



Tees Valley Works Development Plan 2006 – 2007



EUROPEAN UNION
European Social Fund



Leading learning and skills

Area for Development	Issue	How?	Impact	Responsibility	Timescale	Evidence source
Self Assessment Report process	The Self Assessment Report process has been condensed into a short period of time.	The Self Assessment Report process will be better planned to ensure the process is fully embedded.	Better quality of Self Assessment Report.	TVW Contracts Officer.	31 July 2007.	This will be monitored at Supervision and team meetings.
Self Assessment Report process	Poor understanding of Common Inspection Framework/Self assessment process.	Quality Workshops to be held for subcontractors over a six month period.	Better understanding of Quality systems and procedures.	TVW Contracts Officer.	31 July 2007.	Attendance at workshops will be monitored via an attendance list.
Self Assessment Report process	Some subcontractors do not have a Self assessment Report process.	Quality Workshops to be held for subcontractors over a six month period.	Better understanding of Quality systems and procedures. SAR produced which will meet the criteria of the CIF.	TVW Contracts Officer.	31 July 2007.	Attendance at workshops will be monitored via an attendance list.

Area for Development	Issue	How?	Impact	Responsibility	Timescale	Evidence source
Equality and Diversity	Equality and Diversity Impact Measures are not currently monitored by subcontractors.	Quality Workshops to be held for subcontractors over a six month period.	Assurance that all potential beneficiaries are given equal opportunities to enrol onto a TVW programme of learning.	TVW Contracts Officer.	31 July 2007.	Attendance at workshops will be monitored via attendance list.
Equal opportunities	Some subcontractors do not regularly train staff on EO policies and procedures.	Quality Workshops to be held for subcontractors over a six month period.	Widening participation at ensure coverage of all target groups.	TVW Contracts Officer.	31 July 2007.	Attendance at workshops will be monitored via attendance list.
Marketing	TVW does not have marketing literature that is understandable for all target groups.	TVW to produce updated marketing literature to be compiled for speakers of other languages. TVW to host a 1 st Birthday Party to raise awareness.	Widening participation at ensure coverage of all target groups.	Tees Valley Works Project Co-ordinator.	31 March 2007.	Marketing literature produced. 1 st Birthday event held.

Area for Development	Issue	How?	Impact	Responsibility	Timescale	Evidence source
Communication	Some subcontractors do not have effective communication with each other to share good practice relating to Quality Improvement.	Better use of Provider Support Network Group meetings. Meetings will now be held at different subcontractor's premises every meeting.	Better Quality Improvement and standards for all beneficiaries.	TVW team.	31 January 2007.	Minutes from Provider Support Network Group meetings.
Communication	Further marketing is required so that a wider audience of the public are made aware of TVW project.	TVW will hold an event to celebrate the first year of delivery.	Widen participation; ensure that the consortium is recognised across the Tees Valley.	TVW Project Officer and Project assistant.	To be held by 31 March 2007.	Attendance list and copies of invitations.
Employer Engagement	Some subcontractors have poor engagement or do not have an Employer Engagement policy.	Exchange of good practice at Provider Support Network Group meetings and Quality Workshops.	Better employer engagement and subcontractors awareness of the needs of employers.	TVW Team	31 July 2007	Attendance at workshops will be monitored via attendance list and updated Employer engagement policy for each provider will be available.

Area for Development	Issue	How?	Impact	Responsibility	Timescale	Evidence source
Data	Subcontractors do not have in place robust systems and procedures to collect data relating to retention, achievement and progression.	All subcontractors to have in place a suitable system to collect and monitor appropriate data.	Effective monitoring of contracts and better levels of retention and delivery.	TVW Team/TVW subcontractors.	30 April 2007.	Comprehensive set of procedures and a suitable monitoring system.
Quality Assurance	Teaching & Learning observations are not held on a regular basis	Exchange of good practice at Provider Support Network Group meetings and Quality Workshops. Subcontractors will be invited to observe each other and feedback the findings.	Better standard of teaching.	TVW Team and subcontractors	31 July 2007	Teaching & Learning formal feedback reports and attendance at Quality Workshops (attendance lists).

Area for Development	Issue	How?	Impact	Responsibility	Timescale	Evidence source
Quality Assurance	IAG observations are not held on a regular basis	Exchange of good practice at Provider Support Network Group meetings and Quality Workshops. Subcontractors will be invited to observe each other and feedback formally and informally.	Better standard of IAG.	TVW Team and subcontractors	31 July 2007	IAG formal feedback reports and attendance at Quality Workshops (attendance lists).
Quality Assurance	Poor use of Learner Satisfaction Questionnaire and data.	Fully implement TVW Learner Satisfaction Questionnaire and ensure a procedure is in place to use the information for future planning.	Improved level of satisfaction and improved retention rates.	TVW Team and subcontractors	30 April 2007	Copies of procedure, Learner Satisfaction Questionnaire forms and Contract Monitoring Report highlighting improvement in retention rate.

Area for Development	Issue	How?	Impact	Responsibility	Timescale	Evidence source
Initial Assessment	Delivery of Initial Assessment is not consistent across TVW network.	Providers will need to adhere to the guidance within the TVW Provider Guidance and ensure there are robust systems implemented.	There will be a consistent approach to IA across the network of subcontractors.	TVW Team and subcontractors.	Initial Assessment systems to be fully implemented by 31/1/07.	Contract Reviews will ensure that this action has been met and there has been adherence to TVW guidelines. This will be minuted within Contract Review minutes.
Individual Learning Plans (ILP)	ILPs are not used consistently across the network or completed to an acceptable standard	Providers will need to adhere to the guidance within the TVW Provider Guidance and ensure there are robust systems implemented.	There will be a consistent approach to ILPs across the network of subcontractors.	TVW Team and subcontractors.	ILP systems and procedures to be fully implemented by all subcontractors by 31/1/07.	Contract Reviews will ensure that this action has been met and there has been adherence to TVW guidelines. This will be minuted within Contract Review minutes

Area for Development	Issue	How?	Impact	Responsibility	Timescale	Evidence source
Lesson Plans	Some subcontractors are using out of date lesson plans or do not regularly review the lesson plans.	Providers need to adhere to the guidance within the TVW Provider Guidance and ensure there are robust systems implemented.	There will be a consistent and improved approach to Lesson Planning across the network of subcontractors.	TVW Team and subcontractors.	Lesson Planning systems and procedures to be fully implemented by all subcontractors by 31/1/07.	Increased levels of achievement via CMR, updated lesson planning.
Schemes of Work	Some subcontractors do not regularly review the schemes of work.	Providers need to adhere to the guidance within the TVW Provider Guidance and ensure there are robust systems implemented.	There will be a consistent and improved approach to reviewing and revising the schemes of work across the network of subcontractors.	TVW Team and subcontractors.	Schemes of work systems and procedures to be fully implemented by all subcontractors by 31/1/07.	Increased levels of achievement via CMR, updated lesson planning.
Quality Procedures	Some subcontractors do not have appropriate Quality	Providers will need to adhere to the guidance within the TVW	Better performance, better quality of service.	TVW Team and subcontractors	31 March 2007.	Updated Quality procedures.

	Assurance procedures in place.	Provider Guidance and ensure there are robust systems and procedures implemented.				
--	--------------------------------	---	--	--	--	--