Subject: Framework for Excellence – Pilot 2008/09

Dear Colleague,

First of all, I would like to thank you and your organisation for agreeing to participate in the second-phase pilot of the Framework for Excellence.

This is the first of a series of regular emails which we will send to all nominated liaison officers of pilot providers. The frequency of the emails will vary between weekly and fortnightly, depending on the nature and importance of the update.

This week’s Framework for Excellence Pilot Update covers:

1) Pilot Provider list
2) Pilot Communications
3) Development and Focus Groups
4) Learner Views survey information
5) Pilot Guidance

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Pilot Provider list


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Pilot Communications

The usual channel of communications for the pilot will be through this weekly email from the Pilot Project Team to provider liaison officers, usually on a Thursday. Relevant documents will be uploaded to the Framework for Excellence Pilot webpage and links included in the email. Please address any queries about the pilot to ffepilot@lsc.gov.uk.

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Development and Focus Groups

Following the success of this approach in the first-phase pilot, Development Groups are being set up to address the various key issues that need to be investigated and resolved to ensure the success of Version 2 in 2009/10.

A Development Group consists of approximately 10-15 pilot colleges and providers, facilitated by a member of the LSC’s Framework for Excellence team. Other members may be invited to attend as appropriate. It is intended that each Development Group will meet four times between October 2008 and January 2009, but more meetings can be included if the group feels that this is necessary.

Focus Groups are similar to Development Groups, but draw their membership both from pilot organisations and other bodies. A table showing the Development and Focus Groups, together with the dates and locations of meetings (where these are known) is available on the Framework for Excellence Pilot webpage at [http://ffe.lsc.gov.uk/pilot/](http://ffe.lsc.gov.uk/pilot/). You are invited to nominate a representative from your organisation to attend the group(s) in which you would like to participate. There is no restriction on which groups, or the number of groups, you can attend. We would be grateful for an early return of your nomination for these groups as we need to start them as soon as possible. Please note that the first two meetings are relatively soon:

- 17 October 2008 – Attainment of Full Level 2 and Full Level 3
- 24 October 2008 – Outcomes from Learning Aims not included in QSRs.
You might like to register for these now. Both meetings will be held at the LSC National Office in Coventry. The dates of subsequent meetings will be determined by the group at its first meeting.

In addition, there are two specialist groups, one for Independent Specialist Providers and one for Higher Education Institutions, which will examine the issues specific to these organisations.

We anticipate that there will be further meetings and workshops in addition to these dates and will let you know as soon as we have the details. Please bear with us if it is necessary to change dates and venues.

If you are interested in attending any of the meetings please contact ffepilot@lsc.gov.uk

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**Learner Views Survey information**

Pilot providers in scope for Version 1 of the Framework are already taking part in the Learner Views Survey. All other pilot providers are requested to take part in the Learner Views Survey, which will take place from 2 January to 13 February 2009.

Details of the survey scope and format will be published in the forthcoming Pilot Guidance document.

If you have learners whom you feel do not have the skills to complete a web-based survey, or learners who would be distressed by sitting at a computer, or you have other reasons as to why it would be impossible for them to undertake a web-based survey, please let us know this by downloading the form available on our Framework website at [http://ffe.lsc.gov.uk/key-performance-areas/ responsiveness-learners/learner-views/](http://ffe.lsc.gov.uk/key-performance-areas/responsiveness-learners/learner-views/) and completing it and then emailing it to Ffelearnerviews@lsc.gov.uk by 31 October 2008. It will be assumed that any providers not sending this form by 31 October will be automatically undertaking the web-based survey, using the link we supply to you. Each response will be considered on a case-by-case basis.

Learners will need their learner number and your provider UKPRN to log on the survey and so you may want to use the autumn to ensure learners have this information available to them from the survey start-date on 2 January 2009.

If you have any queries about the survey please contact ffepilot@lsc.gov.uk

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**Pilot Guidance**

A comprehensive document will be published shortly, which will furnish pilot providers with the guidance to support their participation in the pilot. As well as describing the Framework, it will include actions (for example, collection of data) required from pilot providers. Any specific actions will be highlighted at the appropriate time. This document will be reviewed and updated as the pilot progresses.

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I look forward to meeting you at one of our groups, events or workshops, but if you have any queries please contact ffepilot@lsc.gov.uk