

RHONDDA CYNON TAF

**Adult Learning
Service Delivery Plan
2018/2019**

Name of Adult Learning Partnership this plan supports	RCT Adult Learning Partnership
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Plan Approved By*	Paul Mee
Position with the Local Authority	Director of Public Health, Protection and Community Services
Date	25/7/18

* To be approved by the Director of Education or Local Authority Director with the responsibility for Community Learning activity.

The *Adult Learning in Wales* policy statement (2017) asks that you focus primarily on the provision of:

- Essential Communication skills (including ESOL)
- Essential Application of Number Skills,
- Digital Literacy;
- Essential Employability Skills

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Essential skills	Essential Communication skills (including ESOL) up to Level 2	<p><u>Communication Skills</u></p> <p>Communication skills (not including ESOL) will be offered to all participants on essential skills roll on / roll off courses which are delivered throughout RCT. The majority of these courses will be delivered in conjunction with Communities for Work Plus (CfW+) who will provide the venue and recruit learners. Learners will be assessed and given contextualised work at an appropriate level to improve confidence and aid progression.</p> <p><u>Qualifications:</u></p> <p>A full list of qualifications is attached.</p>	RCT Adult Education Service	<p>150 for literacy/numeracy programmes (difficult at this stage to identify whether the referrals would be for literacy or numeracy or both).</p> <p>Also 121 enrolled with additional learning needs</p> <p>Total: 271 learners</p>	<p>CLG funding £7,000</p> <p>Franchise funding; CfW+ funding towards the cost of 1 tutor</p>	<p><u>Literacy/numeracy</u></p> <p>Achievement of:</p> <ul style="list-style-type: none"> • a minimum of one Agored Cymru unit. <p>Progression on to:</p> <ul style="list-style-type: none"> • Higher level essential skills qualifications • Further learning • Employment 	<ul style="list-style-type: none"> • Individual Learning Plans; • Feedback on evaluation from learners • Feedback from CfW+ Work Club Coordinators and Senior Mentors on post course progression; • Focus groups with Learners; • Quality meetings and standardisation meetings with Merthyr CBC who accredit the provision; • EBS will be updated to monitor

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		<p><u>Communication skills for learners with moderate or severe learning difficulties</u></p> <p>Independent living skills will be delivered to learners with moderate to severe learning difficulties in community venues (mainly day centres) in RCT. Courses will be contextualised to meet the learners' needs and will concentrate on their speaking, listening and writing skills.</p> <p><u>Qualifications:</u> The following are all pre-entry level:</p> <p>HD2PECY001 - Choosing to communicate HD2PECY014 - Reading and Writing Words, Signs and Symbols HD2PECY019 - Reading and writing sentences and words - M7</p>					completion and achievement.

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		<p>HD2PECY020 - Reading and Writing Text Focus - Milestone 4</p> <p>HD3PECY002 - Preparation for writing</p> <p><u>ESOL provision</u></p> <p>The college is currently reviewing the whole of its direct delivery of community learning so that definitive information is not currently available.</p> <p>The college will continue to lead on ESOL but other arrangements are currently being reviewed.</p>	Coleg y Cymoedd with some provision from Adult Learning Wales	Potential numbers yet to be confirmed	No CLG funding allocated to ESOL.		
	Essential Application of Number Skills – up to Level 2	Application of number will be offered to all participants on essential skills roll on / roll off courses which are delivered throughout RCT. The take-up of numeracy courses is much less than on literacy courses.	RCT Adult Education Service	Please see note relating to literacy/numeracy above.		As above.	As above.

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		<p><u>Numeracy skills for learners with moderate or severe learning difficulties</u></p> <p>Independent living skills will be delivered to learners with moderate to severe learning difficulties in community venues (mainly day centres) in RCT. Courses will be contextualised to meet the learners' needs and will concentrate on basic money management.</p> <p><u>Qualifications:</u></p> <p>The following are all pre-entry level courses:</p> <p>HD4PECY037 - Handling Data HD4PECY040 - Measure, Shape and Space (M5) HD4PECY042 - Number (milestone 5)</p>					

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Digital Literacy	Digital Literacy up to Level 2	<p>The Partnership addresses digital literacy in a variety of ways.</p> <ul style="list-style-type: none"> • Basic support through libraries and work clubs • Digital Fridays provision in partnership with CfW+, Housing Associations and a range of volunteers. These now operate at all 13 libraries and 1 additional community venues • Non-accredited courses • Specialist workshops • Embedding digital skills in a wide range of courses e.g. family and local history, photography, Languages etc • Accredited IT/Digital technology courses up to level 2 	<p>RCT Adult Education leads on all courses.</p> <p>CfW+ and Housing Associations lead on Digital Fridays and Work Club provision.</p>	<p>Anticipated numbers on formal IT courses: 80 (on 8 x 4 week programme with 64 (80%) showing improvement in their skills.</p> <p>Anticipated numbers ECDL: 20</p> <p>Anticipated numbers for Digital Fridays: 340 people attending, 170 (50%) achieving improved Digital Skills.</p> <p>Anticipated numbers for Work Clubs: 800 people</p>	<p>CLG funding of £3,200</p> <p>This provision is delivered through several funding streams including CfW+, Housing Associations, private tutors/self-directed groups.</p>	<p>Outcomes expected are:</p> <ul style="list-style-type: none"> • More people who are able to get online in RCT • More people being able to use digital media confidently • Enrolments on IT courses to be maintained at current levels • Gain basic IT skills and • Gain qualifications if appropriate <p>Progression routes will depend on the level of skills at entry as there is a continuum of provision:</p>	<ul style="list-style-type: none"> • Monitored as indicated above with elements monitored in accordance with the requirements of Welsh Government's Communities for Work Plus programme. • Reports on outcomes are also provided to the Council's Digital Leadership Group in accordance with the Council's Digital Inclusion Strategy and the targets included in the associated Action Plan,. • Employment outcomes are monitored monthly and form a key part

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		<ul style="list-style-type: none"> • ECDL provision <p><u>Non-accredited courses</u></p> <p>Computers for Beginners Entry level and Level 1 Internet and Email Entry level and Level 1 iPads for Beginners</p> <p><u>Qualifications:</u></p> <p><u>Agored Cymru courses</u> CN1E3CY004 Controlling a Pointing Device AZ5E3CY011 Keyboard Skills CQ1E3CY014 Introduction to Basic Word Processing AZ5E3CY008 Intro to Keyboard skills - use of the keyboard BCS Level 3 Certificate (ECDL Advanced)</p>		attending and getting support to job search on line.		<ul style="list-style-type: none"> • Continuation onto higher levels of accredited courses within the community or at the college • Enrolment onto online courses for learners for those who are able to engage in self-directed learning • Self-supporting groups or clubs • Volunteering opportunities to use their new-found skills e.g. digitising historical resources at local libraries 	of the Council's Performance indicators in the wider Council Corporate Plan.

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		BCS Level 2 ECDL Certificate in IT User Skills (QCF)				and museums. • Employment	
Employability skills	Essential Employability Skills up to Level 2	<p>An employability pathway has been developed and the delivery of employability skills is focused on the following:</p> <ul style="list-style-type: none"> • Pre-employability courses; • Employment Routes provision delivered in partnership with local employers who have vacancies; • Employability programme for people with additional learning needs/disabilities <p><u>Pre-employability</u></p> <p><u>Qualifications:</u></p>		<p>Pre-employability 25+ : 160</p> <p>Employment Routes: 25+ : 244</p> <p>18-24: 49</p>	<p>CLG Funding for</p> <p><u>Pre-employability</u> £66,468</p> <p><u>Employment Routes</u> £61,156</p> <p>Funding also provided through CfW+ to these programmes</p> <p><u>Active Inclusion</u></p> <p>No CLG contribution</p>	<p>Outcomes for this provision includes:</p> <ul style="list-style-type: none"> • Improvement in general employability skills • Improvement in sector – specific skills • Better understanding of the sector they are interested in working in • Improved qualification levels • Work experience • Employment (266) 	<p>The accredited courses offered under the programme are monitored in line with the other accredited courses (as outlined above).</p> <p>These courses are also monitored through:</p> <ul style="list-style-type: none"> • Feedback from employers • Feedback from mentors on the CfW+ programme who support learners • DWP monitors outcomes and progress through their own systems for people they have referred

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		<p><u>Agored Cymru Entry 2</u> Looking for Work HC6E2CY002</p> <p><u>Agored Cymru Entry 3</u> Understanding and Managing the Interview Process HC6E3CY006 Creating the Right Image for a job Interview HC6E3CY003 Resilience Skills HB1E3CY031 Completing and using a CV HC6E3CY002 Controlling a Pointing Device CN1E3CY004 Handling Telephone Calls from Customers AF3E3CY002 Overcoming Barriers to Work HC4E3CY021 Working in Business Administration AY8E3CY003</p> <p><u>Agored Cymru Level 1</u> Team Working AF41CY002 Customer Service Skills BA31CY005 Confidence Building HB61CY009</p>			to this ESF programme.	<p>learners from Employment Routes gained employment last year)</p> <p>Progression:</p> <ul style="list-style-type: none"> • Work experience • Employment • Further learning • Volunteering • Mentoring support 	onto the programme

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		<p>Assertiveness Skills HB61CY011 Exploring Job Opportunities HC61CY014</p> <p><u>Qualsafe Qualifications</u> Level 3 Emergency First Aid at Work Level 2 Award in Food Safety in Catering Level 2 Award in Health and Safety in the Workplace Level 2 Award in Principles of Manual Handling Level 2 Award in Paediatric First Aid</p> <p><u>Employment Routes</u></p> <p><u>Qualifications:</u> The range of qualifications will differ in level and content depending on the sector-specific vocational training required by the employer. It is anticipated that the following will be delivered in the coming year:</p>					

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		Railways - PTS sentinel Card, Small tools CIVILS - NPORS Level 4 Forward Tipping Dumper, Ride On Roller Street Works Ride On Roller SECURITY - Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry Level 3 Emergency First Aid at Work Level 2 Award for Working as a Door Supervisor within the Private Security Industry Level 2 Award in Understanding Stewarding at Spectator Events Level 2 Award for Working as a Security Officer within the Private Security Industry Level 2 Award in Conflict Management and Personal Safety Level 2 Award for Working as a CCTV Operator (Public Space)					

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		<p>Surveillance) within the Private Security Industry NHS/Dom Care - RARPA SOVA, Dementia Awareness, Consent, Level 1 Role of a HCA, Confidentiality, Level 1 Creating the right image, Level 2 AI Wales Manual Handling Construction BSC Level 1 Award in Health & Safety in a Construction Environment, CSCS Training & Card to be included, BSC Level 2 Awareness in Principles of COSHH, BSC Level 2 in Principles of Fire Safety BSC Level 3 in Risk Assessing In House Asbestos Awareness In House Working at Height Hospitality & Catering Level 2 Award for Personal Licence Holders, Level 2 Food Safety, Level 2 Manual Handling, Level 1 Customer Service skills.</p>					

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		Warehouse/Retail Forklift Counterbalance and Reach, Clerical/Admin RARPA Data Protection, Level 1 Interview techniques, Level 1 Confidence Building.					
Older learners and Social engagement	Informal learning which has health and wellbeing benefits	<p>This can be three-fold:</p> <ul style="list-style-type: none"> • Direct delivery of informal courses • Delivery of courses as part of a social prescribing model • facilitation of self-directed learning and leisure activities at our venues 	RCT Adult Education Service	<p>100 learners social prescribing provision.</p> <p>210 learners on health and well-being cost recovery courses.</p> <p>Anticipated that 63 groups will continue to meet at our learning centre.</p>	<p>CLG funding: £10,000</p> <p>The CLG is matched to learner fees in relation to directly delivered cost recovery courses so that the fee for learners is kept to a minimum (£2.50 per hour).</p> <p>Some CLG funding is allocated to enable informal</p>	<p>Outcomes include:</p> <ul style="list-style-type: none"> • reduction in social isolation • improvement in health and well-being • reduction in need for GP appointment unrelated to medical conditions <p>Progression onto:</p> <ul style="list-style-type: none"> • other informal courses • formal courses 	RARPA for informal courses and as above for accredited learning.

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					groups to be facilitated at Garth Olwg Lifelong Learning Centre.	<ul style="list-style-type: none"> • self-directed learning groups • engagement with specific community interest groups • specialist health and well-being programmes supported by CfW+ and facilitated through leisure centres • volunteering <p>Older learners who, once engaged, indicate a desire to get paid employment can progress onto the employability courses in the same way as other learners.</p>	

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<p>Engagement Activity and 'hook' courses</p>	<p>Softer engagement type provision</p>	<p>A number of partners provide engagement activities and 'hook' courses to broaden the horizons of participants and to engage them in learning.</p> <p>Examples of activities include:</p> <ul style="list-style-type: none"> • craft workshops • music workshops (ukulele etc) • Work with residents to produce an anthology of poems and prose • classes aimed at developing the bank of Welsh language articles on Wikipedia. • Staffing of festivals to promote learning e.g. Parti Ponty, Armed Forces Day etc • Work with groups to develop exhibitions linked to national events e.g. First World War 	<p>Dependent on activity.</p>	<p>250 learners enrolled.</p> <p>Numbers engaged with will run into thousands as part of the promotion and marketing campaign and awareness raising at events.</p>	<p>CLG funding £40,000 here would be as a contribution to staff costs room hire costs if required, teaching resources, marketing of courses, brochures etc). (The marketing costs includes those for other provision delivered by RCT Adult education, including updating website and managing the social media).</p>	<p>Outcomes from this type of provision includes:</p> <ul style="list-style-type: none"> • improved confidence to engage with other activities or provision • reduction in social isolation • increased awareness of the opportunities available <p>Progression can be in several ways including:</p> <ul style="list-style-type: none"> • engagement onto other learning programmes • access to mentoring and life coaching as appropriate 	<p>Monitoring of these activities differ from the monitoring of informal and formal courses with numbers of people engaged being monitored and feedback on each event gathered. Wherever possible progression onto other activity is tracked but this is not always possible across the partnership due to limited resources. However the ACL Operational Group works well together to ensure no duplication of provision in this area as in others.</p>

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		<ul style="list-style-type: none"> • taster days e.g. during Adult Learning Week • local history • family history • Aromatherapy • Indian Head Massage • Sugarcraft • Mindfulness 				<ul style="list-style-type: none"> • referral to specialist organisations for support • volunteering opportunities 	
Welsh Medium Provision		<p>The delivery of non-accredited full-cost recovery courses will be continued in the following subject sectors:</p> <ul style="list-style-type: none"> • IT • Humanities • Arts and crafts <p>However, a focus will be made on meeting the need for skills-based qualifications in a range of areas that are commonly available in the medium of English including:</p> <p>Safeguarding Food safety Fist Aid</p>	RCT Adult Education	176 approx	<p>CLG contribution to subsidise the costs of courses and develop new pathways</p> <p>£13,000 approx</p>	<p>Outcomes for the cost recovery courses are anticipated to be in line with the outcomes identified for engagement on other informal learning provision as identified above.</p> <p>The outcomes for the Employability Skills courses are anticipated to be in line with those highlighted above under Employability Skills provision.</p>	<p>These are monitored in a number of ways.</p> <ul style="list-style-type: none"> • Welsh-medium courses follow the same system as other courses in respect of ILPs and feedback from learners, monitoring of attainment etc. • Targets for community learning are included in the Council's Strategy for the Promotion and Facilitation of

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						<p>Progression is also anticipated to be similar. However, it should be noted that progression onto higher level courses is more challenging in the medium of Welsh as there are so few providers in the area that can deliver in the Welsh language.</p>	<p>the Welsh Language. This strategy is monitored by the Council's Cabinet Steering Committee on the Welsh Language and also by the county's Fforwm Iaith, facilitated by Menter Iaith.</p>

Funding Information

	Amount	Comments
Funding provided by the Welsh Government through the Community Learning Grant	£200,846	<p>RCT has implemented over the last two years a learning pathway which has integrated learning provision across a number of programmes including presently Communities for Work Plus, ESF programmes as well as adult community learning provision. The ACL Partnership has also developed to include Housing Associations and the wider third sector and providers have worked together to develop a joint curriculum with several partners contributing to the delivery of programmes for learners. Therefore it can be difficult to identify how much funding is contributed either directly or through in-kind staff contributions to specific provision.</p> <p>The advantage of this approach is that, the partnership has been able to target learning more effectively on those who are furthest from learning, and can provide mentoring support to ensure that learners are more likely to complete their learning. Working so closely with others, including employers, has enabled us to develop programmes that result in significant job outcomes as well as allowing</p>

		<p>learners to gain qualifications and progress in their learning.</p> <p>The challenge is in evidencing how much the CLG contributes to each element of the learning pathway. What can be said with certainty for RCT is that if the CLG was removed or reduced then it would have a direct negative impact on job outcomes for the wider employability programme under CfW+ and a huge negative impact on engagement with learning and maintenance of learning options through facilitation of self-directed groups and the support provided to them by CLG funded staff. Funding from the CLG for marketing supports the marketing of courses for a range of providers including self-help groups. It would also have a detrimental impact on the ability of the Council's Adult Education Service to lead on provision and provide the relevant reports required for Estyn and Welsh Government.</p> <p>The numbers included in the plan are estimates based on previous delivery so may change as the year progresses. Similarly the courses identified are liable to change as courses are chosen to reflect the needs of the specific learners on groups once their needs are identified on enrolment, or the needs of employers who engage with the Employment Routes provision..</p>
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Other funding provided by the Welsh Government that supports the delivery of Adult learning	£180,000	Provided from the CfW+ Single Employment Pathway for adults
Funding provided by the Welsh Government through a Franchise Agreement (if applicable)	£97,500 sub-contracted to RCT Adult Education for the past 2 years	Currently Coleg y Cymoedd is reviewing its commitment to the direct delivery of adult community learning and has indicated it is considering sub-contracting the majority of its funding only retaining its responsibility for delivery of ESOL courses in the community.
Funding provided by the Welsh Government through FEI direct delivery as part of the adult learning partnership	Tbc	
Additional direct funding invested by the Local Authority		Funding for some of the management costs of adult community learning and a contribution to the running costs of Garth Olwg Lifelong Learning Centre. Funding for library provision which is essential to the facilitation of the ACL programme in the county.
Existing and/or planned European Funded activity which funds ACL Provision.	It is not possible to identify the actual amount spent supporting individuals/learners through mentoring to access or stay in community learning. However the support provided can be crucial for continued engagement with community learning.	We have a number of ESF programmes which deliver some employability support including Inspire to Work (I2W) for 16-24 years old learners; Ignite which supports people with additional learning needs; Communities for Work for youth and adults, the latter of which access the majority of training through ACT.

Other funding which contributes to the delivery of adult learning in the area e.g. (lottery funding)	N/A	
Any non financial contributions made by the LA e.g. staffing, venues etc.? If it is possible to determine a numerical value for this please do so.	Not possible to provide a numerical value for this.	Free use of 13 RCT Libraries for the delivery of ACL provision by all training providers and partners. Free use of CfW+ venues for delivery of learning programmes across the county.
Total		