

**THIS IS A COPY OF THE REPORT SUBMITTED TO THE CABINET MEMBER FOR DECISION**

Purpose: for Decision

**DECISION UNDER DELEGATED POWERS**

**DECISION CANNOT BE TAKEN BEFORE FRIDAY, 23 FEBRUARY 2007**

Title : **ADULT & COMMUNITY LEARNING PLAN 2007/08**

**REPORT TO THE CABINET MEMBER FOR EDUCATION, SKILLS AND LEARNING**

---

**PURPOSE**

1. The Cabinet Member is asked to recommend that the Full Council on 21 March 2007 approve the Adult and Community Learning Plan for 2007/08.

**OUTCOMES**

2. The Adult & Community Learning Plan outlines the planned community learning opportunities to be delivered during the 2007/08 academic year as contracted by the Learning & Skills Council and other partner agencies. The programme covers :-
  - Family Programmes
  - Neighbourhood Learning Programmes
  - Community Learning Programmes

**BACKGROUND**

3. In April 2001 and in accordance with Government directives, the responsibility and funding for Adult Learning passed from the Council to the local Learning and Skills Council for Hampshire and the Isle of Wight (LLSC).
4. The Council continues to be the main provider of the Adult and Community Learning programme on the Island. The range and scale of the services are now agreed annually with the LLSC and captured in an Adult and Community Learning Plan. This serves as a Service Level Agreement with the LLSC and sets out how the Council will complement the LLSC funding programme with its own directly funded Adult and Community Learning Activities and those funded and supported by other partner agencies.
5. It had been the intention of the National Learning and Skills Council to introduce a formula funding approach to Adult and Community Learning for all providers with which it contracts effective from the academic year (August to July) 2003/04. This move has not yet been achieved and in 2007/08 the proposal from the LLSC is to fund the Council at the 2006/07 cash level.

6. In order to be able to draw down this funding, the Council must submit in the LLSC's prescribed format, an updated Adult and Community Learning Plan (the Plan) for 2007/08 to 2009/10. This is in the form of an update to the original three year development plan which was first approved by the LLSC in 2004/05. This plan must take into account the likely level of available funding and also the wider development plan for the service which was accepted by the LLSC in June 2004.
7. A copy of the plan can be found at :-

[www.iw-communitylearning.co.uk](http://www.iw-communitylearning.co.uk)

The service improvements contained in the plan for 2007/08 include:

- Embedding the community development model of ACL delivery based on geographical areas with programmes targeted to support priority groups.
- Continuing to source additional partner funding to develop the service.
- Developing and delivering the revised curriculum strategy.
- Developing and delivering the RARPA (Recognising and Recording Progression and Achievement) Action Plan.
- Developing and delivering the Supporting Literacy and Numeracy Action Plan.
- Developing and delivering the E Learning and E Guides Action Plans.
- Working with Extended Schools to develop Adult Learning and Family Learning Opportunities.
- Building on the success of the Neighbourhood Learning programmes.
- Improving the skills base and capacity of Adult and Community Learning tutors and providers through the Quality Improvement Programme to ensure national quality standards are maintained.

## STRATEGIC CONTEXT

8. The Adult and Community Learning Plan is focused around three main strands of activity which underpin many of the key strategic objectives of the Island as a whole:
  - Family Programmes which comprise Wider Family Learning and Family Literacy Language and Numeracy.
  - Neighbourhood Learning Programmes targeted to meet the needs of deprived communities and disadvantaged groups.
  - Community Learning Programmes in Extended Schools and neighbourhood venues to meet local community needs and wider participation.
9. Over 30% of those of employable age on the Island do not have a qualification to at least level 2 (5 GCSE grade A-C equivalent) in the standard scale. The provision of Adult and Community Learning courses can offer people the opportunity to return to learning in a non-threatening and/or mutually supportive environment. Ultimately, this could improve their employability and life chances and allow them to play a full part in the life of their community. A strong

supportive community can help to reduce the perception of and actual crime in their locality and enable people to feel included.

10. The Adult and Community Learning Plan is one of the key components of the Council's policy framework and therefore requires the approval of the Full Council.
11. The plan helps to underpin the aim of Island Futures and the achievement of the Council's Corporate Objectives:-
  - Drive the sustainable regeneration and development of the Island.
  - Improve the health and well being of Island Communities.
  - Create Safer and Stronger communities.
  - Improve outcomes for children and young people.
  - Be a high performing, cost effective Council.
12. The Adult and Community Learning Services make a contribution to the achievement of each of the four priorities of the Local Area Agreement framework in particular the target to:-
  - Increase participation in learning and achievement on accredited programmes for nine specific key wards.

## CONSULTATION

13. Consultation on the Plan is ongoing throughout the year. Specifically it has been undertaken with:-
  - Isle of Wight Learning Partnership Board
  - Isle of Wight Learning Partnership Adult and Community Learning Strategy Group
  - Isle of Wight Family Learning & Support Hub
  - Officers of the Learning and Skills Council Hampshire and Isle of Wight.
  - Isle of Wight Council Learning Providers Group
  - Cultural and Leisure Services Senior Management Team
  - Extended Services in and around schools
  - Various community steering groups
14. The consultation has ensured the key objectives of the Plan are reflected in the current Isle of Wight Learning Partnership Business Plan and supports local priorities. The consultation process ensures that learning provision is not duplicated and opportunities for partnership working are developed. The plan supports the LLSC's strategic objectives and continuing partnership working and curriculum development amongst the provider group.

## FINANCIAL/BUDGET IMPLICATIONS

15. The total cost of delivering the plan for the academic year 2007/08 is £598,662.
16. The cost allocation is based on a provisional funding indication of £279,390 from the LLSC. The balance of £319,272 is funded by the Council from its core revenue budget £110,000 and also project funding £209,272. Both the Council and project monies are within the existing revenue budget for the 2007/08 financial year.
17. In the service planning/negotiation meetings with the LLSC requests have been made for additional funding to support the infrastructure necessary to continue the quality improvement programme for the service and to increase the offer of the successful Family Learning and Neighbourhood Learning programmes.
18. LSC/ESF funding has been approved to deliver additional Family Programmes in Extended Schools and Childrens Centres, to support the 'E' Learning project and the Learning through Island Events project until December 2007. A small amount of LSC capital funding is expected to be approved to support the Neighbourhood Learning Programmes in 2007/08. The application for major capital funding for the development of a Carnival Learning Centre in 2007 has been approved. Further additional funding from the LLSC is unlikely in 2007/08.

## LEGAL IMPLICATIONS

19. The Learning and Skills Council has a statutory duty under the Learning and Skills Act 2000 to "increase demand for learning amongst adults". In fulfilling this duty, it may choose to work with any learning provider in an area. It also, if necessary, has the power to "compel" a local authority to secure provision of adult learning provision in its local area. If a local authority does not secure the required provision, then the Secretary of State may require it to do so, subject to the LLSC making adequate resources available to it.
20. The Adult and Community Learning plan is in the format prescribed by the LLSC and complies with its contractual requirements/expectations of the Council.

## OPTIONS

21.
  1. Adopt the Adult and Community Learning Plan as drafted.
  2. Suggest amendments to the drafted plan.
  3. Reject the proposed plan.

## EVALUATION

22. The proposed Adult and Community Learning Plan has been drafted following extensive consultation with all of the Island's principal stakeholders. It therefore seeks to address the needs and expectations of the Island as expressed by these stakeholders including the learners. It cannot deliver on all that the

stakeholders would wish to see because of the financial limitations of the funding the Council is to receive from the LLSC to underpin its delivery.

23. The plan represents further progression in the provision of high quality and learner focussed activities that have been developed in partnership with the LLSC since its inception. It therefore meets the LLSC's expectations of how these services will evolve in the coming academic year. Any significant changes to it will therefore need to be negotiated with the LLSC, who may choose not to accept and therefore fund the changes. In this instance it may also choose not to fund the balance of the programme, leaving the Council to fund it directly or for it not to proceed.
24. This would also be the likely outcome, were the Council to reject the plan completely. In this instance the LLSC may contract directly with an alternative provider of Adult and Community Learning activities or refer to the Secretary of State. The approach taken in the proposed plan is for a co-ordinated, balanced provision being delivered to a number of target groups and geographical areas by a range of providers across the Island. Were the LLSC to contract with only one of these providers, then it is likely that the overall balance in provision would be lost.
25. The Adult and Community Learning service, secured by the Council is subject to regular inspection by the Adult and Community Learning Inspectorate (ALI). Were the Council to become "dislocated" from being at the heart of the Island's ACL provision, this may lead to it having a poor assessment of its role in the service. The service went through an ALI inspection in June 2005 and achieved a grade 2 'good' overall, with an 'outstanding' grade 1 for the Family Learning Provision. The annual self assessment report submitted to the LLSC in January 2007 maintains the overall assessment at a grade 2 with improvements from a grade 3 'satisfactory' to grade 2 for the neighbourhood and community learning programmes. The Quality Improvement Plan developed identifies the actions required to build on strengths identified and address weaknesses.

### RISK MANAGEMENT

26. This funding is reliant on the delivery of the plan which has many risks associated with it. These are all known, assessed and managed through the Council's Risk Management processes, and the performance and quality systems used to deliver the services. The risks are shown in appendix 2.

### RECOMMENDATIONS

27. That the Isle of Wight Adult and Community Learning Plan for 2007/08 be recommended to the Full Council for approval.

27. BACKGROUND PAPERS

- IW Council Adult and Community Learning 3 Year Development Plan 2004/07
- Learning and Skills Council Guidance on Adult Learning Plans 2007/08
- ACL Self-Assessment Report 2005/6 and Improvement Plan 2007/08

28. APPENDICES ATTACHED

- Appendix 1            Adult and Community Learning Plan 2007/08 Executive Summary
- Appendix 2            Risks to delivery of the Adult and Community Learning Plan 2007/08

Contact Point :        Jo Treagus, Adult and Community Learning Manager  
                             ☎ 823823    Email: [jo.treagus@iow.gov.uk](mailto:jo.treagus@iow.gov.uk)

SARAH MITCHELL,  
Director Adult & Community Services

CLLR PATRICK JOYCE,  
Cabinet Member for Education, Skills  
and Learning

Decision : .....

Signed : .....

Date: .....



**Isle of Wight Council**  
**Adult and Community Learning**  
**Adult Learning Plan 2007/08**  
**Executive Summary**



**'Life is for Learning, Learning is for Life'**

## **Overview**

The 2007/08 Adult Learning Plan identifies the principal Adult and Community learning activities planned which support the delivery of the three year development plan approved by the Learning and Skills Council in June 2004.

The plan supports the objectives of the Isle of Wight Council, Isle of Wight Learning Partnership and the Learning and Skills Council in raising achievement, widening participation, social inclusion and community regeneration. Copies of the plan can be accessed on the ACL website [www.iw-communitylearning.co.uk](http://www.iw-communitylearning.co.uk).

## **Key Achievements in 2005/06 and 2006/07**

- New model of Family Learning delivery engaged a substantial increase in participation delivering 89 courses with 177 learners on Family Literacy, Language & Numeracy programmes and 359 on wider family programmes.
- New model of ACL delivery successfully piloted through community learning roadshows and implemented fully in 2006/07. The core ACL programme engaged 1874 learners with a number of new community partners engaged in delivery of programmes.
- LSC/ESF funded project to deliver Family Learning programmes in Extended Schools & Children's Centres met planned targets & outcomes and new partners/programmes developed in addition.
- Pan Neighbourhood Pathfinder project to deliver Family Programmes for the Pan Community engaged 90+ families in year 1 of project.
- The success of the 'Ways Forward Extended Schools' project encouraged a second cluster of schools to develop a similar project in partnership with the Family Learning Service.
- The Neighbourhood Learning in Ventnor project has been extended to the St Johns area of Ryde working with Oakfield Primary School and the Park Centre.
- LSC/ESF Learning through Island Events project achieved all learner targets and funding extended to December 2007.
- Family Learning Service awarded the Share Local Authority of the Year 2006 award.
- Family Learning Service featured in the national policy guide document 'Linking the Thinking' showing how Family Learning contributed to key Government agendas. Two examples of best practice were featured.
- Carnival Development Programme delivered entry level to level 3 accredited programmes. The 1<sup>st</sup> level 3 carnival course in the UK was developed & delivered with learners invited to showcase at the Quality Improvement Agency national Star Awards in London in October 2006.
- Learners on a modular book publishing course produced a spectacular 96 page full-colour book – Carnival Island described by Leader of the Council, Andy Sutton as "a wonderful tribute to all those carnival association members, artists, volunteers, schools, community groups and many others who devote their time to much-valued carnivals".
- The Arts Learning Programme and it's excellent teaching & learning were featured in the ALI best practice DVD 'Artworks' distributed to over 8,000 adult education providers nationally.
- The Local Authority was awarded 'Best Newcomer' award 2005 by Black History Month Magazine in recognition of the activities promoted and delivered by the ACL Service & Arts Unit in partnership with other agencies including the local prison.
- Quality Improvement Programme 05/06 delivered including programme of external lesson observations which showed substantial improvements in teaching & learning grades.
- Self Assessment Report 05/06 overall grade 2 (Good) maintained.
- E-learning Strategy and action plan revised and updated. Successful funding applications to develop 'Moodle' a Virtual Learning Environment and to lead the ESF funded Hampshire & Isle of Wight project 'Putting the 'E' into Learning'.

- High retention rate maintained across all areas of provision.
- High level of achievement on Family Literacy, Language & Numeracy programmes with 100% passing the national literacy test.
- External funding applications supported the development of 'e-learning, Family Learning In Extended Schools, Family Learning in Pan, E-assessment in Family Learning, Learning through Island Events, Rural Arts Learning Roadshows and a Grundtvig programme looking at successful models of local community development.

### **Programme Offer 2007/08**

- Three key areas of provision. Family programmes including wider family learning and family literacy, language and numeracy. Neighbourhood Learning programmes targeted to meet needs of deprived communities and disadvantaged groups. Community Learning programmes in extended schools and neighbourhood venues to meet local needs.
- Successful applications for external funding to develop both Family Learning and Community Learning Programmes.
- Maintaining high levels of learner satisfaction – In 2005/06 98.2% stated the course met their individual needs.
- Meeting community needs – In 2005/06 358 courses were delivered in 86 venues across 17 towns engaging 2821 learners and 4380 enrolments on core and project programmes.

### **Funding**

The plan assumes funding from the Learning and Skills Council and Isle of Wight Council funding at similar levels to 2006/07 with no inflation increase on LSC funding and therefore learner numbers are maintained at 1600. If additional funding is accessed during the year the number of learners engaged on programmes may be increased.

### **Priorities and Key Issues for 07/08**

Priorities identified in the plan include, new model of delivery, curriculum development, RARPA, Literacy and Numeracy Action Plan, E Learning, Quality Improvement, developing Extended Schools provision and building on the success of Neighbourhood Learning in Ventnor.

Key issues to be monitored include reduction in LSC funding, and impact of revised ACL funding arrangements, minimum infrastructure, post inspection action plan and monitoring the impact of the revised model of delivery.

### **Key features for 2007/08 which are changes from the previous year 06/07**

- Direct delivery & management of Neighbourhood and Community Learning Programmes in partnership with voluntary and community organisations and a small element of delivery through private sector training providers.
- Development of ACL matched funded targeted programmes i.e. Extended Schools Adult programmes and Family Programmes, Leader + Rural Arts Learning Roadshows, Pan Pathfinder.

### **Key issues LLSC will need to manage with Local Authority**

- Implementing the revised ACL funding arrangements once national LSC policy has been agreed.
- LSC regionalization and impact on relationship between ACL and LLSC.
- Addressing the issue of the minimum infrastructure needed to deliver a viable programme. This also links to the Island issues of providing ACL to a geographically dispersed population e.g. outreach, minimum number requirements, limited provider base, limited venues suitable for learning.
- Development of the proposed new Carnival and Celebratory Arts Learning Centre.
- Working with the LSC to identify potential partners and project funding to develop PCDL Partnerships in particular with the health and social care sector.



## **Quality**

A comprehensive self assessment report and improvement plan for 2007/08 has been completed to build on the key strengths, weaknesses and other improvements necessary focusing on the areas shown below :-

- Good standards of teaching & learning
- Outstanding Family Learning Provision
- Clear focus on the strategic development of the service
- Effective network of partnerships to meet community needs
- Good use of traditional local interests to promote social inclusion
- Good initiatives to promote understanding of cultural diversity
- Innovative ways to celebrate achievement with learners
- Inadequate assessment practices for non-accredited learning
- Insufficient sharing of good practice across the overall service
- Inadequate learner information at the start of some courses
- No dedicated learning spaces across the Island for ACL
- Capacity building for tutors in developing 'e' learning

## **Information Advice and Guidance**

Actions planned include working towards Matrix accreditation for the overall ACL Service. The Family Learning Service were successfully reassessed for the Matrix Quality Standard in Information, Advice & Guidance Services 2007-10 and recommended to apply for an Excellence Award. ACL lead officer achieved the level 3 qualification in Information, Advice & Guidance and is working towards the level 4 award. We continue to develop and strengthen links with IAG Providers and the IAG Partnership to meet learner needs and support their progression.

## **Equality and Diversity**

All IWC services are required to complete impact audits, produce action plans and undertake impact assessments on new and revised policies and strategies. Cultural diverse learning opportunities will continue to be offered and programmes are targeted to attract learners from priority groups. An equipment resource bank to be developed to support the need of learners with disabilities.

## **Risk Management**

The IW Council has a comprehensive risk management strategy included within the annual service planning programme. The Adult Learning Plan is monitored through the Cultural and Leisure Services senior management team and ACL management team in accordance with this policy.

The following key risks to the successful delivery of the ACL programme have been identified.

- Impact of LSC PCDL Funding Policies on ability to deliver ACL programme and meet IWC corporate plan and Local Area Agreement targets.
- Insufficient funding to develop Family Literacy, Language and Numeracy Programmes and meet PSA targets
- Community learning programmes may not engage sufficient learners
- Secure funds to develop a permanent Carnival Learning Centre
- Insufficient time capacity to identify potential funding sources to develop the ACL Service

In addition the following are also seen as potential risks to the successful delivery of the Adult Learning programme.

- Loss of key members of staff
- Limited availability of qualified tutors
- Limited availability of new providers

# APPENDIX 2

## Risks to delivery of the Adult and Community Learning Plan 2007/08

The IW Council has a comprehensive risk management strategy included within the annual service planning programme. The following key risks to the successful delivery of the ACL programme have been identified.

- Impact of LSC PCDL Funding Policies on ability to deliver ACL programme and meet IWC corporate plan and Local Area Agreement targets. (Residual risk score low 4)
- Insufficient funding to develop Family Literacy, Language and Numeracy Programmes and meet PSA targets (Residual risk medium 8)
- Community learning programmes may not engage sufficient learners (Residual risk score medium 9)
- Secure funds to develop a permanent Carnival Learning Centre (Residual risk score medium 9)
- Insufficient time capacity to identify potential funding sources to develop the ACL Service (Residual risk score medium 8)

In addition the following are also seen as potential risks to the successful delivery of the Adult Learning programme.

- Loss of key members of staff
- Limited availability of qualified tutors
- Limited availability of new providers

LSC funding policies for Adult Learning are reducing the funding available with the result that services either have to source alternative funding or increase fee levels to maintain or develop programmes. This is particularly important for the Family Programmes where we wish to build on their success in raising achievement. With a small team sourcing alternative funding and bid writing remains challenging timewise. The 07/08 programme however has been developed with considerable project funding from a range of partners. The new model of delivery working with local community groups to develop learning programmes that meet their needs and interests continues to successfully engage learners. Capital funding from the Learning & Skills Council and Arts Council England has now been confirmed to refurbish the old restaurant at the Westridge Centre and a planning application has been submitted. This centre is crucial to the future sustainability of the Carnival & Creative Arts Learning programme which has been recognised as best practice nationally.

The Adult and Community Learning Service have in accordance with the strategy completed the risk assessment template for each of the key risks. Control measures have been identified and are being implemented. Risks with a high residual risk score are managed corporately and reported within the quarterly performance management reviews.

The risks are reviewed at the monthly Adult and Community Learning team meeting. They are also considered during the monthly performance monitoring at Cultural and Leisure Services management Team meeting.

An internal Isle Of Wight Council audit review is due to be undertaken with the ACL team in 2007 which will consider the risks to the successful delivery of service objectives. Key risks identified through the facilitated workshop with the Audit Team will lead to a review of the systems and processes to manage risks within the ACL Service. An action plan will then be developed and included within the termly update of the Quality Improvement Plan.