

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

**QUALITY PANEL**

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A meeting of the panel was held on Wednesday, 9 January at 10.30am in Madog room, Coleg Llandrillo Cymru, Rhos-on-Sea.

Present: Caroline Williams (Coleg Meirion Dwyfor); James Nelson (Coleg Llandrillo Cymru); Julie Brake (NEWI); David Hedley Williams (Nant Gwrtheyrn); Elwyn Hughes (Bangor University); Howard Edwards (Popeth Cymraeg); Dafydd Rhys (Coleg Harlech WEA); Sharon Owen (Coleg Menai); Jina Gwyrfai (Welsh for Adults Centre); Pam Evans-Hughes (Welsh for Adults Centre); Gwenan Owain (Coleg Llysfasi); Caroline Lewis (DYSG); Haydn Hughes (Welsh for Adults Centre); Ifor Gruffydd (Welsh for Adults Centre); Iwan Davies (Secretary)

Apologies: Rhian McCarthy (Coleg Llandrillo Cymru); Dr Ioan Ap Dewi (Bangor University); David Jones (NEWI); Richard Lewis (Welsh College of Horticulture); Alan Gordon (Welsh College of Horticulture); Jeni Harris (Yale College); Andrew Hepton (Coleg Harlech WEA); Ioan Talfryn (Popeth Cymraeg); Ifan Prys (Nant Gwrtheyrn)

	<b>Action</b>
<p><b>1. WELCOME AND APOLOGIES</b></p> <p>The Chair, Gwenan Owain, welcomed everyone to the meeting and extended a special welcome to Caroline Lewis, DYSG.</p>	
<p><b>2. MINUTES OF THE MEETING HELD ON 10 OCTOBER 2007</b></p> <p>The minutes from the last meeting held on 10 October 2007 were accepted as an accurate record.</p>	
<p><b>3. MATTERS ARISING</b></p> <p>5. Observation – The Centre observed NEWI, Yale College and Llysfasi College during November and December 2007.</p> <ul style="list-style-type: none"><li>• Training courses were provided for the tutors in order to prepare them for training.</li><li>• A short verbal report was given regarding the weaknesses found. The Centre will provide training for the tutors.</li><li>• HH will meet each provider over the coming fortnight to provide feedback.</li><li>• Popeth Cymraeg and Coleg Llandrillo Cymru will be</li></ul>	

observed during February/March 2008. **AN APPEAL WAS MADE FOR TIMETABLES.** Providers

6. Individual Learning Scheme – comments regarding this scheme were made during the inspection of the Cardiff area and in the wake of this, changes will have to be made to the individual learning form. **HH to send an electronic copy to the providers.** HH will collaborate with the Mid Wales Centre on the Individual Learning Scheme. HH will be prepared to accept any changes from providers as long as the main elements of the example Individual Learning Scheme are present. HH

11. WJEC Examinations – The Welsh for Adults Centre will be responsible for coordinating and all the information will be transferred to the WJEC. **Providers are asked to return the forms as soon as possible.** Providers

#### 4. **SELF ASSESSMENT – THE CENTRE’S REQUIREMENTS AND THE PROVIDERS’ INPUT – A SESSION WITH CAROLINE LEWIS (ON BEHALF OF APADGOS)**

- HH welcomed Caroline Lewis from DYSG to the meeting and explained that consultants have been appointed for each Centre.
- CL stated that the situation was very complex due to the various differences among the providers. There are many aspects which need to be considered.
- It is essential that the providers’ self assessment reports are fed directly into the Centre’s self assessment report. The Centre and the providers must reach an agreement and aim to complete the self assessment reports by November/December.
- Good practice must be shared.
- Copies of files were circulated and CL explained that they contain information about producing self assessment reports and that they will be useful to the providers.
- The providers agreed to share their self assessment reports with each other and with the Centre.
- The work of the Centre, the providers and the tutors must be taken into consideration in the self assessment reports. The providers’ responsibilities must be clear.
- **HH would like copies of the course assessment questionnaires from the providers in order to see whether the documentation can be standardized.** Providers
- The Centre must declare its policies on equality, data management and student focus groups. It is vital that the providers present both their strengths and their weaknesses.
- **The Centre will need a list from the providers of the requirements for the Centre’s self assessment report. The providers were asked to send their self assessment reports to the Centre as soon as possible before the end of January 2008** and then to start on the work. HH
- Sessions for tutors will be held during the conference so Providers

that they can provide input into the self assessment report.

- A small group was selected to discuss the Centre's draft self assessment report. The group consists of Sharon Owen, Coleg Menai, Gwenan Owain, Coleg Llysfasi, and James Nelson, Coleg Llandrillo Cymru. ***A meeting must be organized after half term.***

**ID**

Questions for CL to report back: Is it possible to have regular interaction between the Welsh for Adults Centres in North Wales and Mid Wales?

**5. A.O.B.**

There was no other business to discuss.

**6. DATE OF THE NEXT MEETING**

Wednesday, 12 March 2008 at 10.30am, Rhos Room,  
Coleg Llandrillo Cymru, Rhos-on-Sea.