

COMMITTED TO QUALITY – THE BUCKINGHAMSHIRE APPROACH TO BEST VALUE

Service Plans 2001-2002: Template

Name of Service Plan Area: Continuing Education

Service Plan Ref: ED 10

Part 1 Description of service

Purpose of service

The service provides effective and efficient adult learning, as confirmed by OFSTED, which is a contributory factor to a successful economy and an inclusive society. It provides and supports learning at all stages throughout life, often working with partners in early years, social services, youth service, libraries, museums, schools, colleges and higher education. It is recognised by Government as a key provider of training in key skills, supporting local business and has a number of successful Ufl Learn Direct Centres and Access points. We are recognised as the principal provider of Basic Skills and English for Speakers of Other Languages (ESOL) in the county, often supporting FE and HE institutions and employing organisations through external funded/commissioned assessment and student support programmes.

Continuing Education produced AN Adult Learning Plan for submission to the DfEE. This plan is the application for funding from the Learning and Skills Council.

What are the statutory parameters that regulate how the service operates?

With effect from 1 April 2001 Buckinghamshire County Council's adult education service will one of the providers funded by the Milton Keynes, Oxfordshire and Buckinghamshire (MOB) local Learning and Skills Council (LSC).

The LSC will have the primary responsibility for all adult and youth learning. For adults this includes a duty to secure the provision of 'reasonable' facilities for education and training and organised leisure time occupation connected with this education and training. The education and training provisions include (either explicitly or implicitly) vocational, social, physical and recreational training.

For LEAs there are some important legal changes brought about by the Learning and Skills Bill, which will come into force on 1 April 2001. The new legal duties upon the local LSC include a requirement to consult 'any relevant local authority' (clause 22(5)(b) and to include in its plan a statement about what education and training it would like to LEA to run. The key clause for LEAs is clause 22(3) which says that in preparing its plan for each financial year, the local LSC plan must include: 'a statement of the education and training (and connected leisure time occupation) whose provision the local council would like a relevant local education authority to secure in the local council's area for persons who have attained the age of 19' and 'proposals as to the financial resources with which the authority will be provided by the Council to enable the authority to secure the provision of such education and training (and connected leisure time occupation)'.

The new duty upon LEA's is set out in clause 23. 'If a local education authority does not secure the provision of education and training (and connected leisure time occupation) in accordance with the provision include in a plan under clause 22 (3) the Secretary of State may direct the authority to do so. 'The authority must act in accordance with the direction, but only if the Council provides it with any financial resources which the authority reasonably requires it to do so.'

Currently section 15 of the Education Act 1996 gives LEAs various powers and duties in the field of adult education. Section 15 of the 1996 Act is repealed by the Bill and, as far as adult education is concerned, powers are given to LEAs by a new section 15B of the 1996 Act inserted in Schedule 9 of the Learning and Skills Bill. The new section 15B will give LEAs the power to secure full and part-time education suitable to the requirements of persons who have reached the age of 19. When exercising this power LEAs will be required to have regard to the needs of persons with learning difficulties.

Chairman of Policy & Resources 2001/02 Policy Steer(s) relevant to the service

Show how required savings or growth for next year will be delivered

The adult continuing education aspect of Continuing Education's budget will be funded through the LSC and the Secretary of State has guaranteed LEAs that, for the first two years, the LSC will give each local authority a level of funding comparable to net expenditure in 1998-99 on adult education under the ESS. This is conditional upon LEAs maintaining expenditure at the same level in the financial year 2000-01 as in 1999-2000 and on LEAs producing and implementing satisfactory adult (lifelong) learning plans.

However, a portion of the budget remains with the Authority in respect of Community Learning Centres, Arts and Sports.

	<u>£000</u>
Current net budget	<u>250.1</u>
Spending pressures	<u>0</u>
Total	<u>250.1</u>
Cash allocation	250.1
Gap (or Available Growth)	0

Resource summary	Actual (when known)		Indicative only	Indicative only
	2001-02		2002-03	2003-04
Budget £m	Fees	2.20	£7.20m	£7.20m
	FEFC	1.56		
	LSC	1.80		
	Standards Fund	.16		
	Learndirect	.60		
	Community	.25		
	External Fund	.50		
	TOTAL	7.20		

Volume of service (2001/2)

Number of customers/users	23,000 students
Number and location of sites	145
Number of staff (FTE)	170 (approximately 1,000 members of staff)

Special Factors

Part 2 Performance of Service

Current performance (in relation to 2000-01 Service Plan outcomes and targets)

*** A report to the Lifelong Learning Sub Committee on 26th September indicated that the agreed performance indicators for the academic year 99/00 would all be met. This was positively received by members.

THREE YEAR OUTCOME	MEASURE OR INDICATOR	PERFORMANCE 2000/1	TARGET 2001/2	TARGET 2004/5
A Learning County where all residents see learning throughout life as a priority.	Number of learners	30,600 annual enrolments (current figure 30,000)	33,000 enrolments 23,000 students (changed indicator)	24,000 students
	Audit Commission indicator - number of enrolments per 1000 adult population (changed indicator in 2000/01 to include both Schedule 2 and Non Schedule 2)	145 enrolments per 1,000 population		
A better educated workforce ensuring a strengthened economic base for Buckinghamshire.	Make all small to medium enterprises (SMEs) in Buckinghamshire aware of on-line learning programmes available through the Continuing Education web sites and supporting courses offered at Learning Centres	100 employers using Continuing Education to meet their training needs	105 employers using CE to meet their training needs	110 employers using CE to meet their training needs
An improved quality of life for the residents of Buckinghamshire.	Provide quality educational opportunities for adults	Implementation of the quality assurance framework	Successful external verification through inspection	Successful application to LSC funding for target volume of provision
	Audit Commission Satisfaction indicator	95% learners satisfied with adult education courses	96%	96%
<i>A more socially inclusive society where many adults are offered a fresh start.</i>	Provide an introduction to ICT based learning in community locations with a high deprivation factor for	300 learners	325 learners	350 learners
A high quality Local Authority Continuing Education Service delivering learning to the heart of the community	Improve retention of students studying basic skills	7%	2%	4%

Portfolio Flagship Projects:		
Project Outcome	Key Stages	By When
Community 4 The economic base of Buckinghamshire is strengthened through a better educated workforce. (7b + 7g)	<ul style="list-style-type: none"> • Make all small to medium enterprises (SMEs) in Buckinghamshire aware of on-line learning programmes available through the Continuing Education web sites and supporting courses offered at Learning Centres. • 105 employers using Continuing Education to meet their training needs. • 110 employers using Continuing Education to meet their training needs. 	<ul style="list-style-type: none"> • 2004-5 • 2001-2 • 2004-5
The quality of continuing education is improved through the implementation of the Bucks Quality Framework (7g)	<ul style="list-style-type: none"> • Complete the self assessment monitoring and review cycle. First cycle completed and second cycle on schedule. • Philosophy of continuing quality improvement promoted in new induction programmes for all new members of staff. Quality Assurance action plan to have drawn on service wide identification of areas for improvement. • 25% of tutors observed and graded. • Investors In People (IIP) recognition retained. 	<ul style="list-style-type: none"> • Jul 2002 • Jul 2001 • Jul 2002 • Jul 2002

Part 3 For more information

Associated County Council Business Plans, and links with other Service Plans or Statutory Plans

Libraries, Information and Archives:

- develop family activity days at the museum
- develop resource collections for tutors in libraries
- use libraries as a Learndirect centre and Access point
- deliver a countywide ICT training programme to enable all library staff to achieve European Computer Driving Licence (ECDL)
- jointly promote learning opportunities and widen access to information

Social Services:

- increase the learning opportunities available to people with learning disabilities through provision of ICT equipment and associated staff training for day centres
- provide short courses for carers to encourage them to think about how they might develop their skills in readiness for an eventual return to the labour market
- deliver training for care workers
- contribute to the Welfare to Work Joint Investment Plan Core Group
- support learning opportunities in day centres, residential homes and Family Centres

Economic Development:

- identify labour market needs
- promote training to SMEs through the Economic Business Partnership

Schools:

- deliver Family Literacy and Numeracy programmes
- provide access to locally delivered education programmes facilities available to residents through the wider use of schools premises
- develop widening participation initiatives, and family learning programmes

Early Years:

- promote and deliver training for Early Years workers
- identify potential support programmes for parents of young children

Youth and Community

- support Healthy Living Centre bids for Winslow, Southcourt and Walton Hall
- maximise the use of Council premises by sharing sites at Stokenchurch, Evreham and Winslow
- jointly staff holiday activities, and other courses for family opportunities.

When is the service due for a Best Value Root and Branch Review?

2000/01

Accountable Officer Alan Noble

VALIDATION SHEET *(Please read the accompanying guidance notes)*

Service Plan Ref

Draft Outcome No.

Draft Three Year Outcome

We are currently awaiting direction from the Learning and Skills Council as to the future funding profile to deliver adult learning in Buckinghamshire