

WANDSWORTH BOROUGH COUNCIL

REGENERATION AND COMMUNITY SAFETY OVERVIEW AND SCRUTINY
COMMITTEE – 12TH JANUARY 2010

EXECUTIVE – 18TH JANUARY 2010

Report of the Director of Children's Services on the annual review of Adult and
Community Learning

SUMMARY

Background

Adult learning in the Borough is provided under contract by South Thames College, SW18 (Fairfield), the Council's Leisure and Amenity Services Department at the Putney School of Art and Design, SW15 (Thamesfield), local libraries, Southfields Community College, SW18 (Southfields) and up to 50 smaller adult and community learning providers. The Service's main achievements in 2008-09 included:-

- (a) the maintenance of high levels of participation, with 11,125 adult learners accounting for 18,430 enrolments, including 1,978 parents and carers attending Family Learning courses. Overall, this represents a 5.7% increase on the previous year's numbers and is still the highest number of participants in Central London, with twice as many learners as the 2nd highest performing borough;
- (b) securing a grant of £1.85 million to support Adult and Community Learning in 2008/09 and an additional £1.7 million through competitive tendering to support additional programmes and new facilities for adults, young people and families;
- (c) Capital works resulting in new and improved facilities for adult and family learning at the Putney School of Art and Design and Southfields Community College;
- (d) 19 Widening Participation projects supporting hard to reach and vulnerable learners; and
- (e) Significant growth in Work Based Learning programmes including Train to Gain and Apprenticeships.

Policy

The work of Lifelong Learning underpins the Council's commitment to the Government's Skills Pledge and supports the objectives of the Wandsworth Employment and Skills Strategy agreed by the Executive (Paper No. 08- 827). At a time of economic downturn the work and approach described is in line with the Leader of the Council's strategy for the Council's fight back against recession (Paper No. 09-269) approved by the Executive in March 2009 which has been endorsed by the Wandsworth Local Strategic Partnership. Work with families, particularly through Family Learning and Parenting programmes, is part of the Council's Child Poverty Strategy. The proposals to introduce Apprenticeships into the Council, Schools and close working partners were outlined in Paper No. 09-345.

Issues/Proposals

This report is for information.

GLOSSARY

ACL	-	Adult and Community Learning
ALI	-	Adult Learning Inspectorate
AQPR	-	Annual Quality Performance Review
BAME	-	Black Asian and Minority Ethnic Groups
BIS	-	Department for Business Innovation and Skills
BOOST	-	Building On Our Skills Together
CLC	-	City Learning Centre
CPD	-	Continuing Professional Development
DCSF	-	Department for Children, Schools and Families
DDA	-	Disability Discrimination Act
ESF	-	European Social Fund
ESOL	-	English for Speakers of other Languages
FLLN	-	Family Literacy, Language and Numeracy
FTE	-	Full-time Equivalent
ICT	-	Information and Communications Technology
ILR	-	Individual Learner Record
LCLSC	-	London Central Learning and Skills Council
LDA	-	London Development Agency
LIDF	-	Local Intervention and Development Fund
LLDG	-	Lifelong Learning Development Group
LSC	-	Learning and Skills Council
MIS	-	Management and Information Systems
NEET	-	Not in Education, Employment or Training
NIACE	-	National Institute of Adult and Continuing Education
NLDC	-	Neighbourhood Learning in Disadvantaged Communities
NOCN	-	National Open College Network
OFSTED	-	Office for Standards in Education
NVQ	-	National Vocational Qualification
PCDL	-	Personal and Community Development Learning
PQQ	-	Pre Qualification Questionnaire
PSAD	-	Putney School of Art and Design
RARPA	-	Recognising and Recording Progression and Achievement in Non-Accredited Learning
SAR	-	Self Assessment Report
SCC	-	Southfields Community College
STC	-	South Thames College
WFL	-	Wider Family Learning
WPF	-	Widening Participation Fund

RECOMMENDATIONS

1. This report is submitted to the Regeneration and Community Safety Overview and Scrutiny Committee for information. No decisions are required on it by

- the Council, the Executive or the regulatory and other committees.
2. However, if the Overview and Scrutiny Committee decides that recommendations on this report need to be made, these will be reported to the Executive and/or appropriate regulatory and other committees for consideration.

INTRODUCTION

3. On 30th October 2008 (Paper No.08- 825), the Regeneration and Community Safety Overview and Scrutiny Committee noted the participation rates and the performance achieved on the delivery of the Council's adult learning provision in the academic year 2007/08. The recommendations in the report were approved by the Executive on 10th November 2008. This report outlines progress achieved in 2008/09, agreed provision for Adult and Community Learning (ACL) for the current academic year 2009/10, and proposed developments initiated by the Lifelong Learning Development Group (LLDG).
4. The Lifelong Learning Development Group (LLDG) is the strategic group responsible for formulating and implementing strategic plans for Adult and Community Learning in Wandsworth and reports to the Regeneration and Community Safety Overview and Scrutiny Committee. The LLDG is made up of officers in the Council from Children's Services, Leisure and Amenity Services, Economic Development, Adult Social Services as well as representatives from the Learning and Skills Council, South Thames College, Southfields Community College, Saint Francis Xavier College, Wandsworth Voluntary Sector Development Agency, voluntary organisations and Prospects. The Lifelong Learning Development Group is supported by a number of sub-groups: the Family Learning Forum, the National Open College Network (NOCN) Group, Quality Steering Group, the Train to Gain Steering Group and the European Social Fund Steering Groups.
5. Contracts or service level agreements are in place with all providers to ensure that targets with the London Central Learning and Skills Council (LCLSC) are met. The Lifelong Learning Development Group also allocates smaller budgets to implement strategies for quality assurance, widening participation and engaging the voluntary and community sector. The LSC contracts will be managed by the newly created Skills Funding Agency from 1st April 2010.

SERVICE AIMS AND OBJECTIVES

6. The Three Year Development Plan and the annual Personal and Community Development Learning (PCDL) Plan are the principal documents outlining the Council's response to local and national priorities in Adult and Community Learning (ACL). The Three Year Development Plan sets out the Council's vision for adult learning and the PCDL Plan is a one year plan approved by the LSC to release the block grant, focussing on objectives for the academic year.
7. The purpose of the PCDL Plan is to demonstrate to the LSC that appropriate partnership arrangements are in place for the delivery of adult learning and that

processes are in place for the mapping and planning of provision. During 2009/10 there will be particular emphasis on the following objectives:

- (i) To encourage learners to make the most of their experience, skills and abilities and contribute to the culture, health and wealth of the community;
 - (ii) To provide an innovative and broad offer to encourage and improve learner participation from pre-school to retirement and beyond;
 - (iii) To provide effective and relevant information, advice and guidance to assist learner achievement, accreditation and progression;
 - (iv) To develop staff, resources and infrastructure to ensure effective delivery of local and national policy objectives;
 - (v) To align lifelong learning to wider local and national strategies;
 - (vi) To continue to improve quality assurance and standards across Lifelong Learning within the Framework of Excellence;
 - (vii) To work with employers to increase employment opportunities in Wandsworth for young people and adults and close skills gaps;
 - (viii) To develop and promote the use of e-learning for all service users;
 - (ix) To continue to contribute to Wandsworth Council's workforce development;
 - (x) To consult and involve learners, employers, providers and other stakeholders to ensure the development of services which meet individual, corporate and community needs;
 - (xi) To continue to develop partnerships and funding to ensure the long-term sustainability of Lifelong Learning services;
8. An Executive Summary of the Three Year Development Plan is attached as Appendix 6 and the projected participation rates are attached as Appendices 1 and 2. The full Development Plan can be downloaded from the Adult Education section of the Council's website. Supporting strategies include Family Learning, Employer Engagement, Skills for Life and E learning which are also available on the Council's website.
9. As agreed in Paper 09-721 , the Council has entered into an agreement with the London Central LSC for 2009/10 to deliver 75% of provision in the traditional areas of adult and community learning, now referred to as Personal and Community Development Learning (PCDL) and 25% in First Steps which concentrates on attracting hard to reach learners, often with low levels of literacy and numeracy, and vulnerable in the labour market. A high number of

English for Speakers of other Languages (ESOL) learners fall into this category. This complies with LSC funding requirements to grow provision in areas of deprivation and in response to the needs of disadvantaged learners, and increase the number of full cost recovery courses.

10. The Council has established an effective delivery model for ACL over the last five years with an increase in the number of providers and the amount of provision delivered on an outreach basis. This has made the service relevant to a wider group of residents and has enabled improved targeting of under-represented groups. This approach has involved the Council entering into formal agreements with a number of specialist voluntary and community sector organisations as well as encouraging main providers such as South Thames College to deploy staff on an outreach basis. 43.0% of provision is delivered by South Thames College, 20.5% is delivered by the Leisure and Amenity Services Department at the Putney School of Art and Design and through the Library Service, 8.3% is delivered directly by the Lifelong Learning Team, 7.4% through Southfields Community College, with the remaining provision delivered by smaller voluntary and community sector organisations. These include: Wandsworth Mencap, Together, Battersea Chapel, Share Community and Sound Minds.
11. This strategy is to maintain and increase participation of the following groups:
 - (i) Skills for Life and English as a Second Language (ESOL) Learners;
 - (ii) Learners without a Level 2 qualification;
 - (iii) People with disabilities and/or learning difficulties;
 - (iv) Men (traditionally under-represented in ACL);
 - (v) Members of Black, Asian and Minority Ethnic (BAME) groups;
 - (vi) Older people aged 60+;
 - (vii) Young people aged 19-25 at risk of becoming NEET (not in Education, Employment or Training); and
 - (viii) People living in areas of deprivation.

Service targets for the above groups are detailed in Appendices 1 and 2.

12. Adult and Community Learning is part of Lifelong Learning and is in the Young People and Learning Division of the Children's Services Department. As reported in committee paper 09-721, the main funding streams for 2009/10 include: Adult and Community Learning (including Family Learning), Train to Gain, Apprenticeships, LSC European Social Fund, Department for Business Innovation and Skills (BIS) Transformation Fund, Think Family Parenting Fund. An updated table summarising programmes and income streams is attached as Appendix 3.

THE LEARNING AND SKILLS COUNCIL (LSC) AND THE SKILLS FUNDING AGENCY

13. The LSC assumed responsibility for the planning, funding and quality assurance of all Government-funded post-16 learning from April 2001. All the current contracts held with the LSC will transfer to the new Skills Funding

Agency (SFA) which will replace the LSC from 1st April 2010. The SFA will be responsible for post-19 education. In addition to this, the SFA will lead on skills programmes such as Train to Gain and Apprenticeships. Responsibility for 16-19 provision will be led by the newly created Young People's Learning Agency (YPLA), however local authorities will have significantly increased autonomy over the deployment of funds at borough level.

14. The Council's total grant for ACL from the LCLSC for the period August 2008 to July 2009 was £1,858,687. The Council has received confirmation of a core grant of £1,583,136 and a number of supporting grants which bring this total to £1,853,050 for the current academic year. This was secured against the LCLSC's approval of the PCDL Plan for 2009/10.
15. During 2008/09, Adult and Community Learning participation in Wandsworth has remained comparatively strong, with Wandsworth ACL or Lifelong Learning continuing to register almost twice as many unique learners as the second highest performing authority in the central London LSC area. This has been achieved through savings in central costs and the flexibility to fund some projects through other income streams such as the European Social Fund (ESF).
16. The National Institute of Adult and Continuing Education (NIACE) has reported that there has been a loss of 1.5 million learner places in the last few years. The overall impact of increased learner fees and the sustained freeze on ACL grants has clearly presented a challenge. In Wandsworth the situation has been contained through a combination of increasing fees and generating other income as opportunities arise. Ironically, learner numbers have increased over the last year, however long-term under-investment in the sector will ultimately affect this position. In a separate report to this committee, a summary of the recent NIACE publication, *Learning Through Life, an Inquiry into the Future of Lifelong Learning* sets in context what has been achieved in community based learning and outlines proposals for the next 10-15 years. Whilst it is clear that there needs to be a good level of investment in vocational and skills training, there needs to be an appropriate mix of learning provision for all learner groups.
17. The main providers in the Borough are funded on the basis of actual learner hours with financial clawback arrangements operating where the providers fail to meet agreed targets. In recent years more attention has been given to developing provision to support Skills for Life (Basic Skills), employability, technical and vocational courses, courses supporting priority groups of learners and adults with learning difficulties and/or disabilities. Whilst a full revision to resource allocation arrangements is still outstanding, awaiting further guidance from the SFA, this seems the most effective method of apportioning local funds.
18. The method of allocating providers on an output related basis has increased the Council's flexibility to move funding between providers and projects to

maximise the number of people participating in learning. To some degree this explains the maintenance of high participation rates in Wandsworth.

19. Notification of funding for 20010/11 is expected in March 2010. The LSC has confirmed that the amount of funding available for ACL nationally will be safeguarded but has been unable to confirm whether the method of distributing this funding will change.

PERFORMANCE OVER THE PAST YEAR AND TARGETS FOR 2009/10

20. In 2008/09, Council funded adult and community learning attracted 11,125 learners against an LSC stretch target of 11,000. In 2009/10, the Council expects to achieve no less than 10,500 learners, although every effort will be made to reach the LSC stretch target of 10,800. This estimate is based on the static funding levels received from the London Central LSC and a need to increase the number of participants on longer accredited programmes. The current economic climate may also impact on the number of adults able to commit to fees for learning programmes. 2008/09 outputs and 2009/10 targets are shown in Appendix 1. There will continue to be changes to contracts with providers to reflect emerging local and national needs.

SOUTH THAMES COLLEGE (STC)

21. Contract arrangements with STC are negotiated under the terms of the Federation Agreement established between the Council and STC Corporation in 1992. STC has to provide for a number of full-time equivalent students in return for funding from the Council. Final payments each year are adjusted in relation to achievement of the targets. ACL provision is now fully integrated in the College's planning processes.
23. In 2008/09, STC delivered a total of 4,786 learners equivalent to 350 FTE. In 2009/10, STC has agreed a provisional target of 5,300 learners, equivalent to 480 FTE, which will enable STC to attract a maximum income of £779,747. By continuing existing funding arrangements, the Council provides an incentive to STC to deliver more student numbers, as well as providing sufficient funding to accommodate the costs of courses for students with additional learning needs and courses provided on an outreach basis. STC performance will continue to be reviewed each term to assess performance against target.
24. The College is the largest provider of adult and community learning programmes in the borough with particularly high student numbers in curriculum areas such as Arts and Crafts, Languages, Health and Fitness and Skills for Life.
25. The Council and STC will continue to work collaboratively to raise the profile of ACL in the Borough, and to increase the number of learners and venues from which courses take place. In 2009/10, there will continue to be an emphasis on increasing the numbers of learners enrolled on literacy, numeracy, ESOL, information and communications technology (ICT), retail,

work preparation, hospitality and catering courses. It will be important for the College to maintain a presence in the development of outreach work in order to maintain its share of ACL provision in the Borough.

PUTNEY SCHOOL OF ART AND DESIGN

26. Putney School of Art and Design (PSAD), SW15 (Thamesfield) encourages adults to realise their creative potential in an accessible, and flexible way, enabling them to progress as learners and as artists, by offering high quality learning opportunities in the visual arts.
27. A Service Level Agreement (SLA) provided a grant of £114,432 for the 2008/09 academic year, plus an additional performance-related award of £7,065. The maximum payable to PSAD for 2008/09 was therefore £121,500, based on the enrolment of at least 1,251 learners. As PSAD achieved 1,614 learners in 2008/09, the target was comfortably reached, and the maximum grant was payable. For 2009/10, PSAD, has agreed to a target of 1,251 learners for a grant value of £121,500 which includes a performance related payment.
28. As reported to this Committee last year, the Council submitted a successful application to the Learning and Skills Council's Challenge Fund for capital project support in 2007/08, which secured funding of £600,000 towards building improvements of £818,000 at PSAD. The Executive approved the addition of the scheme to the Council's capital programme (Paper Nos. 08-285 and 08-398), inclusive of £158,000 financed by the Council and £60,000 which the Friends of PSAD offered to provide through fundraising.
29. The building improvements were completed on time by the end of October 2009, and it was officially opened by the Mayor of Wandsworth on 4th November 2009. These improvements have created a new studio on the upper level, an expanded digital studio, and a lift to all floors. PSAD is now fully accessible for people with mobility difficulties for the first time, while its capacity has increased by just over 20%.
30. During the building work the school moved to temporary premises at the former West Hill Library, West Hill, SW18. Minor alterations were carried out to the building, which enabled the school to maintain 100% continuity of its courses, but with a reduction of 5% of its student capacity. This resulted in a reduction in the total number of learner enrolments from 1716 in 2007/08 to 1614 in 2008/09.
31. In addition to the core programme of courses further activities were also arranged in 2008-09 including:-
 - (i) a comprehensive summer school which includes outdoor courses such as *Painting at Kew Gardens, and Historic Buildings in London*, as well as courses taught by guest lecturers;
 - (ii) visits to the London galleries and collections;

- (iii) taster courses in drawing at the Professional Centre during Adult Learners Week;
 - (iv) a design competition in association with the De Morgan Centre;
 - (v) a seminar for Age Concern Wandsworth showing centre managers how to arrange drawing classes for their clients;
 - (vi) a degree show by Diploma students at Will's Art Warehouse in Lower Richmond Road; and
 - (vii) entry to the prestigious *Inspired by* competition and exhibition run by the Victoria and Albert Museum by Book Illustration students, including a winning entry.
32. PSAD also supports the Borough's commitment to widen participation in adult and community learning. Pottery, drawing, painting and model-making courses for children and their parents were provided through additional funding support from Family Learning during PSAD's half term weeks, and to support the Borough's 'Summer Uni' project in 2009. In addition, a weekly pottery class for adults with special needs takes place each Friday.

SOUTHFIELDS COMMUNITY COLLEGE (SCC) /CITY LEARNING CENTRE (CLC)

33. During 2008/09, SCC and the CLC continued to offer a range of courses in ICT, preparation for work, arts and crafts, digital photography, music technology, literacy, numeracy, ESOL, sports and keep fit, attracting 824 learners, plus 324 on Family Learning courses.
34. The centre is particularly well known for its excellent facilities and for offering exceptionally unusual and innovative programmes. The Family Learning courses offer everything from Baby Massage to Family Groovy Science to Living with Teenagers. The ICT offer is extensive with particular expertise in using Apple Macs and there is a wide ranging sports programme catering for all levels of ability and fitness.
35. The Council submitted a successful application to the Learning and Skills Council's Challenge Fund for capital project support in 2007/08, which secured funding of £400k towards building improvements with a total cost of £635k at Southfields Community College. The project will provide 2 additional learning areas for Adult and Family Learning and is due to open in the Spring 2010.
36. In 2009/10, the partnership is looking to expand numbers, particularly in the light of new facilities and has agreed a provisional target of 1,218 learners, equivalent to 96 FTE, which will enable SCC/CLC to attract a maximum income of £138,278.

LIBRARIES AND HERITAGE SERVICE

37. In line with the Council's strategic objectives and priorities and the Government's strategy for public libraries, the Library and Heritage Service has become one of the Borough's adult learning providers. The service contributes to widening and extending participation to groups and communities currently under-represented in the take-up of learning. It provides flexible, community-based learning opportunities to attract adults who lack level two qualifications and who have Skills for Life needs (literacy, numeracy and English as a second language), and those, mostly older adults, who want to acquire basic IT skills in email, Internet searching and word processing. Most of the libraries have software available to help adults to pass the Life in the UK test (Citizenship test).
38. The service also assists unemployed people in improving their employability skills in a supportive environment and encourages them to take the next step into further education or employment. The skills needed by library staff to contribute to this agenda have been reassessed, with new learning opportunities provided for City & Guilds qualifications to teach adults in community settings. To date, eight staff have obtained qualifications for teaching adults and twelve for adult learner support.
39. A Service Level Agreement provided a grant of £70,000 for the last academic year, plus an additional performance related award of £5,000. The maximum payable to the Library and Heritage Service was therefore £75,000 for 2008/09, based on the enrolment of at least 621 adult learners onto free courses for introductory IT or for Skills for Life learning activities at Roehampton Library and Learning Centre. In 2008/09, a total of 625 adults enrolled on courses in libraries funded through the SLA, an increase of 4.5 % on the previous year. 70% joined introductory IT courses and 30% joined Skills for Life classes. New courses on ESOL for Work and Photoshop elements were added in 2008/09. During 2009/10, plans are to modularise the ICT courses, to better match learners' skills after fuller initial assessment. This may reduce the number of unique learners, though increase the number of enrolments, therefore a Service Level Agreement for 2009/10 and the achievement of 550 learners for a maximum value of £74,300, has been agreed with the service.
40. Building on last year's pilot scheme, longer and more advanced IT courses (20 hours learning) were provided by Age Concern for 41 older learners at Balham, Battersea Park, Earlsfield and Roehampton libraries, funded by the Widening Participation Fund. Further funding has been provided to extend these courses in libraries during the academic year 2009/10.
41. The 'Building On Our Skills Together' (BOOST) project at Roehampton Library and Learning Centre, SW15 (Roehampton) was first set up in 2002/03 through support from the London Development Agency and subsequently funded by the LSC/European Social Fund until March 2007. It became a City & Guilds assessment centre in 2005. Since April 2008, BOOST has been supported through the SLA with ACL and provided evidence that small

learning steps for alienated and excluded adults can make a big difference to their personal lives, their children's development and to their future employment prospects.

42. The formal outcomes of engagement with BOOST at Roehampton Library in the last academic year (August 2008-July 2009) were that the 187 participating adults achieved 17 qualifications at entry level related to ESOL, 12 passes at Level 1 of the national tests in literacy or numeracy, and 8 passes at Level 2 in literacy, a total of 40 accreditations. A citizenship course run by BOOST enabled 21 learners to pass the Life in the UK test.
43. An award of £1,800 from the regional agency's (MLA London) Skilled for Health Grants Programme enabled 20 adults to join courses on health and well being at York Gardens and BOOST. The courses included ESOL teaching, sessions with local health workers and practical cookery.

TRAIN TO GAIN

44. Train to Gain continues to be a key component of the Government's strategy to up-skill employees in the workforce focussing on those without their first full Level 2 or 3 equivalent qualification. There is also support for those requiring additional support with literacy, numeracy and ESOL needs.
45. In 2008, the Lifelong Learning team submitted an application to the LSC to become a direct provider of Train to Gain and was awarded a 3 year contract.
46. During 2008/09, the service has continued to build capacity to develop Train to Gain for staff inside and outside of the Council. A Business Development Manager is in place and there is a Wandsworth Council Train to Gain steering group which comprises representatives from the Council and all delivery partners. There are 4 main providers: the Council's Training and Assessment Centre, Linden Lodge School Training and Assessment Centre, The Royal Hospital for Neuro Disability and Acting Up, an external consultancy specialising in cleaning and support services.
47. Train to Gain has proved particularly popular with the Council supply chain and working partners. In 2008/09, there were a total of 242 participants in the following vocational areas: Health and Social Care, Teaching Assistants, ICT and Cleaning and Support Services.
48. The 2008/09 contract generated a total of £335,000. The contract awarded from the LSC for 2009/10 is worth £207,000.

ESF TRAIN TO GAIN – SKILLS2

49. The service has commenced delivery of a new Train to Gain programme. Earlier this year the Council was notified of a successful bid for £576,661 to the Learning and Skills Council's new Train to Gain programme funded through the European Social Fund (ESF). This is a cross-borough, multi-agency project led by Wandsworth Lifelong Learning.

50. The aim of this new Train to Gain project, SKILLS2, is to promote workforce development to small and medium sized employers (SMEs) to deliver programmes of personalised information, advice and guidance with workbased learning, accredited to NVQ Levels 2-4, with embedded Skills for Life, to 500 employees across a range of sectors. It will particularly focus on Third Sector, BME and family businesses in 6 South London boroughs: Wandsworth, Merton, Kingston, Southwark, Bromley and Sutton. Curriculum delivery areas will include: Business Administration, ICT, Health and Social Care, Customer Service and Skills for Life.

APPRENTICESHIPS

51. Related to the Train to Gain is the Apprenticeship programme, details of which have already reported to this committee. Currently there are 28 apprentices placed in the Council and with close working partners such as schools and the Connexions Service. Most of the apprentices are in the early stages of their programme, and regular progress reports will be provided to this committee.

ONLINE TEST CENTRES

52. A further related project has been the development of Online Test Centres at the Professional Centre in Tooting and at the City Learning Centre in Southfields. Learners can achieve accreditation at all levels in Literacy, Numeracy and ESOL. Level 2 is equivalent to grade A*-C at GCSE level.
52. Users of this service can attend classes organised by ACL staff so that they can develop their skill levels. Alternatively, learners can study at their own pace and sit the online exam when they are ready. The centres have proved extremely popular with staff across the Council and in schools. There have been 99 participants over the last year with 70 achieving accreditation at either Level 1 or 2.
53. This area of work is set to grow significantly in the next year as Skills for Life qualifications are integral to the Train to Gain programme. This means that candidates can improve their literacy and/or numeracy at the same time as working towards an NVQ.

WANDSWORTH SEEN

54. In 2008, Lifelong Learning submitted an application through a competitive tendering process to secure £140 k to improve courses and employability support for learners with disabilities and learning difficulties. A further £160k has been secured for 2009/10. Working in close partnership with South Thames College and a number of voluntary and community sector organisations the project will focus on providing improved access for adults to work experience placements, employment and self employment opportunities. During the life of the project 150 adults will receive additional support.

55. To date a total of 88 clients have participated in the programme. All clients have received individual support and training. Most clients have participated in group training which has included: CV preparation, Food Hygiene, Skills for Life and 'How to set up a Social Enterprise'.
13 participants have been out on work experience placements with local employers and 3 have progressed into employment.

LSC EUROPEAN SOCIAL FUND

56. In partnership with providers inside and outside of Wandsworth, the Council was notified in May 2008 of its success in securing three contracts worth £777k. Two of the contracts are targeted at the 14-19 cohort (worth £297k) and the remaining contract, Personal Best, aimed at adults aged 16+ who are either unemployed or economically inactive (worth £480k).

PERSONAL BEST

57. The Personal Best training programme uses the Olympics 2012 as a motivator for the unemployed and economically inactive adults aged 16 + furthest from the labour market to participate in a programme of personalised accredited training, mentoring and support. Personal Best will particularly focus on the development of volunteering and employability skills. All successful participants will be guaranteed an interview to be a volunteer at the Olympics in 2012. 80% of participants are expected to achieve the Level 1 Personal Best qualification and 30% will be expected to progress to employment. The project will engage participants from Wandsworth, Southwark and Croydon. Main delivery partners include Southfields Community College, South Thames College, Croydon Council, training provider Pecan, the Council's Training and Assessment Centre and Southwark College. The programme will target 600 people over 2 years at a cost of £480,000.
58. At the beginning of September 2008, the Council received notification of a further successful bid for £320,000 to extend the Personal Best adult contract to cover the neighbouring boroughs of Sutton and Merton.
59. There have been a total of 140 starts on this programme against a profile of 309. Recruitment to this programme has been challenging and the service is working closely with the Economic Development Office which is the referral agency for this programme, appointed by the London Development Agency. Recruitment has improved from September 2009. Client satisfaction is extremely high with over 85% of participants successfully completing the Level 1 qualification.

FAMILY LEARNING

60. In 2008/09, the Council attracted 1,978 adult learners and 1,770 children and young people through Family Learning provision. Family Learning has taken place in 28 primary, 6 secondary schools and 1 special school, as well as Sure Start Centres, South Thames College, Putney School of Art and Design and 23

other community organisations (see Appendix 4 to this report). The two part-time Family Learning Co-ordinators are continuing the development of some direct provision which is proving to be cost effective and innovative.

61. Family Learning has continued to offer opportunities to those with low levels of education by delivering literacy, language, numeracy and ESOL courses from a variety of settings. The programme has continued to develop a wide programme of activities in sports, music, the creative arts and health and fitness, in line with the five key areas of the Every Child Matters agenda. Programmes have been carefully developed to attract the interests of young people and their parents and still contain a high level of educational content focussing on key skills.
62. In addition to these numbers, Family Learning also received additional LSC funding under Family Learning Impact Funding (FLIF), attracting 319 learners as well as 200 learners on the first year of a Big Lottery grant. This three-year funding runs as a collaborative project with Croydon Borough Council working with hard to reach families.
63. The Big Lottery grant has enabled the development of some highly innovative creative and media and social enterprise projects which have engaged families who would not normally participate in Family Learning. There have been some good examples of intergenerational learning including a project in partnership with the Age Activity Centre, work with teenage mums and a project with Wandsworth Prison which encourages effective learning involving dads and their children. Some of this work, including a number of films is showcased on the website www.lifeinlondon.org.uk.

FAMILY LEARNING AND EXTENDED SCHOOLS

64. Planning for Family Learning carefully takes into account the Extended Schools cluster working arrangements and promotes collaborative arrangements to meet the needs of individual schools and clusters. The Southfields cluster is a good example of how effective this approach can be, having a full Adult and Community Learning offer based at Southfields Community College and City Learning Centre and a wide Family Learning offer taking place across the locality. Family Learning is now being delivered from the Roehampton, Battersea and Tooting/Balham Extended Schools clusters.
65. One of the major developments in Family Learning is the expansion of Parenting courses, both short courses and longer accredited programmes. This work contributes to the Council wide Parenting Strategy and supports links across Wandsworth. Parenting courses have taken place across the Borough and have been planned to encompass all ages starting from early years through to 'living with teenagers'.
66. All primary schools have been invited to participate in Family Learning highlighting that Family Language, Literacy and Numeracy programmes contribute directly to the achievement of the Basic Skills Quality Mark. The

Family Learning Team also use Key stage 1 and 2 results so that schools with literacy and numeracy challenges are offered extra support.

67. For the fifth year running, Family Learning, in conjunction with the Wandsworth Music Service and Igospel, one of the country's leading gospel music educators, undertook an ambitious project which included workshops for over 400 singers over a period of seven months. The 'London Goes Gospel' project brought together choirs from five primary and secondary schools, South Thames College, the Age Activity Centre and the Professional Centre Community Choir culminating in a memorable performance at the Royal Festival Hall in March 2009. This project has a demonstrable track record of raising the self-esteem and confidence of many of the young people and adults participating. The Deputy Mayor, Councillor Dawson was in attendance to support the Wandsworth Choir. Other participating Boroughs included Enfield, Southwark, Lewisham, Hammersmith and Fulham and Brent.
68. Planning for the next concert at the Royal Festival Hall in March 2010 is at an advanced stage and rehearsals for the concert began in September. The project has in place a number of related activities with the help of additional funding from the Transformation fund, which will include several young people's choirs to help raise the profile of the project in Wandsworth.

FAMILY LEARNING MARKETING AND COMMUNICATION

69. Family Learning opportunities are communicated in a variety of ways including a newsletter each term, a prospectus which is produced in September and March, an annual conference held in the Borough and use of the Wandsworth Council website. All information can be downloaded from the Adult Education pages of the Council website. As part of the new website wandsworthlifelonglearning.org.uk there are dedicated Family Learning pages enabling better communication between providers and providing easier access to policies, documents and learning materials.
70. A major marketing focus is national Family Learning Week which takes place during October each year. In 2008, the Family Learning Festival attracted over 400 parents/carers as well as their children and young people to a variety of programmes and competitions that took place across the Borough. The Festival took place over the whole of October to help celebrate ten years of National Family Learning. The Family Learning team and partners also helped celebrate the new Family Learning week, which took place in May 2009 attracting a further 270 learners.
71. There is a well-established Wandsworth Family Learning Forum consisting of representatives from schools, community groups and other partners which meets every term to share good practice, improve quality procedures and reporting, and to implement the priorities of the Wandsworth Family Learning Strategy. For the second year running Family Learning also run a curriculum meeting for providers to moderate lesson observations and discuss tracking and progression.

72. For 2009/10, the Council has received a safeguarded allocation of £214,626 for Family Learning, with a target of attracting a minimum number of parents/carers. In addition to maintaining the current volume and quality, there will be particular emphasis on:-

The development of programmes that will support the priorities of the Council's Children and Young People Plan;

- (i) Improving participation rates of men, the over 60s, carers, those with learning difficulties or disabilities, learners from wards of deprivation;
- (ii) Work with prisons and offenders;
- (iii) Increased focus on Parenting programmes and Family Finance; and
- (iv) Ensuring that learners have clear information and advice in order to progress to other learning opportunities.

WIDENING PARTICIPATION FUND

73. The Government priority for Lifelong Learning is to widen participation in learning and there is continued emphasis on the engagement of adults who have low levels of educational attainment and employment, and who do not normally participate in further learning. The purpose of the Council's Widening Participation Fund is to support the research and development of new courses, to target and deliver courses to hard to reach learners, preparation of materials, marketing and promotion activities and other "pump priming" activity. All providers, including community providers, are invited to bid for resources under this fund to cover approved expenditure, with decisions on approval of bids being agreed by the Lifelong Learning and Development Group (LLDG).
74. A total of 107 projects have been approved by the LLDG since it began in September 2002, attracting over 8000 hard to reach learners. Appendix 5 to this report provides a full summary of the 19 approved projects in 2008/09. There is an excellent range of courses targeting participation of older learners, learners with learning difficulties and/or disabilities and minority ethnic groups. The involvement and participation of third sector organisations is particularly strong, as is the collaboration with mainstream providers.
75. An evaluation of 2007/2008 projects shows that courses are genuinely reaching priority groups of learners who wouldn't normally participate in learning. Retention rates and success rates on most courses are particularly good with a number of projects exceeding 90% in both.

The budget for Widening Participation activities in 2008/9 has been set at £100,000.

NATIONAL OPEN COLLEGE NETWORK (NOCN)

76. In 2008/09 provision was funded by the LCLSC's Neighbourhood Learning in Disadvantaged Communities (NLDC). 132 learners achieved accreditation in areas such as Skills for Life (literacy, numeracy, ESOL), Music Technology

and Performance, Social and Life Skills, Arts and Crafts and ICT. Participating organisations in Wandsworth include: MENCAP, Together, Share Community, Battersea Chapel Baptist Church, Sound Minds, Southfields Community College and the Thessaly Community Centre.

In 2008/09 a similar level of funding to support 200 learners will be made available by drawing from the NLDC grant from the LCLSC and the Widening Participation Fund which is ring-fenced by the Council within the core adult learning grant.

MARKETING

77. The Adult and Community Lifelong Learning Team has produced a signposting document detailing the range of Adult and Family Learning opportunities in the Borough for 2008/09 and this has been distributed widely throughout the Borough. All marketing materials and strategic documents can be viewed on the Adult Education pages of the Council's website and there is a link to www.wandsworthlifelonglearning.org.uk with an extensive search facility that contains details of all the providers and courses in the Borough.
78. In 2008/09 there were two editions of Lifelong Learning News incorporating all the work of the section. There was an extensive campaign to promote Adult Learners Week in May 2008 where details of events taking place were publicised on the Council website, in Brightside, in the local press, and a leaflet produced and available in all public venues including all libraries.

An Awards Ceremony at the Civic Suite took place on 15th July 2009 to celebrate the achievements of over 200 adult learners across Adult and Community Learning and Family Learning. Councillor Tracey, Cabinet Member for Children and Young People and Sean Dunkling the Assistant Director of Young People and Learning led the proceedings. Approximately 500 adults and children attended the event which culminated in Councillor Mrs. Tracey announcing the overall Learners of the Year and Tutors of the Year.

79. The section has an overarching marketing plan which is used to plan and update marketing materials for all programmes. There also a number of national events such as Adult Learners Week, Family Learning Festival and National Family Week that require local campaigns.

IMPACT OF SERVICE DELIVERY IN RESPECT OF EQUALITY ISSUES

80. This report has described a number of interventions to reach target groups of learners and the section is working with a larger number of partners to reach priority groups of learners. Participation rates of target groups of learners are good: 5663 learners (50.9%) are from ethnic minority groups, learners over 60 account for 1969 (17.7%) and there are 611 learners with a disability which represents 5.5% of the total cohort. 5896 (53.0%) of learners are from wards of deprivation as identified by the LSC. It is believed that rule changes regarding the disclosure of disability status has resulted in a recorded fall in

learner numbers in this category over the last two years, and it is likely that the actual number of disabled learners is much higher.

81. On Family Learning, 63.9% of participants were from ethnic minority groups and 64.8% from wards of deprivation. On Wandsworth SEEN, of the 88 participants, 69% were from wards of deprivation.
82. Adult learners in libraries were very diverse in 2009/10 with around 35% of learners being White British or Irish, 19% Black, 14% White Other, 14% Asian, 9% unknown, 6% Other and 2% Mixed Race. 34% of all learners in libraries were male, above the Borough's average of 24.5% in 2007/08, while a higher percentage (39%) of learners aged 60 and over were male. 35% of learners had no qualifications at all. These figures demonstrate that learning activities in libraries are encouraging new adult learners.

QUALITY IMPROVEMENTS

SELF ASSESSMENT REPORT (SAR)

83. Wandsworth Council is required to submit an annual Self Assessment Report (SAR) to the Learning and Skills Council and OFSTED by the end of December each year. The SAR for 2008/09 will cover work in the following areas of provision:-
 - (i) Adult and Community Learning, encompassing provision from South Thames College, Southfields Community College, Putney School of Art and Design. The Library Service;
 - (ii) Widening Participation (encompassing provision from the partners identified in paragraphs 70-72);
 - (iii) Family Learning including Family Literacy, Numeracy and Language; Wider Family Learning, Family Learning Impact Fund;
 - (iv) Train to Gain;
 - (v) Apprenticeships;
 - (vi) Personal Best; and
 - (vii) Supported Enterprise and Employment Network (SEEN).
84. The SAR identifies the key strengths and areas for improvement for each section of the provision with Adult and Community Learning being reported by subject sector area. Each area is graded using the following OFSTED grading system:

Grade 1:	Outstanding
Grade 2:	Good
Grade 3:	Satisfactory
Grade 4:	Inadequate
85. The SAR is drafted from input by all Council providers and through a rigorous moderation which includes opportunities for partnership input into this process. The SAR is in its final drafting stages and indicative grades for the provision are as follows:

Wandsworth Lifelong Learning Self Assessment Report		
Adult and Community Learning		
	Subject Sector Area	Indicative Grade
SSA1	Health, public services and care	2
SSA3	Agriculture, horticulture and animal care	2
SSA6	Information and communication technology	2
SSA7	Retail and commercial enterprise	2
SSA8	Leisure, travel and tourism	2
SSA9	Arts, media and publishing	1
SSA10	History, philosophy and theology	2
SSA12	Languages, literature and culture	2
SSA14	Preparation for life and work	2
Family Learning		2
Work Based Learning		3
Leadership and management		2
Equality and Diversity (including safeguarding)		1

The SAR is finally moderated early in December and the Report will then become a final document.

QUALITY IMPROVEMENT PLAN (QIP)

86. The outcome of any self assessment process is improvement and from the SAR a whole-Service Quality Improvement Plan is devised. This document identifies the areas for development the Service intends to focus on for the coming year and beyond.
87. During the year, the remit of the Curriculum Leadership and Quality Steering Groups was reviewed and new Terms of Reference were drawn up. These Committees (which report to the Lifelong Learning Development Group) now perform a lead role in monitoring the progress against the outcomes identified in the Quality Improvement Plan. One example of the work of the Curriculum Leadership Groups is moderation of the observation of teaching process. It is intended that these Groups will develop in the coming months to provide a curriculum steer for the main curriculum areas provided.

COMMON INSPECTION FRAMEWORK

88. Wandsworth Lifelong Learning is due to be inspected by OFSTED during this academic year. The framework used to judge education and skills is *The Common Inspection Framework (CIF) for Further Education and Skills 2009*. Under this new framework (which came into effect from September 2009) Inspectors make a judgement on adequacy, so provision will be adequate or inadequate, and will focus on two areas of overall effectiveness and capacity to improve. These include:-

- (i) Provider's capacity to make and sustain improvement;
- (ii) Outcomes for learners;
- (iii) Quality of provision; and
- (iv) Leadership and management.

The grading awarded at inspection is the same 1 – 4 point scale used for the Self Assessment Report.

89. Under the new CIF there are two areas that are felt to be additionally important:-
- (i) Safeguarding; and
 - (ii) Equality and Diversity.

As the grades awarded for these two areas have an impact on overall grades, poor grades in either of these areas will limit the grading for overall effectiveness. They are referred to as limiting grades and it is important for the service to demonstrate a high degree of competence in these areas.

90. All Lifelong Learning staff have attended a number of conferences, awareness raising and training events to prepare for inspection under this new Common Inspection Framework.

CLIENT SATISFACTION

91. An evaluation system is in place which enables learners to provide feedback at the end of their course through a series of 11 standard questions and an open ended comments section. The forms are entered onto a databases and analysed with automated reports. Reports can be run to analyse evaluations by course, provider, funding stream or the Borough as a whole and are used to inform planning and improvement processes.
92. To support the challenging task of evaluating the *impact* of Adult and Community Learning on Wandsworth residents, the Children's Services department carried out a survey amongst its learners in November 2009, targeting 20% of all learners during 2008/09. Its aim was to assess what social and economic benefits learners identified after the completion of their course as well as assessing the overall quality of the provision.
93. A full report is being produced that will highlight the results of the research detailing the wider economic and social value of adult learning and the potential impact it has on individual learners. Top level results from the survey can be grouped into the following categories:-
- (i) Employability Prospects;
 - (ii) Progression / increase their capacity for enterprise;
 - (iii) To seek personal fulfilment; and
 - (iv) Overall satisfaction.

94. The results of the survey were encouraging:-
- (i) There were 514 responses in total – a 25% response rate. Over 96% stated that they had improved their knowledge or abilities by attending their course. Over 91% stated that they would recommend the course to a friend.
 - (ii) Over 80% of learners, who responded to the employability related questions, indicated that completing the course had improved their employment prospects.
 - (iii) 94% of learners stated that they were well supported by the tutor.
 - (iv) 97% of learners stated that the tutor was well informed and knowledgeable.
 - (v) The figure for those who have progressed, or intend to progress, to further, more advanced courses was 56%.
 - (vi) 73% stated that the course had improved their self esteem/confidence.
 - (vii) 80% stated that the course helped them keep active and involved and 52% stated that the course had helped them become more involved in the community.
 - (viii) 67% stated that the course made them feel healthier/less stressed.

These results are from a relatively small sample, however they do indicate that the ACL provision at Wandsworth is providing a varied and comprehensive range of benefits for its residents and therefore meets a wide range of requirements.

COMPARISON

95. There are robust systems in place to measure learner satisfaction and performance against other London boroughs. Comparison of Wandsworth key performance indicators for 2008-2009 (taken from Individual Learner Record returns) with London Central LSC and national benchmarks show that Wandsworth consistently comes out as the top performing Central London Borough for many key indicators including overall participation rate which is twice the number of the 2nd highest performing council.
96. During the last 5 years Adult and Community Learning has improved and adapted to successfully attract thousands of hard to reach learners and created a gateway to First Step and further learning opportunities with an increasing range of providers who are able to meet a wide range of learning needs. The main improvements are:-
- (i) consistently high participation rates;
 - (ii) significant capacity for business development, innovation and fundraising;

- (iii) over 50% of learning delivered by a wide variety of providers making learning more accessible;
- (iv) a robust widening participation strategy attracting over 8,000 hard to reach learners through the Widening Participation Fund;
- (v) alignment to other local and national priorities including: implementation of the Children and Young People Plan (CYYP), Child Poverty, Culture Strategy, Extended Services, Parenting Strategy, Employment and Skills Strategy, Libraries, Adult Social Services, the Skills For Life agenda;
- (vi) intensive marketing - particularly at key points in the year: for example, Adult Learners Week, National Family Week, Family Learning Festival;
- (vii) 1978 parents on Family Learning Programmes;
- (viii) successful Adult Learning Inspectorate (ALI) inspection February 06 and re-inspection of one subject area in January 2007;
- (ix) NOCN programme has enabled 12 voluntary/community sector organisations to deliver accredited learning from a standing start; and

FUTURE DEVELOPMENTS

97. The priority of the service in the year ahead will be to maintain a high quality and widely accessible ACL and skills offer. Changes in the funding infrastructure involving the creation of the Skills Funding Agency will present a challenge, however it will remain a priority for the service to maximise the opportunities and income available to the Council and the residents of Wandsworth. Two such examples are outlined in paragraphs 98 to 104.

TRANSFORMATION FUND

98. Two Lifelong Learning initiatives are to benefit from a cash injection after Wandsworth Council successfully bid into this one off opportunity to secure extra resources to promote informal adult learning. Wandsworth Council's Lifelong Learning section secured more than £221,000 as part of the learning for pleasure innovation spearheaded by the Department for Business Innovation and Skills.
99. The projects, Wandsworth GOAL and SOUL, which are among more than 300 winning schemes from across the country, offer very different learning experiences, yet both forsake the conventional classroom; one for a double-decker bus and the other, a concert hall.
100. Wandsworth GOAL will drive learning into the heart of the community on a bus equipped with a range of new technology and media aimed at inspiring people living in Wandsworth, to literally 'Get Onboard And Learn'. The project is aimed at reaching people who would not normally consider taking part in any kind of learning. The bus is in the final stages of preparation and there will be a formal launch on 21st December involving the Cabinet

Members for Regeneration and Community Safety and Children and Young People and a number of Ward Councillors.

101. SOUL (Sounds of Us:London) is a partnership, led by Wandsworth with iGospel UK, a company which works with local communities to make gospel style music accessible to all. SOUL will give 900 adults and young people from Wandsworth and partner boroughs the opportunity to join a network of 12 SOUL choirs across London. They will take part in a programme of vocal, composition and performance training culminating in a performance at the combined mass London adult choirs event 'Sing Inspiration 10!' at the Queen Elizabeth Hall on March 29th. The bid for SOUL was highly commended and was the highest scoring bid in the London and South East region.

A SINGLE UMBRELLA FOR EDUCATION AND TRAINING PROGRAMMES

102. The European Commission has integrated its various educational and training initiatives under a single umbrella, the **Lifelong Learning Programme**. With a significant budget of nearly EUR 7 billion for 2007-2013, the new programme replaces the existing education, vocational training and e learning programmes, which ended in 2006.
103. The new Lifelong Learning Programme enables individuals at all stages of their lives to pursue stimulating learning opportunities across Europe. It consists of four sub-programmes: Comenius (for schools), Erasmus (for higher education), Leonardo da Vinci (for vocational education and training) and Grundtvig (for adult education).
104. The service developed a number of ideas to take forward and submitted a first stage application to the Grundtvig programme and was approached by a consultancy based in Madrid to participate in their Leonardo Da Vinci programme.

The Leonardo Da Vinci proposal has been successful and the Council has been involved as a partner in this programme. The Council will receive 25,000 Euros for its involvement in the project. With regard to the Council's application to Grundtvig, unfortunately the bid was unsuccessful. However the written feedback suggests that it would be advisable to improve and resubmit the bid in the Spring. Of 60 successful applications to the Grundtvig strand only 1 UK organisation was successful in securing a contract.

105. DIRECTOR OF FINANCE COMMENTS

Changes in the funding infrastructure involving the abolition of the LSC and the creation of the Skills Funding Agency will present the largest medium term financial challenge to Adult and Community Learning. Given this and the difficult economic climate, it is even more important than normal that services are run efficiently and effectively and that grants are maximised.

BACKGROUND PAPERS

There are no background papers to this report.

The Town Hall
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Paul Robinson
Director of Children's Services

11th December 2009

There are no background papers to this report.

All reports to Overview and Scrutiny Committees, regulatory and other committees, the Executive and the full Council can be viewed on the Council's website (www.wandsworth.gov.uk/moderngov) unless the report was published before May 2001, in which case the Committee Secretary Mr. W. McCluskey (Tel. 020 8871 6010); email bmclcluskey@wandsworth.gov.uk can supply if required.