



Progress Report Template -

Project Name	WELL (Workforce Engagement in Lifelong Learning)
Project Website	http://www.brad.ac.uk/escalate/current-activities/jiscwell/
Report compiled by	Ibrar Butt (Project Officer)
Reporting period	First Interim Report, July – September 2009
Section One: Summary	
<p><i>Please provide a short overview (1-2 paragraphs) of project progress during this reporting period, which could be disseminated to programme stakeholders.</i></p> <p>At the time of this report, WELL has been in progress for five months with the Project Officer, Ibrar Butt, employed since July 2009. Good progress is being made on the work packages as laid out in the project plan. Early work on the project has involved surveying the University to find out about flexible and work-based initiatives that could impact/influence the WELL project. This has been realised through a 'Baseline Survey', and will be followed by a more detailed 'Literature Review' which will discuss similar external practice to inform a flexible model of work-based learning.</p> <p>The project website has been created: http://www.brad.ac.uk/escalate/current-activities/jiscwell/, as well as a project blog: http://wellproject.edublogs.org/.</p>	
Section Two: Activities and Progress	
<p><i>Report on activities as outlined in your work packages for the period covered by this report and describe any changes to this, including the reasons for these. Do include any additional activities undertaken that are not in your work packages, providing the background to their inclusion.</i></p> <p>Work Package 1 (WP1, <i>to set up the project</i>) has been realised through the appointment of the project officer, selection of the project team, and agreement of the pilot programmes.</p> <p>WP2¹ and WP3² are realised through the 'Baseline Survey' and soon to be published 'Literature Review'. The information for these two publications is gleaned from:</p> <ol style="list-style-type: none"> 1. networking and meetings with academic staff in the University; 2. networking and meetings with WYLLN sector groups; 3. research on the flexible work-based initiatives of erstwhile projects. <p>WP3³ is the next immediate priority of the project, working directly with the leaders of the two pilot programmes (Jane Priestley and Dr. Alan Maybury):</p> <p>Pilot Programme 1 (MA Integrated Emergency Management Systems)</p> <p>This existing programme currently has ten learners in the 2009/10 cohort due to start in January 2010. We will use feedback and experiences from this group to inform development of the model, implementing</p>	

¹ To review current practice for models of workplace learning and the available e-portfolio technologies.

² To evaluate different models and techniques of technology support for work-based lifelong learning.

³ To agree new delivery methodology and support structures.

ideas with the group where possible. Initial feedback from the employers is that they require a more streamlined enrolment process as all the learning takes place off campus and with learners across the UK.

Due to the level and experience of the employees taking this course there are significant opportunities to claim APEL, currently done via a paper based portfolio. In addition, the Course Leader is currently in discussions with the National Fire College to look at accrediting their Bronze, Silver and Gold training to offer APCL and a direct entry route into the course.

Pilot Programme 2 (Certificate in Reablement Support)

This is a new programme being developed with staff from the Therapy & Rehabilitation Directorate of Calderdale and Huddersfield Foundation Trust, who have developed a competency framework⁴ for level 4 support workers in rehabilitation (Assistant Practitioners). Escalate is currently developing a shell framework and this certificate will most likely fit within this. Once the course has been approved it is anticipated the first cohort will commence in March 2010.

Initial discussions have identified *access* to e-learning, flexibility of work-based delivery, and assigning a credit value to the significant work-based competency training (the Calderdale Framework) that assistant practitioners undertake as initial key areas of focus for the WELL project. As the Calderdale Framework is currently a local initiative (though the Framework will be sold to other PCTs in the future) there needs to be a way for Assistant Practitioners from outside the area to undertake the learning covered in the Calderdale Framework, and one idea for this is to have an online package to deliver this learning.

By addressing the specific needs of the two pilot programmes we can establish a methodology for WP5⁵.

At the time of the project proposal and writing the Workpackages neither programme had been approved through the Course Approval process, and it was envisaged that we would be working with both courses being in the course development phase. As the SLED course was further on in the development process and has been approved now, this course will commence and the WELL project will benefit from feedback from the learners on the course. The School of Health course is not yet approved and the WELL project model will be developed through the course development phase and trialled with the first group of learners. We will revise the workpackages to reflect this slight difference in approach.

APEL Assembly

WELL is leading an APEL Assembly and has organised a one-day workshop to share best practice and current projects around APEL. Membership of the Assembly currently includes four other projects in the JISC 'Institutional Innovation/LLLWFD' stream, three external projects and several experts in APEL. Participating institutions are Universities of Derby, Middlesex, Plymouth, Hertfordshire, Central Lancashire, Leeds Trinity University College, and UWIC. The workshop, on 8th October, will share current and proposed good practice, and provide an opportunity to discuss further collaboration. The event will include participation via *Illuminate*.

Section Three: Institutional & Project Partner Issues

Report on any changes or issues in your institutional context and/or any progress or issues with your project partners (where applicable).

Work with project partner WYLLN has been as expected, and as set out in the project plan. Working relationships are already in place due to other, related, projects e.g. WYLLN APEL project, so communication has been effective. WYLLN's role in this project is mainly through the sector groups who are a source of information for baseline research (WP2 and WP3). Networks have been made with WYLLN sector groups and the Project Officer has attended various meetings with institutions across the West

⁴ Commissioned by Skills for Health

⁵ To pilot, review and improve methodology.

Yorkshire area, in order to learn from good practice.
Section Four: Outputs and Deliverables
<p><i>Are there any outputs or deliverables you would like to share (e.g. presentations, studies)? Please describe, provide URLs or attach documents etc.</i></p> <p>The ‘Baseline Survey’ The project website The project blog The APEL assembly will be broadcast in Elluminate along with all presentations.</p>
Section Five: Outcomes and Lessons Learned
<p><i>Outline any emerging outcomes or lessons, if any that have been learned during this reporting period that could be passed on to other projects or JISC.</i></p> <p>The baseline survey revealed a lot of internal activity that the project team were not aware of but that relate to the WELL project. It is important to keep on top of what is happening locally – the tendency might be to look at the national picture but there may be highly significant local initiatives. The baseline survey will continue to develop throughout the project and will provide a useful source of information and good practice both locally and nationally.</p> <p>The Workplan needs to be flexible to accommodate possible improvements, delays, or changes in approach such that the project must allow for an element of emergent planning.</p>
Section Six: Evaluation
<p><i>Provide brief details of progress in terms of the development and implementation of the project evaluation plan. Detail any interesting findings or emerging evaluation issues of interest.</i></p> <p>Work Package EV (<i>to evaluate the project</i>) is ongoing throughout the term of the project with a series of evaluation workshops organised by Ibrar Butt and Peter Chatterton (appointed external evaluator). Evaluation workshops will cover the following:</p> <ol style="list-style-type: none">1. Impact (3rd November): Looking at the core aims and objectives of the project, the workshop aims to develop a short and long-term impact evaluation strategy and plan, with a focus on identifying:<ul style="list-style-type: none">• Stakeholder groupings, project perceptions, and project involvement.• An agreed Vision for the project.• Measures of success, realisation of project aims; both short and long-term.• Review of the baseline survey.• Embedding and sustainability – issues and challenges in the legacy of the Vision.• Techniques for evaluating impact.Once developed, the impact evaluation strategy aims to determine if the project has had/is having the desired effect on its stakeholders, and whether these effects are attributable to the project’s intervention.1. Stakeholder Communications & Engagement (3rd November): The WELL project has a key role in bringing together major players across the sector: (e.g. funders, industry, practitioners, and beneficiaries). Considering the nature and degree of their involvement, the workshop aims to help the project in developing a stakeholder communications and engagement strategy and plan, with a focus on identifying:<ul style="list-style-type: none">• Stakeholder groupings, continuous feedback, and relationship management.• Why we need to engage stakeholders; objectives and outcomes for communications and engagement• Key stakeholder concerns/needs, issues and opportunities.

- Key communications messages.
 - Techniques/tools/channels/media that can be used with different stakeholder groups – both formally and informally
2. **Agreeing a Criteria for the WELL Project Model (tbc)**
 3. **Reflection (tbc)**
 4. **Review (tbc)**

Section Seven: Dissemination

Report on any communication or dissemination activities with project stakeholders or the wider community which have taken place during the reporting period. Attach or provide URLs for any relevant dissemination or presentation materials. Include details of any publicity the project received during the reporting period.

Ibrar Butt did a presentation at the online JISC Institutional Innovation Programme giving an [overview of the WELL project](#) and he also agreed to lead an APEL Assembly. Vicki Illingworth has presented an overview of the WELL project at several meetings and events including the HEA Conference in July 2009.

Discussion has taken place with the e-learning lead from the NHS trust that are partners in the development of the Certificate in Reablement Support to outline the proposed model of delivery and seek expressions of support for learners in the workplace. An overview of the WELL project strand relating to health care education will be presented at a forthcoming national consultation event that will inform the design of the Certificate in Reablement support.

Section Eight: Risks, Issues and Challenges

Report on any issues or problems that have impacted on the development and implementation of the project during the reporting period. Detail what impact any issues may have on the achievement of project targets, and set out how you plan to tackle these issues. Report on any unexpected project achievements. In this section you can list whether there has been changes in risks, whether they have become issues and whether new risks have been identified.

The Course Approval meetings for the Certificate in Reablement Support are planned for 24th November 2009 and 3rd February 2010. If these meetings are cancelled/postponed this would not prevent the Project Officer from continuing the WELL work, but may affect the start date of the course (and the start date of the pilot in the School of Health).

Section Nine: Collaboration and Support

What areas of work would you like to discuss with other projects?

An event at the end of Year 1 for the WFDLLL projects would be a good opportunity to get together and share progress.

Is there anything that you would like advice and support on? Do you have any specific training needs, requests or suggestions for supporting workshops for the programme?

Section Ten: Financial Statement

See attached spreadsheet (Appendix 1) for details

Section Eleven: Next Steps

In this section you should very briefly list the activities planned and/ other information of relevance for the next stage of the project.

Revise Workpackages to reflect changes in approach due to swifter progress than anticipated. Details of these revisions will be forwarded to the Programme Manager (Ruth Drysdale) as soon as they are made.

Continue the research on internal and external projects relevant to the WELL project using JISC website, evidence.net, etc, and collaborating with similar external projects and produce literature review and updated baseline report.

Develop criteria for appropriate model that can be piloted in the two schools.

The project officer will attend a residential for the MA Integrated Emergency Management and make links with the employers/learners – planning to survey the group to understand initial perceptions on flexible delivery and technology to support this.

Jane Priestley will develop the paperwork for course approval for the Certificate in Reablement Support. In addition Jane is currently working with Escalate and WYLLN to establish a Steering Group to develop a sector wide shell framework following a consultation event in September. This will link closely with the WELL project work.

Total Grant	£101,000	Duration of project	24 months
Reporting Period	July-September 2009		

Budget Headings	Total budget allocated	Expenditure this reporting period	Total expenditure to date	Further information
Staff	73,066	10,397	10,397	
Travel & Subsistence	8,234	84	84	
Equipment	6,000	688	688	
Dissemination activities	4,000	20	20	
Evaluation activities	5,000	0	0	
Other (advertising for Project Officer post, publications)	4,700	2,432	2,432	

Checklist:

Before you return this report:

- Ensure that your project webpage on the JISC site is up to date and contains the correct information. Attach details of any required amendments to this report. Project webpages can be found from: <http://www.jisc.ac.uk/whatwedo/projects.aspx>
- If there have been any changes to the original project plan and/or work packages, ensure that amended copies of the relevant sections of your project plan are attached to this report.