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| --- | --- | --- | --- | --- |
| Areas of Work | What actions | Who to do | By When | Progress update /Complete |
| Governance | Review and update Memorandum of Agreement  Invite new members to join the group from Voluntary sector orgs.  Consider induction prog  Formalise the relationship with sub groups. Agree and record a remit with sub groups and ask for regular updates, and info on stats, evaluation etc to be recorded.  Induction with sub groups as required so they are fully aware of the origins of their work and the full context.  Invite Practitioners to join groups  Re-establish a Community Empowerment group  Administer and report on CLDSC grant  Explore potential links with RIC(s) | All  All  Who to progress?  Administer through Fife Council.  RM/others | June 2019  Sept 2019  Dec 2019  March  2020  Ongoing at present | Memo updated May 27th 2019  Rep from Dundee TSI has left. New postholder to be invited to join. New rep from Volunteer Dundee nominated.  ESOL Practitioners network has Terms of Reference doc agreed. This can be template for other sub groups  CLDSC have given commitment to funding for 2019-20  New link with Education Scotland (Susan Epsworth) established |
| Planning | Use findings from our research project to inform planning.  Youth Work core training  Explore needs, plan prog,  SQA development and delivery. Explore possible joint work on this.  Digital skills. Explore needs and resources available including sharing the skills within the workforce  Map all Partnership learning opps to relevant Competences (and Ethics if appropriate), and highlight this in publicity  Identify the number of learning hours in each learning opportunity.  Produce newsletter for 2019  Peer Review exercise using Self Evaluation toolkit across Alliance partners | All  GB/PG/TR  SHS/ TR/VW  SHS/ who else?  All  SHS lead/all contributing  All with support from Education Scotland (SE) | Dec 2019  Dec 2019  Sept 2019  Dec 2019  Ongoing  Aug 2019  June 2020 | Development session held on 22.10.18, follow up on 28th Jan. Fife offering T4T opps on Principles and Practice of youth Work  Working group met in March. Planning underway for Intro to Assessment workshop. Joint work on AAA is happening  4 Places paid for last year on course. Lots of digital skills online learning resources available too  We have been awarded CLDSC Standards Mark so we are required to map to Competences and number of hours CPD. We need to ensure this happens for every learning opp.  Group space is open to all. Materials uploaded after events. (this is condition of grant)  Proposed process outline created by working group |
| Delivery | Family Learning Conference  Youth Work training prog  CLD Ethics  HIIC training for trainers  Peer Evaluation exercise  Volunteer management? | FL sub group  YW sub group  SHS/TR  VW/SHS  All  GB | 30th Oct 2019  June 2020  Sept 2019  Sept 2019  June 2020  ? | Planning well underway. Venue Bertha Park Perth  First session delivered in May. Second planned for Sept. T4T model started  Training was delivered in April. 16 people attended including 2 volunteers  Small scale volunteer core training prog has been trialled in Dundee. Volunteer Dundee will be partner in this going forward |
| Review | Create standardised templates for booking places on events; feedback from participants. Locate on i-develop  Hold review/debrief sessions after each learning opp with all organisers and record improvement actions centrally on i-develop.  Do annual self-evaluation exercise using selected Qis/challenge questions from HGIOLDOC framework  Complete annual work/improvement plan | Who to lead on this?  All  Who to lead? (with support from AAs) | Dec 2019  ongoing  autumn 2019 | Logo now created, and banners available for our events  Review sessions have been held after events e.g. Family Learning conference  First self-evaluation exercise was carried out spring 2018  Workplan created and updated for 2019 |