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| --- | --- | --- | --- | --- |
| Areas of Work | What actions | Who to do | By When | Progress update /Complete |
| Governance | Review and update Memorandum of AgreementInvite new members to join the group from Voluntary sector orgs.Consider induction progFormalise 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 groupsRe-establish a Community Empowerment groupAdminister and report on CLDSC grantExplore potential links with RIC(s) | AllAllWho to progress?Administer through Fife Council.RM/others | June 2019Sept 2019Dec 2019March 2020Ongoing at present | Memo updated May 27th 2019Rep 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 groupsCLDSC have given commitment to funding for 2019-20New link with Education Scotland (Susan Epsworth) established |
| Planning | Use findings from our research project to inform planning. Youth Work core trainingExplore 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 workforceMap all Partnership learning opps to relevant Competences (and Ethics if appropriate), and highlight this in publicityIdentify the number of learning hours in each learning opportunity. Produce newsletter for 2019Peer Review exercise using Self Evaluation toolkit across Alliance partners | AllGB/PG/TRSHS/ TR/VWSHS/ who else?AllSHS lead/all contributingAll with support from Education Scotland (SE) | Dec 2019Dec 2019Sept 2019Dec 2019OngoingAug 2019June 2020 | Development session held on 22.10.18, follow up on 28th Jan. Fife offering T4T opps on Principles and Practice of youth WorkWorking group met in March. Planning underway for Intro to Assessment workshop. Joint work on AAA is happening4 Places paid for last year on course. Lots of digital skills online learning resources available tooWe 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 ConferenceYouth Work training progCLD EthicsHIIC training for trainersPeer Evaluation exerciseVolunteer management? | FL sub groupYW sub groupSHS/TRVW/SHSAllGB | 30th Oct 2019June 2020Sept 2019Sept 2019June 2020? | Planning well underway. Venue Bertha Park PerthFirst session delivered in May. Second planned for Sept. T4T model started Training was delivered in April. 16 people attended including 2 volunteersSmall 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-developHold 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 frameworkComplete annual work/improvement plan | Who to lead on this?AllWho to lead? (with support from AAs) |  Dec 2019ongoingautumn 2019 | Logo now created, and banners available for our eventsReview sessions have been held after events e.g. Family Learning conferenceFirst self-evaluation exercise was carried out spring 2018Workplan created and updated for 2019 |