

EDUCATION COMMITTEE
PERSONNEL COMMITTEE

26 November 1996
3 December 1996

JOINT REPORT BY THE DIRECTOR OF EDUCATION
AND THE DIRECTOR OF PERSONNEL

Report No 1030/96

EDUCATION-INDUSTRY LINKS

ABSTRACT

The purpose of this report is to advise the Education Committee of on-going developments in respect of Education-Industry Links and to seek the Committee's approval of the arrangements being proposed to support these developments.

RECOMMENDATIONS

It is recommended that the Education Committee:

- a notes the progress made to date and the current activities in Angus with respect to Education-Industry Links
- b endorses the secondment of an Education-Industry Links Projects Officer
- c approves for its interest the establishment of a temporary post of Clerical Assistant, Grade GS1/2, for a period of one year
- d approves the establishment of an Education Business Partnership Steering Group on the basis described in the report

It is recommended that the Personnel Committee:

- a approves the establishment of a temporary post of Clerical Assistant, Grade GS1/2, for a period of one year

BACKGROUND

The first Angus Education Development Plan indicated a commitment to contribute to the Council's strategic priority of improving economic prosperity inter alia by:

- promoting positive links with industry
- co-operating with Angus College with respect to enterprise and vocational education initiatives
- developing pupils' economic awareness in the context of personal and social development courses
- encouraging work placements for pupils and teachers
- undertaking appropriate partnerships within and beyond the Council including partnerships with national and international funding agencies

The principal aim of such an approach to Education-Industry liaison is to ensure that learning and teaching experiences draw on practical contexts within and outwith schools and are relevant to the future needs of pupils as they plan their progress to the adult world. The curriculum in Angus schools continues to benefit from a variety of activities which bring pupils and teachers into direct working contact with representatives of industry and business communities both within the classroom and in workplaces outwith schools. These activities, which make an important and valuable contribution to the development of competent and confident life-long learners, include:

- Careers Education/Careers Guidance Initiatives
- Work experience and work shadowing programmes
- Teacher Placements in Industry
- Insight into Industry initiatives including site visits and school-based as well as residential courses
- Mini-Enterprise and Young Enterprise projects
- Specific initiatives which arise through individual industrial links

Over the past decade, national programmes such as The Enterprise and Education Initiative, Industry Year, The Education and Training Targets for a Competitive Scotland, The Teacher Placement Service, The Schools Enterprise Programme and The Technical and Vocational Education Initiative have attracted government funding which in turn has resulted in the development of projects aimed at promoting industrial relevance in the curriculum. All of these initiatives, but particularly the Technical and Vocational Education Initiative, have made a significant impact on the growth and success of Education-Industry Links partnership activities and initiatives within Angus schools.

EDUCATION-INDUSTRY LINKS WITHIN THE TAYSIDE TVEI PROJECT

The Technical and Vocational Education Initiative began in Tayside in 1986 with a five year pilot project involving four schools and one College of Further Education. The pilot was succeeded by a Regional Extension Project from 1990 to 1996 which involved all schools in Angus, Dundee, Perth & Kinross as well as the three Tayside Colleges of Further Education. The Extension Project which was cross curricular in nature, sought to deliver key curricular entitlements, one of which was Education-Industry Links, to all students. The TVEI initiative sought through these entitlements to equip young people in the age range 14-18 for the demands of life in a rapidly changing highly technological society by:

- relating what is learned in schools and colleges to the world of work
- improving the skills and qualifications for all, in particular in science, technology, information technology and modern languages
- providing young people with direct experience of the world of work through real work experience
- enabling young people to be effective, enterprising and capable at work through active and practical learning
- providing counselling, guidance, individual action plans, records of achievement and opportunities for all to progress to higher levels of achievement during and beyond their period of formal education

With specific respect to Education-Industry Links, the achievements of the TVEI project proved most effective in areas such as the management of EIL in secondary schools, the development of effective links with Industry, the provision of staff development programmes for projects, the production of learning and teaching materials to support activities, the dissemination of good practice across Assistant Extension Co-ordinator networks, and the increase of levels of activity and work experience through the introduction of entitlement targets, which in most schools reached approximately 100% for the S4 cohort. Many of these activities involved partnerships which included the TVEI Project Team, schools, local industry, Angus College and members of the Educational Development Service, most notably, Tayside's former EIL Adviser and seconded colleagues.

"Guidelines in Developing a School Policy on Education-Industry Links" produced by the project, assisted schools in incorporating Education-Industry Links activities into school development plans and in managing related developments. Work experience was well developed and, wherever possible, placements were organised for pupils with special educational needs. Work shadowing enabled senior pupils to gain a fuller appreciation of possible future careers and local employers were very supportive in responding to requests for work shadowing as well as work experience placements. The considerable management task of allocating pupils to placements for work experience or work shadowing was helped significantly by the production of an EIL database.

In addition to the central support from the TVEI initiative and the Educational Development Service, each school enjoyed an additional staffing allowance of 1.5 FTE to support the production and delivery of the TVEI student entitlements. In addition to this additional staffing allowance, each school also received an additional temporary Assistant Head Teacher post and two additional temporary promoted Guidance "points" which could be translated into the establishment either of a temporary Principal Teacher post or of two Assistant Principal Teacher posts. The additional central government funding which made possible these staffing enhancements came to an end at the conclusion of the TVEI project in June 1996. The Education Department's Revenue Budget allocation for 1996/97 made it impossible to continue to sustain all of these temporary posts.

EDUCATION-INDUSTRY LINKS BEYOND TVEI

The conclusion of the Tayside TVEI project coincided with local government reorganisation. The disaggregation exercise did not allow for the continuation within the Angus Educational Development Service of a separate specialist Adviser post in EIL. The responsibility for the oversight of Education-Industry Links matters now lies within the very diverse remit of one of four Advisers 5-18.

The final TVEI Review Document "The Outcomes of the TVEI Project in Tayside 1990-96" was produced in May 1996. In reviewing the considerable achievements in the area of Education-Industry Links this document drew heavily upon a recent Scottish CCC publication, "Education-Industry Links in Scotland 5-18 - A Framework for Action". The key recommendation of the "outcomes" document is that the Authority should seek to:

- co-ordinate work-related activities at school and authority level
- set up an EIL database to provide support beyond arrangements relating to work experience
- support schools in adhering to Health and Safety regulations in respect of work experience placements

- provide financial aid for EIL activities
- continue to offer advice and encouragement to employers and teachers
- (perhaps the most important of all) quickly establish a well defined network "for those active in and responsible for EIL"

Since April 1996 considerable effort has been expended by officers of the Education Department in identifying the means to ensure continuing support for the management and delivery of EIL initiatives within and across Angus schools. Two separate working groups have considered:

- (i) proposals to review and enhance the Guidance structure in Angus schools
- (ii) the production of guidelines on the organisation of work related activities for pupils

With respect to (i) members will be aware that the establishment of additional guidance posts in Angus secondary schools was approved at the Committee's last meeting of 15 October 1996 (Article 8 refers). While this enhancement in respect of Guidance does not equal the staffing enhancements available within the TVEI project, it is anticipated that the additional posts created will enable Guidance teams to undertake a reasonable spread of Guidance duties including some relating to the promotion and delivery of work-related activities. It is inevitable, as previously reported to the Committee, that Angus secondary schools will require to adopt a more flexible approach to the management and delivery of work experience arrangements, possibly by ensuring that all young people have an opportunity to benefit from an appropriate and personally relevant or related activity, whether in S4, S5 or S6.

The working group referred to in (ii) above has produced recommendations on work-related activities for pupils. In arriving at these recommendations, the group drew upon the SCCC document referred to earlier in this report, "Education-Industry Links in Scotland 5-18 - A Framework for Action". Detailed consideration was also given to an analysis of EIL activities in schools produced by a sub-group of the former Tayside Education Business Partnership. This document described the school, employer and Education Authority inputs into the planning, delivery and evaluation of four core EIL activities.

The analysis of each activity (Work Experience, Work Shadowing, Teacher Placement, Young Enterprise) provided details of the costs and the tasks required to support the activity and indicated the necessary allocation of responsibilities among the partners.

The key main recommendations of the group were as follows:

- (i) each individual pupil should experience, as part of his/her personal and social development programme, practical work-related activities
- (ii) these activities should be designed and organised to meet the pupil's needs and be delivered at the most appropriate time in his/her school career
- (iii) Angus Council's central responsibilities should include:
 - Health and Safety inspections by trained officers and approval of work placement and work shadowing providers (Health and Safety arrangements to be the subject of liaison between both Departments)
 - Provision and management of a database for placement providers from which information will be sent to schools

- All standard communications with providers
- (iv) Secondary schools' responsibilities should include:
 - Preparation and debriefing of pupils in respect of work related activities
 - Matching placements for pupils
 - Advising the Authority of new providers requested or identified by pupils
 - Corresponding with placement providers about the organisation of particular placements
 - Recording and accrediting pupils' achievements as and when appropriate
 - The organisation of school-based Insight into Industry courses

ARRANGEMENTS/PROPOSALS TO SUPPORT EDUCATION-INDUSTRY LINKS

In addition to the establishment of additional Guidance posts, consideration has been given in the light of the work-related activities guidelines paper and of the outcomes TVEI project to the provision of central support for EIL activities. In this regard, detailed discussions have taken place between officers of the Education Department and senior officials of Scottish Enterprise Tayside. These discussions have centred upon a range of possible support in the following key areas:

- (i) the establishment of an Education Business Partnership Steering Group
- (ii) the establishment of administrative and clerical support for EIL initiatives
- (iii) support for a Careers Education Research project
- (iv) IT support for Careers Education/Careers Guidance
- (v) support for the development and maintenance of an EIL database
- (vi) support for Health and Safety inspections of employers premises
- (vii) support for teacher placements
- (viii) support for Authority-led Insight into Industry initiative
- (ix) support for specific projects arising from individual Education/Industry Links

Following a detailed discussion of the Authority's support for EIL activities from the current year's Revenue Budget, SET has agreed matching funding in this financial year up to a ceiling of £40,000. This amount will support activities within the areas identified above and specifically will allow for the secondment of an Education-Industry Links Projects Officer who would be remunerated on the Secondary Assistant Head Teacher salary scale. (copy of job description attached as Appendix I). The funding will also allow the establishment in this financial year of a temporary post of Clerical Assistant, Grade GS1/2, to provide dedicated support to the Projects Officer in the management and administration of a wide range of EIL activities including support for an Angus Education Business Partnership Steering Group. The approval of the Education Committee is therefore sought for the establishment of this temporary clerical post for a period of one year. The Committee is also asked to endorse the proposal to second a member of the teaching staff to the temporary post of EIL Projects Officer.

With respect to the establishment of an Angus Education Business Partnership Steering Group, it is proposed that this be established as a policy making framework within which EIL activities could be effectively supported and managed in Angus schools. The steering group whose work should be rooted in existing Education Business partnerships across Angus, would function as a strategic advisory group within the Education Department. It is proposed that the composition of the steering group should include: a member of the Education Directorate, an Adviser, a Secondary Head Teacher, a Primary Head Teacher, the EIL Projects Officer, and representatives from Tayside Careers Ltd, Scottish Enterprise Tayside, Angus College and the Business Community in Angus. It is hoped that the formation of the steering group and the appointment of an EIL Projects Officer could be completed by the end of November 1996. It is also proposed that shortly thereafter I be authorised to organise an official launch of the Education Business Partnership initiative.

Finally, in the spirit of developing partnerships between Education and Business locally within Angus, members should note that arrangements are now well in hand to establish a Construction Industry pre-vocational curriculum centre based in Angus College and involving Angus Council, Angus College and the Construction Industry Training Board (Scotland) as partners. The centre, supported by CITB funding, will provide opportunities for pupils and teachers from Angus schools to develop curricular knowledge and experience in practical construction contexts.

FINANCIAL IMPLICATIONS

In view of the funding support agreed by Scottish Enterprise Tayside, there are no implications for the Education Department's Revenue Budget arising from the secondment of the EIL Projects Officer or from the proposal to establish a temporary post of Clerical Assistant, Grade GS1/2, for one year.

CONSULTATION

This report has been the subject of consultation with the Chief Executive, the Director of Finance and the Director of Law and Administration.

JIM ANDERSON
DIRECTOR OF EDUCATION

JANICE TORBET
DIRECTOR OF PERSONNEL

BACKGROUND PAPERS

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

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**ANGUS COUNCIL
EDUCATION DEPARTMENT**

**JOB DESCRIPTION
EIL PROJECTS OFFICER**

KEY TASKS

- To manage and provide central administrative support for a range of work-related activities
- To manage the Department's database of work placement providers
- To co-ordinate and, as appropriate, to carry out Health & Safety inspections of employers' premises
- To organise teacher placements in industry
- To co-ordinate Authority-led Insight into Industry initiatives including school-based and residential courses
- To provide support and advice to schools in relation to all EIL activities
- To provide administrative support for an Angus Education Business Partnership Steering Group
- To provide and manage initiatives agreed by the Partnership
- To liaise as appropriate with local employers, Angus College, SET and other relevant local and national agencies

ACCOUNTABILITY

The Projects Officer is directly accountable to the Adviser (5-18) with responsibility for EIL matters.

PERIOD OF SECONDMENT

The secondment will commence November/December 1996 and will be in the first instance for a period of 12 months, with the possibility of renewal up to a maximum of 23 months.

LOCATION

The Projects Officer will operate from a base in EDS, Bruce House, Arbroath. Work will involve travel mainly in Angus. He/she will be a car owner and hold a current driving licence. Travel expenses will be paid at the casual users rate and approved travel outwith the area on Council business will be paid at the public transport rate.

SALARY AND CONDITIONS OF SERVICE

During the period of secondment, the Projects Officer will be placed on the salary scale for Secondary Head Teachers, currently £30,066. He/she will enjoy Teachers' Conditions of Service and will be able to apply for any other post for which he/she is eligible. At the end of the secondment, he/she will return to his/her current post on the same terms and conditions which apply at present.

