

## Aberdeenshire Childcare Partnership

### Training Strategy Task Group

Conference Room D , Woodhill House

Wednesday 3 September 2008

2.00 pm – 4.00 pm

#### Present:

Debbie Bruce	Training Officer
Lynette Clubb	Cairn Training
Caroline Hay-Crawford	Development Officer
Maggie Hepburn	C S T A C
Muriel Milne	GW@EY
Cindi Black	GW@EY
Rosemary Pinsent	Aberdeen & Grampian Chamber of Commerce
Fiona Rennie	SCMA
Kristin Stachura	Pre-School Development Worker
Edith Todd	Children's House
Jim Wilson	Scottish Enterprise Grampian
Alison Nicoll	Childcare Partnership – Minutes

#### 1. Apologies

Kathlyn Taylor	Children's House
Shaunna Allan	Aberdeenshire Council
Elizabeth-Ann Engels	Project Manager (Early Intervention)
Diane West	Banff & Buchan College

#### 2. Minutes of Last Meeting – 25<sup>th</sup> June 2008

These were accepted as read.

#### 3. Matters Arising:

No matters arising.

#### 4. Update on Training Provision and Development Activity:

Debbie e-mailed everyone the update on training and everyone was happy in getting the information that way. Edith asked if she could be contacted on the Children's House general e-mail address.

#### 5. Procurement of SVQ and other training:

Debbie explained that because of the size of the workforce development budget, we have to abide by European Procurement Laws which means that most of our training will have to go out to tender. Debbie and Caroline have met with Aileen from procurement and a contract is being drawn up along with specifications which will be used for the tendering process. Aileen has looked at the spec and sent it back for amendments to be made. Once the final draft has been done the legal team will then have to agree it. Discussion took place with regards to how training is procured in Aberdeen City and Perth and Kinross in that they get the individual candidates to choose which training providers they use and then pay the training provider direct. This could be a much simpler option than tendering but it would need to be a Legal department decision. Debbie is currently attempting to find out what Aberdeenshire's Legal Departments position is.

As we cover a huge geographical area any specification used will be broken down into smaller areas of the Shire (i.e. north east), therefore Training Providers may only wish to tender for certain areas. All those tendering will have to provide an outline for each course they are tendering for. If we can use the city/Perth and Kinross model a more in-depth contract will have to be written for candidates taking up training.

There is a Council website that you can go on to see what is open to tender for. Debbie to give providers this information. If we already use Training Providers, then they will automatically get a request to tender but it will be open to European wide training providers.

It was discussed how candidates would make informed choices, about who they wanted to do their training with a need analysis would be required, guidance for candidate to meet requirements of their courses and the candidates ability for chosen course. It is a frustrating time for training at the moment with the budget not being able to be spent and the restriction on running workshops.

Caroline reported that Aberdeenshire's Early Years Review was complete but content not as yet available – It is with Bruce Robertson at the moment so unsure what ,if any, changes will be made to training.

The Timescale for going through Procurement is that specification has to go out to tender for 45 days – so it will take 2 months at least to complete. Criteria will include things like Best Value, Quality, Progress Reports, and Support to candidates. Jim asked if this is for the Current Year and queried why this was not done at beginning of a financial year. Kristin asked about doing one-off training events -there does not seem to be as many issues with bringing this training although it will depend on the costs involved.

Concerns re. underspend for the financial year but Caroline said that if money was committed then it could be carried forward. Debbie asked that anyone wishing to tender for non-accredited workshops should contact her and she would let Procurement know.

#### **6. Benchmark Standard for Childhood Practice:**

Kathlyn was not present to give any updates she might have on the Award. Discussion took place about the difficulty in accessing information on credits for current SVQ qualifications and concern was raised that there does not seem to be any standardisation of the development of Childhood Practice Awards. Edith informed us that AQNS had formed a group including OOSC/Pre-School/Playgroup and Childminders who had been lobbying parliament with regards to ensuring this happens across all providers.

#### **7. A. O. C. B.**

1. Funding for Candidates: Edith asked what numbers of candidates in total that providers would potentially be tendering for – Debbie said there were 120 candidates funded last year so depending on the budget probably along the same numbers.

Requests are still coming in for SVQ funding, with many candidates also looking to upgrade their qualifications further. Level 4 Credits – SSSC have done a mapping exercise but no information is available as to outcome. Discussion took place with regards to support for Candidates doing the Childhood Practice Award as the kind of studying they will be expected to do may be very different to what they are used to. It is important that all providers ensure a good induction to the award takes place for all candidates. Rosemary told us about the Chartered Management Website which was very good for those candidates who need guidance on academic study such as research methods I and II.

#### **Date and Time of Next Meeting:**

**Wednesday 29<sup>th</sup> October – Conference Room D (on 1<sup>st</sup> Floor) - 2.00 – 4.00 pm**

#### **Future Dates for your Diary:**

**Wednesday 17<sup>th</sup> December – Conference Room D (on 1st Floor)- 2.00 – 4.00 pm**