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LIPSIG Core Group/0101 Working Group Meeting

Thursday 3rd October 2002 – 10:30 am – 3:30 pm
Delta Suite, University Staff Club, University Park Campus, University of Nottingham

NOTES FROM THE MEETING

Present: Dave Croot (University of Plymouth), Paul Drummond (University of Newcastle), Simon Grant (Technical Associate), Peter Rees Jones (University of Leeds), Angela Smallwood (University of Nottingham), Steve Outram and Mark Stiles (Staffordshire University), Janet Strivens (University of Liverpool), Rob Ward (CRA)

Apologies: Dennis Barrington-Light (University of Cambridge), Hazel Bowden-Leach (University of Huddersfield), Rosemary Burton (Oxford Brookes University), John Eyre (De Montfort University), Julie Hodgson (University of Bradford), Ainsley Lewis (University of Wales, Bangor), Adam Marshall (University of Liverpool), Carolyn Macdonald (City College, Manchester), Bill Olivier (CETIS), Scott Wilson (CETIS).

1. Introductions, welcomes and apologies.

A particular welcome was extended to Simon Grant, who was joining the group for the first time. In addition, the changed status of John Eyre, who had now left the employment of De Montfort, was noted.

In the light of the confirmed 0101 portfolio of work, the more structured approach to meetings i.e. dedicated time for both aspects with perhaps a stronger emphasis within the 0101 context in particular upon doing, emphasised by delineation of focus for parts of the meeting was noted.

A model for reimbursement to support this of a fee of £250 per meeting was agreed. This fee would include participation in the meeting, together with limited additional preparatory work between meetings. In addition, travel and subsistence costs incurred in attending meetings would also be covered if these could not be met from other sources.

2. Notes from the previous meeting.

As there had not been circulated, it was not possible to approve the notes from the previous meeting.

3. LIPSIG Core Group.

a. **To receive a proposed work plan for the Year.**

It was **noted** that references to the ways in which this work related to 0101 activity, which had caused confusion, had been removed from the latest version of the proposed work plan.

b. **To receive a verbal report upon progress to date.**

Peter Rees Jones spoke to this item, emphasising the role of LIPSIG as service rather than specification-led. The work packages identified covered a range of key issues, including engagement with European and North American contexts, the recovery of group data from Enterprise for PDP purposes and the issue of re-useable competency definitions (RCDs). There was a further identified need to work with the new Accessibility SIG.

It was **recognised** that some work packages were in essence starter activities that would themselves require further funding. Specifically Work Package D provided:

- a means of developing a proposal for such funding. It was **proposed** that Peter Rees Jones and Rob Ward would seek an early meeting with Ainsley Lewis (Bangor and SCOC) and subsequently with representatives from other Universities interested in the EDS) to work up an outline work package for Spring 2003. This would seek to pilot the exchange of EDS data between European Universities, perhaps seeking the involvement of SCT;
- a further basis for considering how PDP processes might also be supported. It was **agreed** that Rob Ward would contact Rachel Segal or Alison Holmes in respect of work undertaken under the auspices of FDTL2/3, and the Languages Subject Centre for any further leads or developments.

The existing interest of Nottingham in developments within Work Package B was **noted**. Following further discussion it was **agreed** that this would not necessarily be considered as a separate work package, but the relevance of the work to 0101 work was recognised.

In respect of Work Package C, the need to relate Colloquia, as a peer/peer based approach, to a generic centralised model of the kind that might be required in PDP was **noted**, as was potential interest in this area amongst CAPITA, Fretwell-Downing (who are involved in e-university development), and MicroCompass¹. Mark Stiles reported the work under 7/99 that had involved the export of data from Enterprise systems and current SWANI work in this area.

¹ In addition, SCT had also carried out parallel non-JISC work with Wynn Rees Jones in UCWB.

It was further **noted** that any PDP model centred upon curriculum and learning outcomes (as opposed to Tutorial processes), would require the use of RCDs.

Mark Stiles **agreed** to circulate the 'XML squirty box' developed at Staffordshire.

In respect of this Work Package, it was **agreed** that:

- Steve Outram would take the lead in developing an advocacy role for RCD's;
- the key issue was that this work package should produce a use-case specifically for PDP that would confirm whether there was anything required that had not already been covered by the other pilots.

It was **agreed** that Peter Rees Jones would present a revised version of the LIPSIG Work Packages to the next meeting of the Group.

c. **To receive the UK Learner Profile V1.1 draft.**

The varied audiences to whom this documentation may be relevant was recognised, as was the possibility of colour coding to highlight this. More explicit reference to Learning Environments was also necessary. Some detailed points were noted in respect of terminology, and it was **agreed** that additional points would be forwarded to Peter Rees Jones by Friday 18th October in order for a further version to be presented at the next meeting.

Eleven replies had also been received from the earlier consultation exercise, and colleagues who had responded would be invited to take part in further consultation activity.

AOB It was agreed that ways would be found to continue work on Enterprise activity, as envisaged in the LIPSIG work packages.

Lunch was taken at 12.45

4. 0101 Working Group:

a. To receive a copy of the Chronological Work Plan in respect of Work Packages 1a and 1b.

It was **noted** that this was the 'Plain English' version of the plan, with some cross-referencing to LIPSIG. The focus was upon Work Packages 1a and 1b (a study of existing work and requirements for Learner Profiles, and an investigation of Existing Software for Learner Development). Mark Stiles has volunteered to help with the production of a Logical Framework, as required within the Project process.

b. To receive a verbal report upon progress to date.

Rob Ward confirmed that:

- Following as much consultation with colleagues as had been possible, Simon Grant had been appointed to provide technical support to this Project.
- In addition, a professional PDP support person, Helen Richardson at the University of Manchester, had also agreed to be involved.
- A sampling frame for ensuring we draw together a sufficiently comprehensive range of post 14 PDP practice had been constructed.
- A developed list of software for investigation had been compiled, building upon the earlier analysis by Rosemary Burton.
- Peter Rees-Jones had taken a leading role in developing a timeframe in terms of the release of future documents.
- A document on terminology had been extracted from the UK Learner Profile V1.1 draft to form the basis for consultation. It was noted that this had already been amended in the morning discussion, and would now be further refined through a process of consultation prior to the next meeting.
- A 'long list' of potential members, and possible dates for the Steering Committee had been established.

In discussion, it was **agreed** that:

Developing a sense of cross-sectoral understanding of practice would be highly valuable in the context of lifelong learning.

It was important to feed information from colleagues in Registry settings who were concerned about the legal implications of linking Transcript information to Personal Development Records back to the Progress File Implementation Group, and that **Rob Ward** would draft a note on this subject to Nick Harris. This was considered particularly significant as the implementation of the Transcript element within the timeframe within the policy would set a marker for the implementation of those elements concerned with Personal Development Planning.

c. To agree a methodology for contributing to the construction of key Project documentation.

Simon Grant spoke to this item, emphasising both the need to develop 'tools' which could facilitate interviewing of key institutional staff (professional and technical, as appropriate) and serve as a vehicle for dissemination and further survey activity via the CRA website.

The importance of clarity as to why we are asking the questions, and of whom, was confirmed in discussion. Survey elements might focus upon what people do (the process), who defines this, which elements are supported, what outcomes are intended, and what outputs are produced and held as a consequence. The value of Paul Bailey in providing links to appropriate FE constituencies was highlighted, and it was **agreed** that Rob Ward would contact him about this.

It was **agreed** that Simon Grant would:

- Seek illustrations from members of the group by 14 October.
- Construct an interview questionnaire which could be utilised with the wider community, and which would be developed in partnership with Helen Richardson

The meeting closed at 3.30

Next meeting on 22 October at Staffordshire University. Further details to follow.