

# Network Action Plans 2018-19



## Summary

- CDN is a skills and sector development company. Our mission is to maximise the impact of education for learners across the vocational and college system in Scotland.
- We develop the skills and expertise of our vocational workforce by networking colleges and supporting collaboration across a range of specialist areas.
- CDN supports more than 20 Development Networks.
- Development Networks vary in their formality of structure and preferred means of working, these are determined by members of each group.
- Annual Action Plans are established by the Steering Groups or members of each Network; an overview of the 2018-19 priority activity for each Development Network is described in this report.

For more information contact Gina Wilson [gina.wilson@cdn.ac.uk](mailto:gina.wilson@cdn.ac.uk)

Feb 2019



## Access & Inclusion

### Priorities

1. Colleges increase their capacity, competence and confidence in supporting student and staff health and wellbeing.  
Through collaboration with the CDN Guidance Network, Scottish Government, SFC, Colleges Scotland and the NUS the network will: play a key role in the implementation of the mental health component of the Programme for Government. This includes an increase in counsellors and wrap around support for students. In addition to contributing to specific focus groups this will be a standing item at Network meetings.
2. Colleges feel more confident in developing their Access and Inclusion Plans as part of the Outcome Agreement Process.  
Comment on the proposed updated guidance for reporting on the use of access and inclusion funds and feedback to SFC. SFC to produce more detailed data sheets to support the Access and Inclusion Plan process and will work with the Network to consider a possible template to aid comparability reports.
3. Through collaboration with the BSL Steering Group, SFC and Deaf Action the network will play a key role in the development of their College BSL Plan through:
  - Sharing practice and challenges at Network meetings
  - Sharing draft plans
  - Feeding into the BSL Steering Group via the CDN Lead

The Network meets 4 times a year, on the same day as the Guidance Network.



## Care & NHS Networks

- Care Strategy Steering Group (CSSG) Regional Leads
- CSSG Operational Group
- CSSG Early Years

## Priorities

1. Support colleges in their partnership work and delivery of courses in Health, Social Care and Early Years.  
Share relevant and meaningful information as it arises – CDN and the CSSG attend relevant meetings eg NES and provide updates as appropriate.
2. Organise a variety of conferences and events which support the management and staff delivering Health, Social Care and Early years courses.
3. Ensure the sector are kept fully informed with regards to the implications for courses leading to entry into Pre-registration nursing programmes as a result of the Nursing and Midwifery Council (NMC) Future Nurse standards and.
4. Establish an Action Learning Set with SSSC to explore relevant issues relating to Social Care.

The Networks all meet 4 times a year, on the same day. They hold at least 2 events a year, supported by short-life working groups.



## Community-Based Learning

### Priorities

1. Clarity of way forward for College Community Learning.  
*Sharing practices and forward thinking.*
2. Working closely with Community Learning Standards Council and Community Learning and Development Managers.
3. Contribute fully to the development of Strategy for Adult Learning in Scotland.

The Network holds 2 day-long mini events.



## Digital

- Scottish Learning Technology Network (SLTN)
- Scottish Moodle User Group (SMUG)

## Priorities

### SLTN

1. Spread knowledge/experience of learning technology, its application and development across Scottish user base.  
*Meet events hosted at different member venues during the academic year.*
2. Specialist training and development in learning technology areas.  
*One-off specialist workshops arranged according to supply/demand.*

### SMUG

1. Spread knowledge/experience of Moodle, its uses, maintenance and development across Scottish user base.
2. Specialist training and development in Moodle and Moodle-related services.  
*One-off specialist workshops arranged according to supply/demand.*
3. Provision of a network of expertise to draw upon for support of Moodle-related activities.  
*Jiscmail list with 150+ members with equal rights to post/access email.*

Both Networks meet 2 or 3 times a year.



## Education Sector PA (ESPA)

### Priorities

1. Provide ESPA members with CPD opportunities, with particular emphasis on improving confidence to deal with 'managing up' tasks and working stronger as team leaders.  
[CDN LearnOnline Coaching Skill Modules.](#)
2. Annual Conference, providing ESPA members with a chance to network and take part in practical workshops.
3. Open the Network to the whole Scottish Education sector and not just colleges and universities in Scotland.

The Network hosts an annual event and up to 3 meetings.



## Essential Skills & Volunteering

### Priorities

1. Themed approach to examine the impact of the Essential Skills Statement of Ambition #morethanjustaskill  
Call for colleges to identify the themes and share practices, produce a series of short videos from colleges bringing to life a relevant theme under Essential Skills Statement of Ambition.
2. Identification of Work Based Assessors development needs.  
A SLWG to identify some issues and create a development pack, together with a CPD session for the sector either as a webinar or face-to-face session.
3. The Network will have a key role in ensuring that the developing SDS skills profiling tool will be broadened for use in colleges.

The Network holds up to 4 meetings per year.





## Finance

### Priorities

1. Provide a network which provides members with support and advice whenever required.  
Act as a forum for all Finance managers to discuss sector issues openly and honestly. Raise the profile of the Finance function within colleges and the FE and HE Sectors.
2. Disseminate and share good financial practice for the benefit of all colleges.  
Provide where appropriate sector solutions to problems faced.
3. Act as a forum for consultation with SFC, Colleges Scotland, Audit Scotland and other key stakeholders.  
Raise the understanding of Finance with non-Finance colleagues.
4. Establish and develop a strong working relationship with the College Principals' Group with the aim of sharing information and providing opportunities for joint activity.

The Network holds a minimum of 8 meetings per year and events 3 times per year, including an annual conference.



## Guidance

### Priorities

1. Colleges increase their capacity and competence in supporting student health and wellbeing.  
Promote and disseminate good practice in relation to:-
  - Mental health and wellbeing initiatives
  - Provision of counselling in colleges
  - Training and CPD
  - Inclusion of gender-based violence and equally safe implementation as part of college response (specific work with Glasgow Kelvin and Ayrshire Colleges as pilot colleges)
  - NUS mental health agreements
2. Colleges develop their cyber-resilience capacity for the benefit of learners and staff.  
Deliver a workshop in partnership with Scottish Government and other CDN networks to address cyber-resilience skills and promote cyber- security as a career option.
3. Colleges have increased knowledge and awareness around recommendations regarding student financial support and extending loans to FE students.  
Guidance Network representative on Information Advice and Guidance and Financial Literacy (IAG & FL) Portal Working Group. Facilitation of Scottish Government research and student focus groups on extending loans to FE level students.

The Network meets 4 times per year, on the same day as the Access & Inclusion Network.



## Health & Safety

### Priorities

1. Complete benchmarking of statistical data (session 2017-18) of H&S related incidents across the sector – allowing comparison of data leading to college self-improvement actions.  
Provide individual colleges with information on how they compare to the sector as a whole.
2. Increase the use of LOcHER within Scottish Colleges supporting the development of work ready learners with good awareness and understanding of health and safety.  
Promoting LOcHER at external events, continued influencing of LOcHER by participating in the UK Steering Group.
3. Strengthen relationships and partnership working with key partners for the benefit of college learners - supporting the development of 'work-ready' skills and learners and helping ensure safe college working environments for all.
  - Creation of a LOcHER toolkit - supporting uptake of the project and ensuring that H&S knowledge and understanding is embedded in high quality learning and teaching activities.
  - Investigate the potential of contextualising/repurposing the FESH H&S self-evaluation toolkit and/or the NHS HWL self-assessment toolkit.
  - Carry out a scoping exercise to gauge the interest in re running the H&S Verification exercise.

The Network meets up to 4 times per year and holds an annual event.

## Priorities

1. Identify, and advise on, the key strategic Human Resource and Organisational Development strategies (including keeping abreast of employment legislation and policy and its impact) for the sector and provide information to the CS Principals' Group, the CDN Finance Group, the Professional Development Group, the Strategic HR Group, and other groups where relevant.
2. Work together with HR and OD professionals and key stakeholders in the sector to influence, lead, develop and deliver appropriate people strategies and enhance good practice to support the sector to continually build capacity and capability to effectively meet the demands placed upon it.
3. Identify opportunities to work with HR & OD professionals in the sector to obtain value for money services e.g. through economies of scale procurement, from external providers, and sector- wide training.
4. Establish, advise and monitor the progress of any working group created to perform specific duties including assessing data gathered and producing conclusions and recommendations based on the evidence for consideration by the Employers' Association.

### Suggested themes for developmental work 2018/19

- National bargaining
- Workforce planning
- Employee relations
- Technology/data management
- Delivery models

The Network meets up to 3 times per year and holds an annual event.



## HR (Practitioner)

### Priorities

1. Support the Strategic HR Network Group in the development of key HR & OD strategies.  
Establish links with, develop and contribute to, other established sector and external groups on HR issues including Professional Development Group.
2. Develop and organise a programme of CPD activities for HR and OD professionals in the sector to include sharing of experience through structured methods for learning from each other's expertise and experiences and enhance capability in leading and supporting educational change.
3. Design and develop systems and processes for recording and assessing impact.
4. Provide a forum for professional dialogue, sharing of good operational HR & OD practice and exchange of information.
5. Provide a two-way communication link with the Professional Development Forum and CDN Strategic HR Network Group.

#### Suggested themes for developmental work 2018/19

- Legislation
- Policy
- Employee relations
- Data analytics
- Professional development

The Network meets up to 3 times per year and holds an annual event.



## Professional Development

### Priorities

1. Provide a professional dialogue forum for staff operating in the Professional Development Network to meet face-face and virtually as professionals to exchange information, to network, to provide specialist input and establish expectations in the sector for professional development.
2. Work in partnership with the key stakeholders to ensure the successful delivery of the key strategic learning and development issues for the sector.
3. Work together with academic, HR and OD professionals in the sector to lead, develop and deliver appropriate people strategies and enhance good practice to support and meet the needs of the sector to continually build capacity and capability.
4. Collaborate with, develop and contribute to, other established sector and external groups on Professional Standards and Registration.
5. Identify, provide advice, guidance, and direction on, key personal and professional development and organisational development strategies (including keeping abreast of policy and its impact) for the sector and provide information to appropriate stakeholders, professional bodies and individuals in Scotland, and the UK.

The Network meets up to 3 times per year and holds an annual event.



### Priorities

1. Greater understanding amongst colleges of what international activity is being undertaken across the sector.  
Completion of at least 8 colleges presenting their work to group members.
2. Increased partnership working amongst colleges on international related activity.  
Continued use of JISCmail for international teams between meetings. Sharing of opportunities that require two or more colleges to partner to deliver. At least 1 shared bid in for international work.
3. Shared common action plan for colleges to work collegiately to increase and develop international activity with colleges and key partner stakeholders e.g. SQA, British Council, SDI  
SDI to fund and deliver consultation process across colleges on international activity and develop action plan for joint working, joint market prioritisation and joint messaging.

The Network meets up to 4 times per year.



1. College and community partners have a clearer understanding regarding processes and procedures around ESOL funding.  
Topic specific “pop up” event on ESOL funding for colleges and community partners with input from Scottish Government and SFC.
2. Colleges and stakeholders have a greater understanding of role of languages and intercultural skills for employability and careers.
  - Event linking languages to business and employers (16/11/18)
  - Mother Tongue, Other Tongue poetry competition
  - SCILT Erasmus + 3 year project with partners in Denmark and Norway on languages and intercultural competency as key skills for employability of 14-25 year olds:- Year 1 is a focus on business and industry
  - Linguachef national competition for school pupils: college training kitchens to host
  - Career profile and interviews by college students on importance of language learning for their future careers
  - Sharing work at CDN Expo
3. Colleges view BSL as a linguistic right rather than as merely a reasonable adjustment.  
Through links with other networks such as Access and Inclusion, language lecturers are able to contribute to BSL Action Plans.

The Network meets 4 times per year and holds an annual event.





## Librarians

### Priorities

1. Provide learning opportunities and continuing professional development events/ activities  
Widen the membership of the network. Work with key partners such as SCURL and CILIPS to identify and address development needs/skills gaps. Contribute to the development of quality frameworks for LIS.
2. Focusing on future leadership challenges, interconnectivity and alignment.  
*Work with partners such as SCURL and CILIPS to identify and address development needs. Identify Professional standards/skills.*
3. To provide support and guidance for FE on digital library developments and initiatives promoting professional skills for Learning and Teaching (including digital competencies).  
*Input from key stakeholders and Finance Development Network members.*

Specific Network Training Needs for 2018-19:

- Creative Commons Certification
- Writing bids and presenting business cases

The Network meets 4 times per year and holds an annual event.

In 2019, the Network will test moving their delivery to webinars. Initial areas of focus will be dealing with challenging behaviour and the contribution of the library service to the Professional Standards for College Lecturers.



## Marketing & Communications

### Priorities

1. Raise awareness of colleges on a national scale; debunk myths and negative perceptions of college; encourage parents, guardians and schools to advise prospective students to consider college as a first option.  
[National TV campaign #Choose College.](#)
2. Networking opportunity for marketing and communications professionals working in Scotland's colleges; offering key CPD opportunities as requested from previous CPD workshops; and inspirational keynotes.  
[Two-day Marketing and Communications Conference – replaces former Marketing Awards.](#)

The Network meets every 2 months and holds an annual event.



MIS

## Priorities

1. Provide a platform for stakeholder partners to share sector-wide updates to colleges.
2. Collate information on sector-wide issues that can be presented as part of collective views on national challenges.  
Form Short Life Working Group to coordinate the identification of issues and collection of information.

The Network meets 4 times per year and holds 2 annual events.



1. Organise and develop focused training for staff to understand and implement the principles of “How Good is Our College” and develop a better understanding of SFC statistical data and the importance of the returns.  
*Examples of good practice across the sector focusing on the last 1-2 years data with staff taking ownership of key priorities highlighted by SFC and/or Education Scotland.*
2. Develop deeper understanding, at senior levels, of reporting requirements using the last two years information to develop focussed improvements through collaboration and engagement, resulting in the Quality and Outcome Agreement processes and how these are integrated sector wide.  
*Implement a SLWG to be convened to further develop the arrangements. Results will then be taken to the Principals’ Group then to the Quality Arrangements Steering Group to be signed off.*
3. Grading guidance to be sought from the Education Scotland website to enable staff to develop meaningful reporting structures.  
*Better reporting in-line with ES reporting requirements, resulting in more accurate and functional reports which are reviewed on an annual basis rather than the 3-yearly cycle.*
4. Advice is to be sought in relation to Outcome agreements and ROA – with, where possible, guidance sought to link the two documents together when reporting.
5. Sector update on the use and implementation of the new GDPR policy and impact this may have on college data sharing.  
*Initiate a SLWG to identify a common approach across the sector to develop commonly used paperwork to ensure clarity of understanding and implementation of GDPR policies.  
Develop consistent sector plans to ensure common approach to GDPR compliance. Identify GDPR specialist to develop sector documentation relating to issues facing the FE sector.*



## Complaints Handling

### Priorities

1. Develop a sector wide complaint handling tool to enable better handling of a range of complaints across the sector.  
Develop clear guidance on the timelines required for complaints handling across the sector especially around Challenging Behaviours.  
Understand and better use, Data Protection Officers within the college sector. Better understanding of various complaints i.e. serial complainers etc. and how to deal with these.
2. Develop deeper understanding, at senior levels, of reporting requirements for the Scottish Public Services Ombudsman (SPSO) with focus on “How to Make Complaints Work for Everyone”  
Better use of themed discussion around key elements within the Quality Assurance and Complaints Handling Procedure (CHP).  
Develop clear guidance around the handling of potential breaches in confidentiality in the CHP and the need to data share.
3. Better reporting in-line with SPSO reporting requirements, resulting in more accurate and functional reports and reporting systems.
4. Sector update on the use and implementation of the new GDPR policy in relation to complaints handling and impact this may have on cross college data sharing.  
In-line with the Quality Group participate in the SLWG to identify a common approach across the sector to develop commonly used paperwork to ensure clarity of understanding and implementation of the GDPR policies.

The Network meets 4 times per year, on the same day as the Complaints Network, and holds an annual event.



## Safeguarding

### Priorities

1. Staff are confident and capable in relation to safeguarding learners.  
Updating of CDN learn online modules and resources in relation to Safeguarding. Align with Professional Standards.
2. Colleges can adopt a whole-college approach to creating a safe college environment for all learners and staff incorporating Equally Safe implementation, Hate Crime review, dealing with extremism and promoting and supporting mental wellbeing.  
Partnership working with University of Strathclyde, Scottish Government, SFC, colleges etc to review policies and procedures in relation to this, using self-evaluation checklist; provision of training and development to colleges around this.
3. Colleges develop their cyber-resilience capacity for the benefit of learners and staff.  
Deliver a workshop in partnership with Scottish Government and other CDN networks to address cyber-resilience skills.

The Network meets 4 times per year.



## School/ College Partnership

### Priorities

1. Greater understanding of national picture of fragmented landscape of provision: eg, mixture of FA delivery across schools, colleges, local authorities; and the various opportunities for school/college work.  
Develop a range of case studies of models of delivery re school/college partnership work and links to DYW, and case studies of students who have succeeded through school/college partnership work.
2. Themed sharing of practice and determining new and effective ways forward in: student recruitment; student induction; student transition; success and innovation in STEM subjects.  
A lead for each theme will take the issues forward in themed meetings with relevant partners.
3. More effective partnerships at local and regional levels.  
More active involvement of school and local authority partners in this Network through the themed activities and invites to join meetings.

The Network meets 4 times per year and holds an annual event.



## Secretary to the Board

## Priorities

1. To support the delivery of good governance across the sector
  - Develop and deliver on the training recommendations set out in the Short Life Working Group report.
  - Use the network event(s) as an opportunity for CPD
  - Increase collaborative and collective leadership amongst board members through engagement with other board members outside of colleges (working alongside colleagues in Scottish Government)
  - To review and set-out board member training required as a result of any outcomes from the Good College Governance Consultation.
2. Board Member recruitment and development
  - Diversity on college boards, sharing best practice on board member recruitment, and working towards diverse college boards
  - Consider board member development needs, and agree priorities
3. Code of Good Governance
  - Supporting the work of the GGSG in delivering the 2018/19 workplan
4. To share best practice, and review policy and legislative developments that have governance implications
  - Examples include the outcomes of the Good College Governance Consultation, the SFC Effectiveness Reviews, Education Scotland How Good is Our College Overview Report. May involve working with other Development Networks, e.g. Finance

The Network meets 4 times per year and holds an annual event.