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| **Name and purpose of meeting:**Community Learning and Development  |
| **Date of meeting:**27/01/2025 | **Attended by:**J Amaral |
| **Relevant agenda items:*** Review of Partnership action plan
* Focus on Priority 3
* Helix Update
* Quarterly Reporting
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| **Specific points of interest:**The partnership went through the action plan:

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| 1. Increase the accreditation offer within CLD learning programmes across the partnership
 | * Trend analysis out to partners for completion return date 31st January.
* Information re accreditation on offer is disseminated through partners.
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| 1. Co-produce a partnership pilot learning programme to meet the needs of unaccompanied asylum seekers.
 | * Co-produce a learning package which will include for example ESOL qualifications, Tenancy qualifications.
* Pilot approach with 20 young people.
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| 1. Develop a robust self-evaluation and data gathering system across the partnership to evidence collective impact.
 | * Third Sector training needs analysis completed with learners (Staff and volunteers operating in the third sector).
* Exploration of management system is ongoing.
* SECI 3 day programme booked with Education Scotland – SI to send invites out.
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| 1. Strengthen and embed governance arrangements for CLD planning.
 | * Priority Leads and Sub Leads identified.
* Reporting systems for first quarter in place.
* Memorandum finalised.
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| 1. Develop clear pathways for community engagement involving both Adults and Young People in shaping the strategic plan
 | Locality Plans – Burnfoot, P’haugh & Langlee – develop learner feedback MSP visit youth work discussion taking place at Tweed Horizons. There was a wide conversation around the need for meaningful engagement with young people following the YELL strategy. |
| 1. Plan joint celebration events to capture learning and the development of skills
 | * CLD and Youth Borders are developing plans to recognise and capture learning.
* Date confirmed for celebration event 10th June at Tweed Horizons.

**Juliana highlighted date clash with volunteers garden party at Bowhill house on the same date. Asked David for a meeting to discuss joint work.**  |
| 1. Increase visibility, highlighting what is on offer to promote learning and training opportunities for learners within the Partnership.
 | * Borders Career Collaborative date in diary.
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| 1. Deliver joint workforce development and training opportunities.
 | * Oonagh M will deliver a session before Easter this year
* SECI – planned 3 day training.
* Training needs analysis developed and disseminated to partners.
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**Priority 3 –** BCA provided information on the third sector needs analysis. The next stage is working with CLD team at SBC is currently discussing the best way to capture information for a shared training programme that can be a reference point across the partnership. **Helix update –** Helix is a Management Information System for employability and skills. It captures the clients’ journey through support, skills development and employment outcome. Gillian Jardine provided information on Helix platform used by other CLD partnerships across Scotland. Data can be imported from other platforms where data is stored such as census.**Reporting –** January reporting focuses on plan development however, April – June reporting will focus on action delivery and tangible outcomes. Next reporting date is 14 April. The following dates are reporting dates for the year:1. Jan-March                        April 14th
2. April- June                       July 14th
3. July-September              Oct 6th
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| **Comments:**Partners shared information about training provided by their organisation. CLD to capture information to create a shared offer across the Borders. BCA is keen to create a shared training programme.  |
| **Actions from this meeting:** Juliana and CLD team to meet to discuss data gathering and data use to guide action. Juliana and David Calver (Youth Borders) to meet and discussed shared priorities.   |
| **Distribution list for information:**BCA Team**Signed: J Amaral** |