Hepton (Coleg Harlech WEA); Jeni Harris (Yale College); Jackie Doodson (Coleg Llandrillo Cymru); Bryn Williams (Coleg Meirion Dwyfor)

	<b>Action</b>
<p><b>1. WELCOME AND INTRODUCTION</b></p> <p>Ifor Gruffydd, Director of the Welsh for Adults Centre, welcomed everybody to the first meeting of the Quality Sub-Group.</p>	
<p><b>2. ELECTION OF CHAIRMAN</b></p> <p>The name of GO was proposed by PEH and seconded by EH. No other nominations were received. GO accepted the position.</p>	
<p><b>3. OBSERVATION SCHEME</b></p> <p>HH went through the report, noting the following observations:-</p> <ul style="list-style-type: none"><li>• He thanked the providers who had responded so positively.</li><li>• The Strategic Group has approved the scheme in principle.</li><li>• Estyn is not prepared to join the Group, but is willing for a representative of Estyn to attend meetings as necessary.</li><li>• A team of 15-20 observers will be required, all providers</li></ul>	

will be invited to nominate members of staff, this will begin fairly soon, and they will receive training from Estyn or equivalent training.

- Estyn training course 3-5 July 2007, closing date 11 May 2007.
- HH intends arranging a course by independent advisers in the hope that this will be a joint project with the other centres in Wales.
- HH has discussed with RhCA the element of internal moderation, which will fit in with her requirements.

When opening the discussion to the floor:-

- DM enquired as to whether we would be sharing the degree with the tutor, since each provider's observation system was different. With regard to disclosure of the degree – it was resolved to adhere, for the time being, to the recommendation contained in the report – i.e. to put the sentence which corresponds with the degree in the feedback to the tutor.
- SS stated that performance review tied in with the observation process. It will be necessary to train tutors who start the new procedure. This will certainly be a supportive process, but flexibility will be necessary. All tutors will receive notice before being observed.
- HH stated that the observation forms followed the pattern set by Estyn; it will be necessary to create a set of guidelines.

The providers received the report. It will be necessary to nominate representatives for the observation team. The forms will have English sub-titles. The gradings and recommendations will be sent to all providers for whom the tutor works. HH will need to inform the providers by the end of June of the hours expected of members of the observation team and of the funding arrangements.

- 4. JOINT OBSERVATION SCHEME**
- 5. EVALUATION BY STUDENTS**
- 6. STAFF / STUDENT PANELS**

HH

These three items were discussed together, and it was noted that the Centre would eventually require information about them from the providers. HH will liaise with all.

**7. AOB**

- Reference was made to the Personal Development Scheme, DELLS requires the Centre to keep a PD scheme for each tutor; a template has been created by DELLS, which will require further discussion at another meeting. Information will be required from the providers on PD schemes for full-time staff, but the Centre itself will need to set about creating schemes for part-time tutors.
- IT enquired whether there would be a Training Sub-Panel;

HH explained that we were still uncertain as to how much funding was available this year due to problems with the new qualification.

- EH referred to the training for prospective tutors which will continue next year, with the next session taking place on 9 June 2007.

## **8. DATE OF NEXT MEETING**

Date of next meeting yet to be determined. The Centre to consult on dates for the next meeting.