



Isle of Wight 14-19 Partnership Consortium Diploma Implementation Plan

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Isle of Wight 14-19 Partnership Consortium Manager

Supported By



DRAFT DIPLOMA IMPLEMENTATION PLAN - UPDATED OCTOBER 2009

Target	Milestone & Date	Actions	Responsible	Cost	Progress made	Completion date
CSG Category - Developing the Workforce						
To produce an agreed partnership plan for the Functional Skills which is endorsed by the National Strategies to roll out the FS across all providers by 2010 and agree within the plan the proposed training for all providers at pre and post 16.				£10K		
Update the workforce development plan in line with the new Diplomas and the school reorganisation. (Cost reflects the commissioning of secondary strategy consultants from September 2009)						
Through the Consortium Partnership Manager provide training needs analysis for each line and link this into national training.						
To link with our sub region to seek best practice and agree local bespoke training. Including remission and training for Domain assessor and lead assessor.						
Proposed cost = (on behalf of the partnership all lines will produce a detailed plan of spend signed by the lead provider):				£119K		
<ul style="list-style-type: none"> • 2009 lines X 3 for continued remission and assessor support £4,000 per line = £12,000 • 2010 lines X 4 for training, remission and assessor support £18,000 per line = £72,000 • 2011 lines X 3 for training, remission and assessor support £15,000 per line = £45,000 						
1. All staff involved in delivery of Diplomas appropriately trained and skilled .	(a) Coordination role agreed.	Create Consortium Managers post to support staff development across the consortium.	CPG	£20K		Completed Jan 09
		Develop person specification for Diploma Line Lead	PMc	£0	Target date Oct 09	Ongoing
		Produce a Functional Skills plan to include roll out plan and toolkit to indicate readiness to deliver Functional Skills on Island	AB	£5K	Functional skills strategy produced for IOW BY AB May 09. Implementation of plan to commence from June 09	Partially completed May 09
		Reach agreement as to whether to deal with support (i.e. Exams Officers) and delivery staff (i.e. LOLLs) together or as two discrete activities	CPG	£0	Completed	Exam Officers training taken place between Feb - Sept 09
	(b) Training needs analysis	Agree protocol for conducting TNA	CPG	£0	Completed	Completed Jan 08
		Conduct TNA, or commission another to do it. Plan training requirement (general and line of learning specific)	LoLLs/PMc/CW	£0	Needs analysis 08/09 and LSN Curriculum Audit undertaken July 09	Completed Sept 08
		Conduct TNA for all new Lines of Learning and link to national training and sub regionally to seek best practice. Budget includes remission and training for all components of the Diploma, industrial updating and specialist training for Domain Assessors and the Lead Assessor.	PMc/LOLLs	£119K		Ongoing
	(c) Training and development undertaken (including visits to other consortium)	Visit pathfinder consortia to gain understanding of lessons learned	PMc/LOLLs	£2K		Ongoing
		Ongoing evaluation of training and development activities to inform future events – regular paper to Consortium	PMc	£0	Regular updates given to Consortium	Ongoing bi monthly
		Identify common Diploma staff development days	CPG	£0	14-19 Consortium Management Training Day in July 09	Ongoing

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		Commence awareness raising briefing sessions in each institution to raise general awareness of Diplomas	Each institution lead	£0	Diploma presentations given to College Diploma teams (BAF, ELB and Engineering) during July and Sept 09	Ongoing
		All High schools and WBL providers to organise 14 -19 briefing sessions for their staff	Each institution lead	£1K (staff cover only)	Carisbrooke June 09 Target date for all schools June 09 - June 10	Ongoing
		A representative for each line of learning to attend briefings and disseminate to Consortium colleagues	LOLLs	£0K		Ongoing
		Briefings to be held by Project Manager for Education Transformation for Middle school teachers to update them on 14 - 19 reforms linked to the schools reorganisation	RE	£1K (staff cover only)	Target date Dec 09	
		Attend relevant awarding body briefing and disseminate information to consortium colleagues	PMc/LOLLs	Funds available section 1b	AQA training May 09	Ongoing
		Staff attend briefings/training on Functional Skills (Linked to Functional Skills Plan)	Each institution lead	Funds available section 1b	Functional skills training undertaken by High School and College staff Oct 08, Nov 08, Jan 09, Mar 09, Apr 09 and May 09	Ongoing
		Identify staff to support the development of Diploma related teaching and learning and cascade nationally developed materials	LOLLS	Funds available section 1b	First 3 Diploma LOLLS attended training	Ongoing for 7 LOLLS in 09/10
		Foundation Learning Tier training for all providers staff	Each institution lead	Funds available section 1b	Commencing Sept 09 FLT pilot running at College and HTP 08/09	Ongoing
(d) Staff recruitment activities within delivery partners adjusted to ensure new staff recruited either have, or recognise the need to develop specific skills associated with Diplomas.(Sept 2008)	Recognise Diplomas in staff appraisals where appropriate	Each institution lead	£0K	From Sept 09 in line with first 3 Diploma Lines being rolled out	Ongoing	
	Identify key employers for staff to undertake industrial updating	LOLLs/CA	£0K		Ongoing	
CSG Category - Curriculum Planning and Timetabling						
Development activities with senior leaders within the consortium on collaborative working, developing the diplomas, curriculum development including quality assurance.				£5K		

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Influencing and working with new providers to enable them to sign up to the existing collaborative arrangements. To work with the new school organisation partners and discuss future working arrangements.				£0K		
2.1 Clear and consistent timetable model implemented across all delivery partners to facilitate all learners accessing Diploma provision	(a) Timetable model developed and approved by 14-19 Consortium	Embed common timetable model across all partners and agree protocols for establishing academic calendar	Each institution lead	£5K	Agreement reached of Diploma model - 2 half days + 1 whole day	Completed Sept 08
	(b) Delivery partner timetable systems aligned to Diploma model (Sept 2008)		Each institution lead		College timetable aligned to school timetables (already established for schools programmes and YAs	Completed Sept 08
	(c) Individual institutions make changes (as necessary) to internal systems and procedures to allow adoption of new model		Each institution lead			Completed Sept 08
	(d) Worked examples of timetable model published to support understanding and training		Each institution lead			Completed Sept 08
2.2 New school partners adopt to ensure continued access to Diploma provision	(a) Continuation of common timetable negotiated and adopted by new school partners	Embed common timetable model across all new partners and agree future working arrangements	Each institution lead	£5K		Ongoing
	(b) Worked examples of timetable model published to support understanding and training		Each institution lead			Ongoing
	(c) Agreement on future working arrangements discussed and finalised		Each institution lead			Ongoing
CSG Category - Delivering the Diploma and functional skills						
For the LoLL to meet regularly to share good practice and to work within our sub region with providers who are already running Diplomas to support the principal learning and the project elements. To agree any additional resources that may be needed to deliver specific diploma lines.				£35K		
To support the lines of learning lead to develop the Diplomas through the Consortium's agreed delivery model and to research additional specialist learning.						
To provide an ASL fair for all students embarking on a Diploma route to allow greater breadth to the lines.						
Agree the IAG, marketing and induction process for the young people on programme to include materials.				£35K		
Student led diploma roadshow in January in conjunction with the DCSF support materials.				£20K		
Development of a seconded post to assist Consortium Partnership Manager with Diploma development and implementation in preparation for the national Diploma entitlement from 2013.						

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Produce a Functional Skills plan agreed by key providers and National Strategies to include a roll out plan and toolkit to indicate readiness to deliver FS.				£5K		
To prepare and implement Functional Skills across all providers for September 2010 in line with the FS plan.						
3.1 Seconded post to assist in preparation and development Diploma entitlement	(a) Analysis of Diploma entitlement and personnel	Identify milestones relating to Diploma preparation and development	AB/PMc	£20K		Ongoing
		Identify suitable personnel to assist in preparation and development and second/commission as necessary	AB/PMc			Ongoing
3.2 Effective marketing of Diplomas to ensure information is available to all learners	(a) Identify appropriate opportunities and methods to market Diploma lines	Building on good practice from Jan 09 organise student led Diploma Roadshow and invite Yr 9 and 11 learners from all Island High schools to attend	PMc/IR/CE	£35K	Target date Jan 2010	
		ASL Induction Fair to be held for all Yr 10 Diploma students in June 2010 following on from the success of the events in 2009.	PMc/LOLLs		Target date June 2010	Ongoing
		Create marketing leaflets that have an Island feel for all Diploma lines as they are rolled out	PMc/IR		Target date Oct 2009	Completed Leaflets for first 7 Diplomas printed July 09 Oct 09 for June 10 Diplomas
3.3 Effective and efficient use of resources throughout the consortium to support delivery of the Diplomas and ensure young people have the best possible learning experience	(a) Resource audit complete	Identify what resources each institution possesses which can be used in connection with delivery of Diplomas	Each institution lead/LOLLs	£35K	Audit of resources for Gateways 1,2 and 3 completed	October 06/07/08
		Regular LOLL meetings to be held to share good practice in principal learning, project and ASL components of Diploma. LOLL involvement on local and sub regional level to identify any additional resources required to deliver Diploma lines	PMc/LOLLs			Ongoing
	(b) eLearning protocol agreed	Agree protocol for promotion of e-learning through the development, storage and management of shared electronic resources	Each institution lead/LOLLs	£0	Post of 14-19 Access Coordinator created and recruited	Completed May 09
		Identify person/institution responsible for coordinating eLearning development	Each institution lead/LOLLs	£0	Eugene Brunet at Cowes High developing Uniservity for Diploma use.	Ongoing
		Implement online attendance monitoring software	Each institution lead/LOLLs	£0	CLM used by College and schools 08/09	Completed Sept 08
		Formally adopt Uniservity as VLE platform across Consortium	Each institution lead	£0		Completed Sept 08
	(c) Common eLP system in use across all delivery partners	Review alternative eLP platforms and select preferred partner	PMc	£0	Pilot of Plan-It at IOW College (Post 16) and Cowes High school (Pre 16) from Sept 08	Ongoing
		Negotiate and agreement contractual terms and conditions	Each institution lead	£0		Ongoing
		Review hardware and software requirements in order to run in each institution and complete upgrades as appropriate	Each institution lead	£0		Ongoing

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		Train staff in use of eLP system	EB	£0		Ongoing	
		Establish protocols to set expectations on use and maintenance of system	All Institution Leads	£0		Ongoing	
		Pilot eLP with School Engagement Programme to ensure common eLP in all providers				Ongoing	
		Roll out eLP throughout the 14-19 sector to establish a good 14-19 ILP				Ongoing	
		Agree quality assurance measures to monitor adherence to protocols and rectify any development needs emerging				Ongoing	
		Embed tutorial and eLP into quality assurance measures, both at institution and Collaborative Partnership level				Ongoing	
	(d) Learners have access to best possible resources to support Diploma learning with least possible disruption	Consider appropriateness of moving staff rather than learners in some cases	PMc/LOLLs	£0	Appointment of Access Coordinator to coordinate delivery issues	Completed May 09	
3.2. Universally adopted curriculum delivery model that leads to high levels of learner success	(a) All learners have access to Diploma related learning at a level appropriate to their ability and aspiration (Entitlement, "stage not age")	Develop timetable model that allows learners to access Diploma lines, as they become available, regardless of their home institution	PMc	£0		Completed June 09	
		By 2009 all providers will be inline with common timetabling model to allow full access by learners to Diploma learning				Completed June 09	
	(b) All Diploma learners have an eLP which they take ownership of and regularly update	Develop appropriate systems to enable every learner to be able to access an eLP on line – see point 3c above	Each institution lead	£0	Target date Sept 09	Ongoing	
	(c) Every learner has targets which they own related to they learning programme	Agree protocols for setting learner targets, their monitoring, review and support.	PMc	£0	Target date Sept 09	Ongoing	
	(d) Fair, consistent assessment practices pursued across the consortium	Implement robust guidelines for teacher assessment to ensure common assessment and quality assurance standards across the partnership	PMc (Lead Assessor Role)	£0		Ongoing	
					Provide assignment design and writing training		Ongoing
					Develop a common protocol for undertaking internal verification		Ongoing
Agree and appoint Lead Assessor						Completed Apr 09	
3.3. All learners enrolled on Diploma programmes successfully complete functional skills qualifications at the appropriate level to support their successful attainment of their Diploma and subsequent progression.	(a) Successfully completed pilots inform their delivery model	Review of functional skills pilots being undertaken 07/08 undertaken and shared with Consortium members	PN	£0	FS piloted at Cowes High for Year 9 students during 07/08	Completed July 08	
		Agree which institutions to pilot which skill at which level in 2008/09	PN	£0	FS pilots at Cowes High, Medina High, Ryde High, Sandown High and College during 08/09	Completed Sept 08	
	(b) Functional skills working group operational	Production of Functional Skills plan	AB			Completed May 09	

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		FS Plan reviewed with stakeholders including secondary strategy and CPG.	AB	£5K		Completed May 09
		Consider and recommend a single awarding body for FS across the Consortium	PN		Target date for completion - Dec 09	
	(c) Delivery model for delivery of functional skills (within the Diploma) agreed	Agree hours to be allocated to delivery of FS	All Institution Leads		All Diploma students at KS4 will attend FS lessons at home school	Target date for completion Oct 09
		Agree Consortium FS policy, setting out expectations of range and level of FS to be studied	AB		Functional skills strategy produced for IOW	Completed May 09
	(d) Staff to deliver functional skills are appropriately trained, experienced and knowledgeable	Exams officers in each centre trained in administration of FS.	PN	£3K	College staff attended training July 08. Visit to College by Annette Welfare July 08 to discuss training needs	Completed July 09
	(e) Functional skills launched	Ensure reference is made to FS in all IAG literature	IR/PMc	£0	Diploma information sheets included in all school Year 9 options booklets and Diploma specific marketing literature printed for all 7 lines offered 09/10 with specific reference to FS	Completed July 09
		Communicate with parents/carers on the benefits and requirements to complete functional skills	PMc	£0	Parents invited to attend Diploma meetings and BAF induction evening. Parental engagement encouraged during Year 9 Options evenings. FS referred to and promoted.	Completed June 09
CSG Category - Developing the Workforce						
LA to lead on 14-19 strategy. To implement the 14-19 Strategic Plan and update the Operational Plan for 2011. To support the strategy with an implementation plan to support forward planning to 2013. To roll the plan out to the Partnership and seek advice through conferences X 4				£5K		
Consortium to hold regular, monthly 14 -19 Partnership meetings over the Academic year 0910 to disseminate updates on the 14-19 strategy and the 16-19 planning, commissioning and funding of learning						
To continue to support the post of Consortium Partnership Manager for a further three years to include administration.				£45K		
4.1 LA Lead on 14 -19 strategy	(a) Implementation of the 14-19 strategic plan and update of the operational plan	All plans to be rolled out to Partnership and consultation held through 4 dedicated conferences	AB	£15K		Ongoing

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	(b) Write an implementation plan to support forward planning to 2013		AB	£45K		Ongoing
	(c) Dissemination of updates on 14 -19 issues	Regular monthly meetings to be held with all partners to receive regular updates on the 14-19 strategy and the 16-19 planning, commissioning and funding of learning	CPG	£4K		Ongoing
4.2 Have in place an organisation structure within the consortium to support the successful development and delivery of the Diploma	(a) Consortium agrees organisation structure to support development and roll out of Diplomas	Establish a sub group (Diploma Steering Group) of the 14-19 Consortium to establish protocols on cross consortium issues such as timetables, sharing resources, transport etc.	AB/PMc	£15K		Ongoing
		Each consortium partner to identify Diploma nominee to facilitate communication and sharing of information				Ongoing
		Establish a working group of each Diploma line to support development of that line – these groups are already conceptually in place arising out of the groups which came together to support the submission of the Diploma applications				Ongoing
	(b) Diploma Coordinator appointed and continuing in post	Continued support of Consortium Manager's post for further 3 years	CPG	£45K (Incl.on costs)		Ongoing
	(c) Consultant appointed to support Diploma role out until coordinator in post (August 08)	Draft role requirement	RW	£5K	Completed - Pat Seaton and Carol Walker	Sept - Dec 08
		CPG members to propose consultants based on prior experience				
		Contact LSN for advice and possible referrals				
		Interview consultant and retain for required activities				
	(d) Gateway 2 re submissions successfully submitted	Consider feedback .	RW	£5K		Completed Oct/Nov 07
		Incorporate any necessary actions within Diploma Action Plan				
(e) Gateway 3 Diploma applications resubmitted	Confirm responsibilities for drafting Applications – part A and B	RW	£0		Completed Oct/Nov 08	
	Seek input from Consortium partners – establish line of learning working groups	RW	£0		Completed Oct/Nov 08	
	Draft applications undergo appropriate quality assurance activities (panel review)	14-19 Consortium receives and approves applications	PMc	£0		Completed Oct/Nov 08
		Resubmission of failed bids for Society, Health and Development, Sport and Active Leisure and Construction and Built Environment Diplomas	CPG	£0		Completed Oct/Nov 08
	(f) Roll out of Gateway 3 Diplomas deferred until 2011/12	Resubmission documents of Gateway 3 to be rewritten and standardised and put forward for consideration by Cambridge Education	PMc	£0	Meetings with LOLLs set up for 3rd and 4th June 09. Reassessment meeting scheduled for 25th June 09.	Completed Resubmission unsuccessful June 09

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	(g) Submission of Gateway 4 bid for remaining Diplomas	Consortium to decide which Diplomas to bid for in Gateway 4. Determine responsibilities for submission of bids. LOLLs to be identified and included in bid process.	AB/PMc/LOLLs	£0	Bids submitted by 25/11/09	Ongoing
CSG Category - Information, Advice and Guidance (including gender equality)						
Education Connexions to implement the IGEB - Diploma Action plan linked to the IAG Quality Standards including a gender equality event.				£5K		
Education Connexions and staff involved in careers advice to receive training on the Diplomas from key Partnership colleagues to include SSAT, the Line of Learning Leads and the Consortium Partnership Manager. All staff to understand the issues of stereotyping and diversity				£1K		
All students interviewed for Diplomas to have one to one IAG from a trained Connexions PA and all interview panels to include a Connexions PA..				£5K		
Provide young people in Year 6,7 and 8 with a career roadshow showing the pathways that will be open to them in Year 10..				£10K		
5.1 Outstanding Information, Advice and Guidance (IAG) to ensure all learners are aware of the entitlement and how they can access it on the Island.	(a) Staff involved in provision of IAG identified	Identify all staff involved in providing advice and guidance on the Diplomas so that appropriate support, development and training maybe provided from SSAT, LOLLs and Consortium Manager. Training to include stereotyping and equality & diversity issues.	PMc	£1K	Training session held for Connexions staff held 11/02/09. Further training events to be arranged as necessary.	Ongoing
	(b) Embed into existing appraisal and CPD acuties the need to systematically review development needs in connection with Diplomas	Ensure all relevant documentation is developed or adapted to include references to Diplomas	IR	£0	Target date Dec 09	Ongoing
(c) Impartial IAG available to all Diploma learners		Online prospectus (www.futures4me.com) refers to all Diploma lines of learning available through common application system. Contract to run for 3 years from Nov 09	PMc/CE	£27k	First 3 Diplomas on website from Feb 09. Information on next 4 to be available from Sept 09	Ongoing
		Determine protocols whereby Connexions will provide individual support to those learners who, for whatever reason, have not made decisions regarding their progression	IR	£0		Ongoing
		Maintain a Connexions centre in each school and at the College as well as a town centre facility with Connexions PAs delivering a common entitlement.	AB/IR	£0		Ongoing
		Distribute the 'Choices at 14+ Isle of Wight Offer' booklet providing a hard copy summary of the Island curriculum, including the Diploma to ensure it is available to all students	IR/KE	£5K	Draft for 10/11 completed Aug 09. Final copy available from Sep 09	Completed Sept 09

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		Year 9 students and parents targeted through school options events and Year 11 students through Connexions interviews and post-16 options events	PMc/LOLLs	£0	All school Year 9 Options events attend by PMc between Jan and March 2009. Year 11 events attended at Medina High and Cowes High. All Options evenings to be attended during 2010	Ongoing
		Share information widely throughout the community. Including LACES, YOT, Young Carers Association, Special Schools, PRU and EOTSS. Ensure this is updated to include Diplomas and FLT	PMc	£0		Ongoing
		Ensure the Diplomas are fully represented at all public events that relate to education and young people	PMc	£0		Ongoing
		Maintain signed service level agreements between providers and Connexions ensuring areas of IAG priority are recognised and delivery methods agreed	IR	£0	All service level agreements ready for signature Sep 09. Target date for completion Oct 09	Ongoing
		Ensure IAG is represented within key performance indicators to enable annual reviews to take place	Each Institution Lead	£0		Ongoing
		Maintain an agreement whereby partner organisations are invited to each others progression and open events to ensure learners have access to the full range of opportunities available	Each Institution Lead	£0		Ongoing
		Impartial IAG is provided in line with DCSF quality standards.	IR	£0	IGEN Audit conducted May 09	Ongoing
		Connexions to implement IGEN - Diploma Action Plan and to host gender equality event	IR	£5K		Ongoing
		All Year 6, 7 & 8 s to be provided with a career roadshow showing pathways available in Year 10	IR	£10K		Ongoing
		Introduce Diplomas to Year 8s at College Taster Days making the vocational link 'real'	RW	£0		Ongoing
		Stereotyping in vocational areas will be challenged by groupings of Year 8 tasters in College	RW	£0		Ongoing
		Diplomas to be introduced to parents at High School Year 8 into 9 transition evenings.	All Institution Leads	£0		Ongoing
		Highlight Diploma section within the Area online prospectus. Record number of 'hits'. Investigate possibility of all Diploma applications being made online	CE/PMc	£0	Update of S Cool software to take place Sept 09. Improvements should facilitate easier online applications.	Ongoing
		Information evenings for local employers on Diploma. Monitor attendance re lines of learning. Extend links with EBPO in order to facilitate more employer events including breakfast meetings and further awareness raising events.	CA/PMc	£0	Employer event held through EBPO in Nov 07	Ongoing

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		Diploma information available at all school and College Open days. Monitor visitor interest.	PMc/Institution Leads	£0	Diploma information sheets included in all school Year 9 options booklets. Diploma specific marketing literature printed for all 7 lines offered 09/10.	Completed July 09 Ongoing for 09/10
		Include Diploma in option blocks for collaborative 14 -19 programme 2009 - 2011.	All Institution Leads	£0	All institutions now in alignment for Diploma delivery.	Completed Sept 08
		Ensure Foundation and Higher Diplomas form the main stream of collaboration within the options of collaboration with the College and monitor participation	All Institution Leads	£0	39 Yr 10 students recruited on Hair and Beauty and Creative and Media Diplomas in June 09.	Ongoing
		Applicants for Diplomas to have specific 1:1 Connexions interviews with parents attending and all interview panels to include Connexions PA	IR/LOLLs	£5K	All Diploma students attended meeting with LOLL and a Connexions PA for June 2009 start.	Completed June 09
		All Diploma applicants to have 1:1 IAG interview and good practice from June 09 to continue so all Diploma interviews have LOLL and Connexions PA present	IR/LOLLs	£5K		Ongoing
		Diploma lines to have specific introductory evenings highlighting progression options and stages. Feedback to Consortium and Connexions	LOLLs/PMc	£0	Parents evening held for BAF Diploma May 09. Induction afternoon held for all Diploma students 02/06/09 which included choice of ASL.	Completed June 09
		Aim Higher to present within introductory parents evening linking Diploma to HE progression	All Institution Leads	£0		Ongoing
		Year 9 ILPs to include targets against the Diploma to specifically include/exclude Diploma as a progression option.	All Institution Leads	£0		Ongoing

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		Promote Diploma in all provider prospectuses.	PMc	£0	Diploma information sheets included in all school Year 9 options booklets 08/09. Process to be reviewed for 09/10. Diploma specific marketing literature printed for all 7 lines offered 09/10.	Ongoing
		Chamber of Commerce to run events to link the business community with young people, their parents and the lines of learning.	CA	£0		Ongoing
		Continue with programme of IAG acting on reviews of practice from previous years	IR	£0		Ongoing
	(d) Diploma accessible to all learners (as reflected through appropriate data analysis)	Maintain and publicise a full range of methods of delivering IAG to cover different groups in different formats and languages, inclusion of parents at interview, use of transitional plans and case conferences for those with special educational needs, open days, careers fairs, roadshows and school visits.	All Institution Leads/PMc/IR		Diploma specific marketing literature printed for all 7 lines offered 09/10. Diploma Roadshow held at IOW College Feb 09. Roadshow to take place again in early 2010 for all Yr 9 and 11 students on Island.	Ongoing
			Records of learner participation, currently monitored within individual organisations will be consolidated and reported to 14-19 Consortium	PMc	£0	
Monitor participation from learners from deprived areas based on ward information as key performance indicators			PMc	£0		Ongoing
Use existing students to promote different learning experience. BAF Diploma students to organise Diploma Road show for 2010. C&M and HBS students to participate in day by promoting their line of learning using video footage and presentations.			LOLLs/PMc	£0		Ongoing
Ensure parental involvement at all times			LOLLs/PMc/IR	£0	Parents invited to attend Diploma meetings and BAF induction evening. Parental engagement encouraged during Year 9 Options evenings	Ongoing

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6. Clear progression routes established from level 3 Diploma to higher education courses	(a) Progression pathways to HE exist from every level 3 Diploma	Existing progression routes and compact arrangements mapped out across delivery partners	PMc	£1,000	Target date Nov 09	Ongoing		
		Link with Diploma Development Partnerships on pathway progression			Target date Nov 09	Ongoing		
		Involve local HEIs to publicly endorse Diplomas (for learners and parents)			Target date Nov 09	Ongoing		
		(b) At least one formalised compact agreement in place for each line of learning	Identify existing compact agreements in place across partners	Formalise communication mechanisms between 14 -19 Consortium and HEI partners	PMc	£0	Target date Nov 09	Ongoing
				Engage with Lifelong Learning Pathways to see how best it can support Diploma development and success			Target date Nov 09	Ongoing
				Consider how best to engage with Aim Higher initiative to support Diploma progression			Target date Nov 09	Ongoing
				Capitalise on Local Authority Transport Policy which has provision to support students to visit HEIs with a view to selecting appropriate HE progression			Target date Nov 09. Post 16 Transport Policy acknowledges funding to support students visiting FE and HE Colleges	Ongoing
	(b) At least one formalised compact agreement in place for each line of learning	Identify existing compact agreements in place across partners	Approach HEIs already in compact agreements to negotiate to include Diploma lines	PMc	£0	Target date Nov 09	Ongoing	
			Include reference to compact agreements in all Diploma related IAG/promotional literature	PMc	£0	Target date Nov 09	Ongoing	
			Establish links with HEIs which could give progression from those Diplomas not currently serviced by existing agreements		£0	Meeting held with Jon Bramley from Hi-LLN in March 09. Meetings for BAF and C&M Diplomas held with relevant Hi-LLN teams to instigate PAs with local HEIs. Target date Nov 09	Ongoing	
CSG Category - Quality Assurance								
The partnership to agree the lead assessor and domain assessors for each Diploma line. For those identified to go on national and local bespoke training.				£10K				
To agree a process of capturing the diploma student voice.								
To agree the quality assurance team that will capture the student voice and monitor teaching and learning across the Diploma lines.								
The QA team to develop a partnership quality assurance process in line with Diploma delivery across the LA which will include, monitoring, analysing, evaluating provision, the assessor role, teacher observation and the sharing of data in line with our "Fair Processing Notice."								
The QA team will: <ul style="list-style-type: none"> • Support the development of protocols on data and information sharing to enable informed QA to take place • Produce specification and definition of QA activities such as self assessment, observation of teaching and learning; course reviews and capturing the student voice • Research processes to measure value added for the Diplomas • Support the development of standard, cross consortium documentation to support the above activities 								

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Target	Milestone & Date	Actions	Responsible	Cost	Progress made	Completion date
7.1 Assessment strategy in place support by clear designation of appropriate roles and responsibilities	(a) Domain assessor identified for each line of learning, appropriately trained and in contact with all relevant assessors for that line of learning	Identify domain assessor for each line of learning	PMc	£3K	DAs identified. LOLLs to take this responsibility	Completed April 09
		Domain Assessors to attend relevant training	DAs (LOLLs)	£0	DA for C & M Diploma attended training May 09. BAF and HBS Das training to be undertaken Oct 09	Partially Completed Oct 09 New LOLLs to be trained 09/10
		Domain assessors establish network of contacts with assessors and regular meetings and other means of communications in order to meet Diploma expectations	DAs (LOLLs)	£0		Ongoing
	(b) Lead assessor identified as appropriate, trained and progressing in role	Identify Lead Assessor	CPG	£0	Completed	Completed April 09
		Lead Assessor attends training	LA (PMc)	£0	Training to take place Oct 09	Ongoing
	(c) Institution assumes role of aggregating Diploma results	Agreement on institution reached	CPG	£0		Ongoing
Systems established to share necessary achievement data between Diploma partners		CPG	£0		Ongoing	
7.2 Robust quality assurance framework supports high standards of Diploma delivery across the Consortium	(a) Quality Assurance manual agreed and implemented	Agree requirements for quality assurance across Diploma delivery partners	Consortium QA Group	£2K	CQA training event in July 09 held to determine requirements for QA procedures. Target date Oct 09	Ongoing
		Agree manual contents	Consortium QA Group	£0	Outcome of session to be presented to Consortium for approval. Target date Oct 09	Ongoing
		Agree authoring responsibilities and overall editorial responsibility	Consortium QA Group	£0	Target date Oct 09	Ongoing
		Manual written, edited and submitted to Diploma working group for approval	Consortium QA Group	£2K	Target date Dec 09	Ongoing
	(b) High level performance indicators in place by Sept 09	Determine each participant organisation's key Performance Indicators	Consortium QA Group	£0	Target date Oct 09	Ongoing
		Determine shared key PIs and monitor forum and routines to include: 1) Learner achievements 2) Observation of teaching and learning 3) Learner satisfaction 4) Participation rates 5) Value added 6) Distance travelled	Consortium QA Group	£0	Target date Oct 09	Ongoing

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Target	Milestone & Date	Actions	Responsible	Cost	Progress made	Completion date
	(c) Clearly defined service level agreements established between partners	Establish service level agreements detailing delivery models, quality assurance, payment structures etc.	Consortium QA Group	£1K	Target date Dec 09	Ongoing
		Determine agreed methods for dealing with underperformance against key Pis			Target date Dec 09	Ongoing
		Agree system for sharing EV reports and external feedback			Target date Dec 09	Ongoing
	(d) Processes for monitoring quality of teaching and learning (observations) agreed and implemented	Protocol agreed	Consortium QA Group	£4K	Target date Dec 09	Ongoing
		Observation paperwork developed			Target date Dec 09	Ongoing
		System for recording and monitoring observations developed and agreed			Target date Dec 09	Ongoing
		Coordination role agreed			Target date Dec 09	Ongoing
		Observers identified			Target date Dec 09	Ongoing
		Observer training planned and delivered			Target date Dec 09	Ongoing
		Systems for standardising observation process agreed(may have resource requirement in which case budgetary allocation may be necessary to support			Target date Dec 09	Ongoing
	(e) As appropriate, delivery partners own quality processes and systems adapted to allow reporting on Diploma related activity to inform own development, but also inform Consortium quality information needs	Review individual, existing quality assurance processes in light of Diploma and Consortium expectations as set out in QA Manual	Consortium QA Group	£0	Target date Dec 09	Ongoing
		Identify areas when development or harmonisation of existing procedures is required			Target date Dec 09	Ongoing
		Undertake development work as necessary			Target date Dec 09	Ongoing
		Individually confirm appropriateness of QA systems to support Diploma delivery			Target date Dec 09	Ongoing
	(f) Value added systems implemented across Consortium	Review and evaluate value added systems available (including those in current use)	Consortium QA Group	£1K	Target date Dec 09	Ongoing
		Approach pathfinder institutions to learn from prior experience			Target date Dec 09	Ongoing
		Agree financing arrangements for selected application			Target date Dec 09	Ongoing
		Establish protocols for sharing data arising from system			Target date Dec 09	Ongoing
Agree protocols for the use of value added information to assist in target setting at student level and informing eILP development		Target date Dec 09			Ongoing	
(g) Existing Consortium quality assurance group, redefined to take responsibility for coordinating (Diploma) QA across the Consortium	Terms of referenced reviewed and amended	Consortium QA Group	£0	Target date Dec 09	Ongoing	
	Group composition reviewed and amended as necessary			Target date Dec 09	Ongoing	
	Establish Consortium QA processes to support application and bid writing and submission			Target date Dec 09	Ongoing	
(h) Procedures implemented for identifying and remedying areas of underperformance		Where issues are identified, area responsibility for delivery are asked to provide background information, actions and remedy	Consortium QA Group	£0	Target date Dec 09	Ongoing

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Target	Milestone & Date	Actions	Responsible	Cost	Progress made	Completion date
		Consortium QA group to monitor and report to Consortium	Group		Target date Dec 09	Ongoing
	(i) Measures implemented to capture learner views and feedback	Review current arrangements for harmonisation of survey questions to establish if sufficient	Consortium QA Group	£0	Initial learner survey conducted July 09.	Target date Dec 09
		Agree protocols to establish learner focus groups			Target date Dec 09	Ongoing
7.3 Protocols in place to support enrolment and transfer of funds between partner institutions	a) Consortium to distribute funds to support pilot activity	Attendance of training and events providing advice on Diploma funding	PMc	£10K		Completed Sept 09
		Visit pathfinder institutions to learn more about funding on Diploma learning				Completed Sept 09
		Protocol to be agreed for distribution of 14-16 Diploma Formula Grant	AB	£69K	Target date for completion Sept 09	Completed Sept 09
	b) Data protocols and exam/assessment policy implemented	CPG to agree and sign up to common data sharing protocol	CPG	£5K		Ongoing
		Process of data collection regarding Diplomas, gender, free school meals agreed	CPG			Ongoing
		Assessment/exam policy written, agreed and implemented in line with award bodies and MIAP	PMc		Draft policy written ready for submission to CPG Oct 09	Ongoing
		All Diploma students to be registered with ULN by Sept 09 and all Year 10 pupils by Sept 2010	Exams Officers		All ULNs for Yr 10 Diploma students obtained	Completed Sept 09
	CSG Category - Engaging Employers					
To produce a transition document and an employer engagement plan to ensure a minimum and uniform experience for all Diploma learners. To engage the new EBPO in 14-19 to form employer support groups to link in with the lines of learning leads.				£22K		
To implement the Employer Engagement plan and joined up working with employers.						
To work closely with the Economic and Environment Delivery Partnership (E&EDP) to produce a training needs analysis of local employers that will inform a skills and employment development review which will support the islands PFI/Pathfinder initiatives. This process will provide clear links with employer needs and the curriculum.						
8.1 Employers on Island are actively and positively engaged with the development and delivery of the Diploma	(a) Clearly defined employer engagement strategy agreed	Establish responsibility for developing and writing strategy	AB	£1K		Completed June 09
		Develop a comprehensive list of how employers can support the delivery of Diplomas	CA	£1K		
	(b) Employer group established for each line of learning	Liaise with Chamber to establish contact list and meeting dates with each Diploma line	CA	£10K		
		Liaise with sector skills councils to establish local links and representatives				
		Invite sector skills councils to sector meetings				
		Arrange inaugural meeting for each sector line to include representatives from employers				
		Link Young Chamber with employer forums				
(c) Expectations and protocols of engagement established - these	Determine the expectations of employers					
	Encompass expectations in a set of protocols					

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Target	Milestone & Date	Actions	Responsible	Cost	Progress made	Completion date
	may have to be at line of learning level as needs and offers of support from employers will probably vary for each line	Publish protocols to members of sector skills groups and in Chamber magazine	CA	£5K		
	(d) Processes to support communication with employers agreed and implemented	Establish twice yearly meetings to ensure support is in place. The first meetings to be completed by July 2008	CA	£1K		
	(e) Protocols for managing learner placements completed	Plan timings for placements and models for work related activity	CA	£2K		
		Establish likely demand and available capacity to identify shortfall	CA			
		Agree process for allocating learners to employers	CA	£0		
		Establish protocols setting out responsibilities (employer, learner, institution) regarding work placement	CA			
	(f) Health and safety considerations fully addressed - learner, institution and employer	Design employer training programme to inform expectations	CA	£0		
		Train employers				