



**Minutes of the meeting of Dudley Advance Advisory Committee held on Tuesday 2<sup>nd</sup> October 2018 commencing at 5.30 p.m.**

Members Present: Martin Dudley (Chair)  
Alison Hodge  
David Leggett  
Neil Thomas (College Principal)

In Attendance: Mark Bircher (Curriculum Manager Engineering & Electrical – classroom-based)  
Gill Darwood (Senior Officer – Corporate Governance)  
Shaun Hunt (Assistant Principal, Advance Technologies)  
John Lockley (Curriculum Manager Engineering & Electrical – work-based)  
Edgar Williams (Clerk to the Corporation)

**1 Confirmation of quorum and apologies for absence**

1.1 The Clerk confirmed that a quorum was present. Apologies for absence had been received from Tom Westley.

**2 Declarations of Interest**

2.1 There were no declarations of interest.

**3 Minutes of the Dudley Advance Committee Meeting held on 1<sup>st</sup> May 2018**

3.1 The minutes of the meeting held on 1<sup>st</sup> May 2018 were considered.

3.2 **It was resolved** that the minutes be approved as a true record and signed by the Chair.

**4 Matters arising not otherwise on the agenda**

4.1 There were no matters arising.

## 5 Operational Updates (Dudley Advance I & II and CAT Centre)

### 5.1 Recruitment and Employer Engagement

- 5.1.1 A report providing details of learner recruitment and employer engagement activity at Dudley Advance I & II and the CAT Centre was considered. Shaun Hunt highlighted the key points contained in the report including the following:
- There had been growth in Construction and Advance II particularly on new apprenticeship standards with further new apprenticeships introduced for 2018/2019.
  - The apprenticeship levy had impacted significantly on the curriculum offer, requiring programmes to be adapted to meet the employers' needs and bespoke packages to support them, for example, a Maintenance Operations Apprenticeship Standard that had bespoke full-cost elements added to it for Tesco maintenance.
  - CITB had made changes to its apprenticeship recruitment contracts. Currently all non-level CITB apprentices would be signed up directly by the College.
  - Full-time learner numbers were higher than planned for 16-18 year olds with 210 additional starts across the areas of electrical/electronic, building technologies and construction & mechanical engineering.
  - Strategic partnerships had been developed with CNet for data cable installation training and a partnership with Simian Risk for scaffold training was currently being finalised.

*At this point Alison Hodge joined the meeting.*

- 5.1.2 Members discussed a number of matters arising from the report and managers answered questions and clarified points of detail as necessary. In response to the Chair's question, Shaun Hunt reported that, where difficulties arose with the recruitment of suitable staff particularly in relation to timing of starts, agency staff were utilised. Mark Bircher added that there had been particular difficulties in the areas of pneumatics and maintenance.

- 5.1.3 **It was resolved:** To receive the report and note its contents.

### 5.2 Partnerships and Curriculum

- 5.2.1 A report providing details of the partnerships that were either in place or being developed to support the provision in Advance I, II and the CAT Centre was considered. Shaun Hunt highlighted the key points contained in the report including the following:
- Collaborations continued between Advance Technologies and industry partners, offering delivery models to meet the demands of the sector by providing specialist technical delivery in some key areas.
  - The partnership with the Computer Aided Design Centre of Excellence (CADCOE) continued to deliver Digital Engineering programmes with 30 new starts for September studying a Digital Engineering Technician Apprenticeship at Level 3.

- New opportunities had developed for the College to deliver Level 2 and progression programmes at Lander Automotive and the College was currently recruiting to a third cohort.
- Links through partnerships were growing and they would be beneficial with the forthcoming IoT project and specialist trained staff had been recruited enabling plans for the delivery of modern methods of construction and advanced manufacturing.
- Long-standing partnerships were providing new opportunities in developing apprenticeships alongside new Standards to meet the demands of the industry.
- During 2017/2018 60 of the College's full-time learners had been recruited on to apprenticeship programmes and this trend was expected to increase for 2018/2019. Positive feedback had been received from employers on this method of recruitment.
- A number of other curriculum employer partnerships were adding value to programmes including Tech Talk, mentorship and competitions.

5.2.2 Members discussed a number of matters arising from the report and managers answered questions and clarified points of detail as necessary. In response to the Chair's question Shaun Hunt stated that the Tesco apprenticeship programme was delivered across four regions of the country and that the College, in partnership with the host colleges involved, took responsibility for quality assurance.

**Confidential**

5.2.3 & 5.2.4 (This section is the subject of a separate and confidential minute.)

5.2.5 **It was resolved:** To receive the report and note its contents.

**6 Other Matters**

**6.1 Committee's Annual Report, 2017/2018**

6.1.1 The Committee's draft annual report for 2017/2018 was considered. It was noted that the report was designed to provide evidence that the Committee had fulfilled its terms of reference and would be posted in Boardpad for the information of all Corporation members. The Clerk suggested that greater emphasis should be made of the success of the Committee's oversight of Advance I and Advance II developments and of the College's success in utilising them to fulfil the needs of local employers. Members concurred with his view and asked for an appropriate paragraph to be added the report.

6.1.2 **It was resolved:** To approve the Committee's annual report for 2017/2018 subject to the addition of the additional paragraph agreed.

**7 Next Steps**

7.1 (This matter is the subject of a separate and confidential minute.)

## 7.2 Dissolution of Advance Advisory Committee

- 7.2.1 A report outlining the proposed dissolution of the Advance Advisory Committee was considered. Neil Thomas highlighted the main points contained in the report. He reminded members that the Committee was a 'task and finish' group which had been set up to steer the development of Dudley Advance I and subsequently Dudley Advance II. He stated that, the Committee having successfully completed this task, the Corporation had agreed that the meeting scheduled for 2<sup>nd</sup> October 2018 would be the Committee's final meeting. He added that a number of the members of the Committee would be involved in the development of the proposed Institute of Transformational Technologies.
- 7.2.2 The Chair thanked members of the Committee and College managers for their contributions to the work of the Committee and the developments which it had overseen.
- 7.2.3 **It was resolved:** To note the dissolution of the Advance Advisory Committee after its meeting on 2<sup>nd</sup> October 2018.

## 8 Any Other Business

- 8.1 There was no other business.

*The meeting closed at 6.40 p.m.*

Signed ..... *AMHoddy* .....

Dated ..... *13<sup>th</sup> November 2018* .....