

LSIS Leadership in Technology (LIT) grant based intervention

Case study template

<p>Provider name & contact details</p>	<p>ProVQ Ltd 32a Atcham Business Park Atcham Shrewsbury SY4 4UG</p> <p>Email: carla@provq.com</p>
<p>LIT Project title</p>	<p>Framework 5 Tracker (e-portfolio)</p>
<p>Project summary :</p> <p>- Include the particular area for improvement that has been tackled through the effective deployment of technology</p>	<p>ProVQ undertook the Framework 5 project in order to effectively use off line technology to create an inclusive Apprenticeship Framework Tracker to :</p> <ul style="list-style-type: none"> • support apprentice progression, • reduce administration, • enhance our e-portfolio system • be able to perform detailed trends analysis of the progress rates of apprentices on our programmes.
<p>What were the aims of the project?</p>	<p>The aims of our project were to:</p> <ul style="list-style-type: none"> • develop and implement an “off line” electronic tracking system for the L2 Diploma in Light Vehicle Maintenance & Repair, which could be used with our apprentices, and would enhance our e-portfolio system. • improve our skills in software development.
<p>What did you do and how did you do this?</p>	<p>Through this project we have produced our own off line, e-portfolio for our new Motor Vehicle Apprenticeship Framework.</p> <p>In order to do this we created a detailed action plan which was</p>

<p>What role did your mentor play on your LIT project?</p> <p>What have been the key benefits from the input of your mentor?</p> <p>What was the benefit of the support that you received from your LSIS Associate?</p>	<p>discussed and agreed with our LSIS Associate. Our Action plan consisted of 5 phases.</p> <p>Phase 1 - research & discuss possible options with our mentor and LSIS Associate.</p> <p>Phase 2 – training and technical support from our mentor</p> <p>Phase 3 – Working in conjunction with our management & IV team to develop a draft version of the e-portfolio</p> <p>Phase 4 – Evaluation of draft by the assessment team</p> <p>Phase 5 – final amendments and roll out.</p> <p>The e-portfolio was produced using excel with embedded macros. During the development process we met with our mentor to review the options for developing the portfolio. Our LSIS Associate supported us in this process by suggesting we reviewed interactive PDF's as an alternative to Excel. We based our final decision to use Excel to develop the e-portfolio as this reduced the requirement to learn about new software & processes in a short time scale, and the interactive PDF's did not appear to give us any more functionality than we could achieve from using Excel embedded with macros.</p> <p>After detailed discussions between our Project Manager, Contracts Manager, Internal Verifier and Mentor it was decided that it would be possible to build in the functionality, desired by the ProVQ assessment team, into the e-portfolio. After some training from our mentor, our project manager found it relatively straight forward to make intelligent use of excel embedded functionality and macros which were either directly downloaded from the internet or customised by himself and our mentor.</p> <p>Ease of use of the e-portfolio was a priority that was identified by our assessment team, in order to facilitate this the following functionality was built into our design:</p> <ul style="list-style-type: none"> • A clear visual percentage complete per unit. • A clear visual percentage complete per whole ePortfolio. • An editable (with spell check) comments sheet which automatically hyperlinks to the evidence.
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	<ul style="list-style-type: none"> • A clear printable witness, assessor and IV signature sheet. • Embedded functionality to increase accessibility for learners. • An easy way of submitting data to ProVQ's learner management system. • Embedded Sector Skills Council standards relevant to each unit • Embedded appeals procedure <p>Our LSIS Associate provided support throughout the project by giving us feedback on our work. On the whole he agreed with our decisions and designs, this helped us to feel confident in what we were doing.</p> <p>Our mentor was a great benefit to our project. He understood our business and what we were trying to create, and also had high level software development knowledge. He gave us the training we needed in order to produce the e-portfolio ourselves.</p>
<p>What has been the impact and benefit of the LIT capital grant to your project?</p> <p>What did the project cost, including LSIS funding?</p>	<p>We were awarded a £5,000 capital grant in order to purchase capital equipment to support our e-portfolio project. We used this grant to purchase video equipment, an editing computer and equipment to support remote assessment of apprentices within their workplaces.</p> <p>This equipment has greatly enhanced the collection of our e-portfolio evidence. Apprentices are now able to produce good quality video evidence of them achieving the competency standards within the work place and training centre. One group of learners are producing VLOGS (video logs) of their journey through the apprenticeship programme using, which is producing excellent evidence for learner progress and achievement. We are in the process of trialling remote assessment with 4 apprentices in their workplaces using the equipment funded by this project & embedding the evidence within our e-portfolio. This is a leading innovation within our sector.</p> <p>The total cost of delivering this project, including the purchase of the capital equipment was £17,954. LSIS contributed £11,000 to the project via the LIT grant and LIT capital grant.</p>

<p>What has been the impact of your LIT project on your organisational improvement strategy?</p> <p>What were the benefits of your LIT project?</p> <p>What were the savings to your organisation?</p> <p>How did you calculate them?</p>	<p>The LIT project has enabled us to evidence continuous improvement within the areas of outcomes for learners, quality of provision and leadership and management, within our Quality Improvement Plan. The production of this e-portfolio has enabled us to shift our focus on the use of technology from applications and solutions that support our business functions to solutions to support the development and achievement of our apprentices. Through this project we have identified further improvements we can make to the use of technology within our teaching and learning delivery and assessment. This has enabled us to gain further funding from the STEM project to further enhance the use of technology with apprentices and staff.</p> <p>The benefits of the LIT project to our business have been:</p> <ol style="list-style-type: none"> 1.Our project manager & project team now have a far greater and deeper understanding of the excel 2007 gui . The LIT grant has allowed staff to be released and given the time to develop skills & expertise that we did not previously have within the organisation. This knowledge will be applied within other projects we are working on and be disseminated to other staff members. 2.Our assessors now have a tool which will increase their efficiency while carrying out on-the-job assessments allowing them to focus more on the learner and less of the formal paperwork requirements of their job. 3.The IV team now have an e-Portfolio which will increase their efficiency. 4. Learners have access to a superior e-Portfolio in line with the new framework's standards and with increased options to increase accessibility for those with additional learning needs. 5.The template for all the other levels and units is set for the next 3 - 5 years. 6.The skills and knowledge gained will be repeatedly reused. <p>The savings to our business will come in the form of the increased efficiency of our assessment and IV teams , lack of registration fees for apprentices , reduction in printing & binding and ease of amendment of the template to reflect any future changes to our curriculum. We are anticipating that this</p>
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	<p>will amount to savings of at least £23,800 per year, broken down as follows:</p> <table data-bbox="507 371 1374 551"> <tr> <td>Increased efficiency of IV of 150 portfolios</td> <td>£15,000</td> </tr> <tr> <td>Reduction of printing/binding</td> <td>£1,300</td> </tr> <tr> <td>Savings on registration fees</td> <td>£7,500</td> </tr> </table>	Increased efficiency of IV of 150 portfolios	£15,000	Reduction of printing/binding	£1,300	Savings on registration fees	£7,500
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<p>What were the lessons learned?</p> <p>What tips do you have for other providers?</p> <p>How will you disseminate effective practice to others in the sector?</p>	<p>Our project went very much to plan, we feel that this is because we had a clear plan of what we wanted to achieve. We had already carried out a comprehensive analysis of the options available to us and had a clear picture in our minds of the needs of our apprentices and what we needed to do to meet those needs. We talked to many experts in the field of technology, all of whom had differing views of what we should use & how we should develop our e-portfolio. It would have been easy for us to change our minds about our development plans and maybe end up with an e-portfolio that wasn't really what we wanted. Our action plan and overall vision of the e-portfolio helped us to stay on track with our plans</p> <p>Tips for others:</p> <ol style="list-style-type: none"> 1. Have a clear plan of what you want to achieve 2. Involve all the staff who will be effected by the change & listen to their views and opinions 3. Seek technical support from someone who understands your business and what you want to achieve <p>Dissemination:</p> <p>As part of this project our Project Manager was invited to present our work on the e-portfolio to other work based learning providers at the LSIS Embracing Technology Conference in January 2011. As part of this presentation he disseminated a workbook containing helpful tips for providers considering producing a portfolio like ours. The workbook also contained the coding for all of the macros we have developed which can also be used by providers. From the presentation</p>						

	<p>we gave at the conference we have had enquiries from other training providers wishing to gain a better understanding from us as to how they can produce their own e-portfolios, as they like us, require an off line solution to their collection and assessment of competency based assessments.</p>
<p>Provide a quote on your experience of the LSIS LIT project.</p> <p>Are you happy for us to use this and your contact details for marketing and publications?</p>	<p>The LSIS LIT project and capital grant has enabled us to provide our apprentices and employers with an industry leading e-portfolio that encourages and promotes the use of technology in the assessment of the competency standards.</p> <p>Yes</p>
<p>Contact details for further information</p>	<p>Carla Tudbury Carla@provq.com</p>

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