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**Development and Implementation of Learner Technology
Standards and Integration for the Progress File**

**Notes from the meeting of the Core Group
Held on Thursday 23 May 2002 at CRA, Wigan**

Present: Paul Drummond, John Eyre, Carolyn Macdonald, Adam Marshall, Bill Olivier, Peter Rees Jones, Janet Strivens, Rob Ward, Scott Wilson, and Gail Young.

Apologies: Dennis Barrington-Light, Hazel Howden-Leach, Rosemary Burton, Dave Croot, Brian Fitzpatrick, Julie Hodgson, Ainsley Lewis, Steve Outram, Angela Smallwood and Mark Stiles.

ACTION

1. Introduction, welcomes and apologies

Rob Ward welcomed all members to the meeting.

2. Notes from the previous meeting

It was agreed by all present that the notes from the previous meeting held on 11th April were a true and correct record.

3. Matters arising from these notes

a) Incongruity of HE Transcript Information

Paul Drummond reported that the copy of the document on the QAA website was the one currently in use by this group.

GY

It was **agreed** that a copy of the single page Field Definitions information should be posted on to the LIPSIG CETIS and CRA websites.

b) Circulation of Consultation questionnaire

Peter Rees Jones reported that the questionnaire had not been circulated via SROC. This may be progressed in due course. While the questionnaire had been emailed to delegates who had attended the HE Transcript Event in November 2001 only 8 questionnaires had been received to date. Discussions ongoing for circulation via UUK/SCOP.

PRJ

3. Progression in respect of actions agreed/identified

a) Rob Ward reported that no feedback had been received so far from Angela Smallwood or Steve Outram. Contacts with a range of employers had however been made at the recent CRAC seminar. Initial talks had also taken place with William Locke from UUK to discuss a proposed invitation seminar.

RW

- b) **Strategy for supporting 1/01 projects**
 Peter Rees Jones reported that a visit to the Universities of Bristol and Plymouth is to take place in June to agree the support that can be offered. It was **agreed** that copies of published material from the Plymouth project would be circulated with the notes of this meeting. **PRJ**
RW
- c) **Rosemary Burton's mapping document**
 Rob Ward reported that David Baume had agreed to re-write this document for a 'lay' audience. Paul Drummond confirmed that a copy of the NHS report on the pedagogic functionality of MLEs is available at: <http://www.ltsn01.ac.uk> (click on materials section).
- d) **CETIS/CRA Websites**
 A series of links to PDP have been added to both the CETIS and CRA websites. The construction framework pages have been created on each site. It was **agreed** that Peter Rees Jones and Rob Ward would visit each site to check the format and content. The linkage of these sites to Enterprise was discussed. It was **decided** that this would be postponed until substantial material was available to link to. **PRJ**
RW
4. **Substantive Items**
- a) **Development of Use Case Studies Invitation Seminar**
 Rob Ward invited members to consider the notion of an event to build on the HE Transcript Conference held in November 2001. This would take forward the proposal approved at a previous meeting to act more strategically, via an invitation seminar for a small 'leading edge group including software vendors. It was suggested that this event might be hosted by UUK/SCoP. Various event models and audiences were discussed in relation to the proposed event. It was **decided** that:
- the MLE VLE diagram be reviewed (Paul Drummond to look at release of his Project diagram to the Core Group);
 - a template for Use Case Studies be formulated. Bill Oliver to forward reference for IMS template (Writing Effective Case Studies) to Peter Rees Jones;
 - the event itself be not progressed at this time, partly because the vendors may only be persuaded to develop software if practice was seen as mandatory;
 - the issues be reviewed in the context of the Use Case Study work and the possible JISC 1/01 support activities which may serve to bring the Transcript and PDP work together. Vendors might also be more interested in what was perceived to be a European wide development.
- PD**
BO
- c) **European Dimension**
 Information regarding the European Diploma dimension will be forwarded to Bill Olivier for distribution via his network. **PRJ**
 The importance of linking to BSI and ISO was acknowledged.
- It was **agreed** that Peter Rees Jones would follow up contact with Mike Collett, seeking notification of BSI meetings in order to attend on behalf of CETIS. **PRJ**

5. **Any Other Business**

Those present completed the Data Agreement form.

The extension of funding provided by ETIS for the period to 2003 was announced, and it was agreed that a short document detailing proposed extensions of work for this period, which took account of all discussions, would be developed. This would incorporate a sub-contract arrangement with John Eyre in respect of Enterprise work.

**PRJ/
RW**

The interest of BECTA in the work of the Group was noted, and it was agreed that Rob Ward would develop a response to this.

RW

The meeting closed at 3.45pm.

6. **Date and time of next meeting of the Core Group**

The next meeting will be held on Wednesday 10th July from 10.30 am – 3.30 pm, at the University of Leeds.