

Academic Board Meeting

2.00 pm on Wednesday, 13 November 2019
in Room K-407 - Keyworth Centre, Keyworth St, London SE1 6LN

Agenda

<i>No.</i>	<i>Time</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
11.		HSC Partnership Review Panel final report July 2019 and action plan	3 - 6	

Date of next meeting

2.00 pm on Wednesday, 26 February 2020

Members:	Pat Bailey (Chair), Asa Hilton Barber, Ian Albery, Craig Barker, Patrick Callaghan, Marc Griffith, Sajjad Hossain, Paul Ivey, Nelly Kibirige, Janet Jones, Sarah Moore-Williams, George Ofori, Shushma Patel and Warren Turner
In attendance	Anita Ikpa, Sally Skillett-Moore and Rashda Rana
Apologies	Kirsteen Coupar, Jenny Owen, Lesley Roberts and Tony Roberts

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School of Health & Social Care

2019 Partnership Review

Action Plan (Draft)

Issue	Proposed Action(s)	Lead	By When	Progress Comments	Update/
Leadership development for HSC team involved in delivering apprenticeships and partnerships.	<ol style="list-style-type: none"> 1. Strengthen leadership team with named member of SET responsible for oversight of all HSC partnerships and linking to Exec member(s) responsible. 2. Named link in apprenticeship team for HSC 3. All SET members to undergo half day training workshop on apprenticeship provision to be provided by apprenticeship team. 	<p>WT</p> <p>FM/ AM</p> <p>FM/ AM</p>	<p>End October 2019</p> <p>End October 2019</p> <p>End November 2019</p>		
Some partnership/ apprenticeship programmes appear to have been developed without going through agreed/ HSC processes (Eg	<ol style="list-style-type: none"> 1. All future partnership developments to be developed in accordance with HSC/ LSBU procedures – including approval by 	WT/ HoDs	Immediate		

Enterprise and Planning Working Group)	<p>EPWG, normal ASC processes etc.</p> <p>2. All apprenticeship proposals to have fully worked business plan developed with BSM input.</p>	HoDs/ BSM	Immediate	
Eligibility of learners for apprenticeship funding/ ability to progress/ complete	<p>1. All future apprentices in HSC to be able to demonstrate evidence of level 2 maths and English and to fulfill other requirements for levy funding (eg. Residency/ visa requirements)</p> <p>2. Application deadlines to be set sufficiently in advance of start dates to allow time for checking of candidate eligibility for levy funding (4-6 weeks).</p> <p>3. Improve information to partners/ employers on levy funding rules and LSBU requirements.</p>	HoDs	Immediate	
		HoDs	Immediate	
Tracking of apprentices-availability of data centrally for review	<p>1. HSC to ensure that all apprentices have a OneFile profile that is kept up to date to aid employer/ LSBU communication and tracking of apprentices, verification of data,</p>	HoDs	By end December 2019 (Due to large number of learners needing profiles set up and updating)	

	progression, attendance etc.			
Partner communications/ attendance at contract steering groups	<ol style="list-style-type: none"> 1. Named HSC contact for each partnership to attend all partnership review meetings with 'contract' expert from partnership/ apprenticeship team as required. 2. Calendar of partnership review meetings to be set up for the academic year with partners and available as HSC shared calendar. 3. Shared drive to be set up for routine sharing of notes/ papers arising from partnership meetings 	<p>HoDs/ WT/ AM</p> <p>AS/ LM/ RP</p> <p>AS</p>	<p>Immediate</p> <p>End October</p> <p>End October</p>	
Internal monitoring of collaborations and franchises.	<ol style="list-style-type: none"> 1. HSC Enterprise and Planning Working Group to receive routine report on status of all HSC collaborations/ franchises at each meeting. To include updates on link tutors, changes to MoC/ collaborations handbook. 2. Annual monitoring to proceed in line with LSBU processes via ASC 	<p>NS/ JD</p> <p>NS</p>	<p>Immediate</p> <p>Immediate</p>	

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