

# Skills for Life Working Group Meeting



## Minutes

Thursday 3<sup>rd</sup> May 2007, 10:00, Bury St Edmunds Volunteer Centre

## Attendees

Chris McGuinness    Lowestoft College  
Derek Amner         Meridian East  
Simon Waldron      SAVO (Project Coordinator)  
Robin Hodgkinson   Suffolk Association of Voluntary Organisations (Chair)  
Tim Abbott          Suffolk Connect

## Apologies for absence

None

## Introductions

Robin welcomed everyone to the meeting.

## Working Group - Who do we need to invite?

Laura Hack had expressed concern at the Steering Group meeting over lack of a representative from Further Education. Following discussions it was agreed to advise the following of the existence and role of the Consortium / Skills for Life working group and invite representation:

West Suffolk College (Peter Dudley?)	Suffolk ACRE (Robin to ask)
Otley College	MIND
NACRO	Anglia Care Trust
Museums & Libraries	YMCA
Job Centre Plus	Princes Trust

<b>Robin</b> to seek Suffolk ACRE rep for Learning and Skills	AP 1.1
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In addition, Simon would go through contact details from historic Learning and Skills projects to seek other possible interested parties.

<b>Simon</b> to research other interested parties and invite to next meeting	AP 1.2
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<b>Simon</b> to collate data, Learning & Skills meetings attended by SG members	AP 1.3
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## Agreement of Terms of Reference

After a number of minor alterations the Terms of Reference were agreed.

## Plans to meet our Objectives

Many of the objectives are reliant on data capture, either from the 'Needs Survey' or an additional survey on 'Additional Learning Needs', and communication.

Draft timescales were agreed and recorded on the Skills for Life Project Plan.

<b>Chris</b> to research Suffolk IAG Directory and e-learning resources	AP 1.4
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## Learning and Skills needs survey

A number of additional questions were agreed for adding to the 'Needs Survey' and it was proposed that an 'Additional Learning Needs' was also needed to capture more targeted data.

<b>Robin and Simon</b> to compile 'Additional Learning Needs'	AP 1.5
Carry out 'Additional Learning Needs' survey <b>Robin</b> – Bridge Project (Sudbury), Millennium Farm Trust <b>Tim</b> – Workwise, <b>Chris</b> – The Crossing (Lowestoft)	AP 1.6

## Date of next meeting

Thursday 21<sup>st</sup> June 2007, 10:00 @ SAVO offices

**Meeting finished at 12.10.**

## Action Points

<b>Robin</b> to seek Suffolk ACRE rep for Learning and Skills	AP 1.1
<b>Simon</b> to research other interested parties and invite to next meeting	AP 1.2
<b>Simon</b> to collate data, Learning & Skills meetings attended by SG members	AP 1.3
<b>Chris</b> to research Suffolk IAG Directory and e-learning resources	AP 1.4
<b>Robin and Simon</b> to compile 'Additional Learning Needs'	AP 1.5
Carry out 'Additional Learning Needs' survey <b>Robin</b> – Bridge Project (Sudbury), Millennium Farm Trust <b>Tim</b> – Workwise, <b>Chris</b> – The Crossing (Lowestoft)	AP 1.6

## Simon Waldron

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