

Action and Tasks Progress Report

Comhairle nan Eilean Siar



Print Date: 23-Jul-2014

ACTION PLANS



GREEN

At least 100% of action target achieved

Between 79% and 100% of action target achieved



AMBER



RED

Less than 79% of action target achieved



No target set

* Dates have been revised from the Original dates

SOCIAL AND COMMUNITY SERVICES DEPARTMENT

Community Resources

Learning and Development

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.1.2 Manage and develop the Comhairle's SQA Accredited Centre	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	GREEN

ACTION PROGRESS COMMENTS:

The Comhairle's Accredited Training Centre continues to operate successfully achieving very positive EV feedback.

Last Updated: 08-Jul-2014


TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Manage the operation of the SQA Approved Centre including updating of existing awards and applications for new awards	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%

TASK PROGRESS COMMENTS:


Centre continues to operate successfully achieving very positive EV feedback.

Last Updated: 07-Jul-2014

Management of Individual Learning Account	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%
TASK PROGRESS COMMENTS: No new ILAs in the first quarter of 2014/15 Last Updated: 07-Jul-2014					

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.5.3 CS: Support the development and delivery of training and accreditation in new and creative industries (Learning and Development).	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	
ACTION PROGRESS COMMENTS: Modern Apprentice Candidates progressing successfully. Since 1 April two new candidates have started and four candidates have completed and achieved their target qualification of a Level 2 MA in Textiles. Last Updated: 08-Jul-2014							

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Manage the training requirements of the Development Department's Harris Tweed Project.	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%
TASK PROGRESS COMMENTS: Modern Apprentice Candidates progressing successfully. Since 1 April 2 candidates have started and 4 candidates have completed and achieved their target qualification. Last Updated: 07-Jul-2014					

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.7.1 Manage and deliver adult employability programmes tailored to identified local need.	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

There have been twenty-six trainees on OHMEET this quarter including nineteen new trainees. Eleven trainees have moved on and four of these have moved into employment with the following employers: Landscape Solutions, Scottish Salmon, Barvas Lodge and Arnish.

There have been seven trainees on HILLS this quarter including four new trainees.

Contributions have been made to funding estimates for a national and subsequently a Highland and Islands Employability Pipeline bid.

Last Updated: 14-Jul-2014

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Develop an application for European funding for an Employability Programme for March 2015 onwards	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%

TASK PROGRESS COMMENTS:

Contributions have been made to funding estimated for a national and then a Highland and Islands Employability Pipeline bid

Last Updated: 04-Jul-2014

Develop progression pathways from Adult Employability Programmes to external volunteering or employment.	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

OHMEET has been restructured to initiate transition of trainees from work placements and four trainees have moved into employment during this quarter. HILLS which operates through the Grow 2 Work project has also been restructured and trainees are to be offered work placements from September 2014

Last Updated: 04-Jul-2014


Mange and develop the OHMEET Programme	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

There have been twenty-six trainees on OHMEET this quarter including nineteen new trainees - eleven trainees have moved on and four of these have moved into employment with the following employers: Landscape Solutions, Scottish Salmon, Barvas Lodge and Arnish

Last Updated: 04-Jul-2014

Mange and devleop the HILLS Programme	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%
TASK PROGRESS COMMENTS: There have been seven trainees on HILLS this quarter including four new trainees. Last Updated: 04-Jul-2014					

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.9 Provide a range of youth work interventions that contribute towards the delivery of a Curriculum for Excellence and the enhancement of interpersonal skills.	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

Pointers Boys Group are meeting weekly with a core group of eight boys. They are currently working on their Dynamic Youth Award and have undertaken the following issue based activities; Team Building; Drug Awareness; Sea Safety and First Aid. Pointers Girls Group are meeting weekly and has a core group of eight girls. They have been working towards a Bronze Youth Achievement Award. They have completed issue based activities covering: Sexual Health; Sexual Violence Prevention; Healthy Living and Healthy Eating. Young Carers Group are meeting weekly in Pointers with a core group of six. Young Mums Group meets weekly and there is a core group of 1 mums. Topics covered recently include: Sexual Health; Baby Massage; Weaning baby; Food on a Budget and Play at Home. weekly and there is a core group of 11 mums. Topics covered recently include: Sexual Health; Baby Massage; Weaning baby; Food on a Budget and Play at Home. Pointers Drop-in continues during summer break.

First round of DofE Leader training has already taken place. Meetings/training have taken place to oversee and support both the DofE Uist Open Group and the Sgoil Lionacleit Group. 14 young people in the Broadbay DofE group took part in Bronze Expedition Training with route planned and dates set for qualifying expedition. Duke of Edinburgh Award has been implemented in Barra in May 2014 and there are seven Bronze and six Silver participants. In Harris three DofE Bronze Expedition groups are preparing their routes and paperwork as well as two Gold groups. One Gold group in Harris has completed their Expedition. Two meetings have taken place with the Nicolson DofE group and all young people have been contacted by phone/email to see how they are progressing and if they are still doing award and if they are wanting to do their expedition and work with leader to have training and expedition done when the school goes back in August/September 2014.

Funding, programme, travel, risk assessments and all other arrangements in place for a Gaelic residential to take place between 30th June and 2nd July 2014. Ten Ceol na Cloinne members have attended weekly practice sessions as well as two full day workshops with specialist tuition in fiddle, accordion, piping and singing/guitar. A further full day workshop will take place on 14th July. The group are performing in Seallam on 1st July as part of their preparation for the Hebridean Celtic Festival.

Barra Summer Holiday Programme has been distributed and names have been put down for this programme in July 2014. Attended meetings and contributed to programme design for the Holiday Club in Uist that will take place in partnership with Education & Children's Services and NHS Western Isles during July and August 2014.

Initial discussions have taken place with Head Teachers of Uist Primary schools re piloting Dynamic Youth awards. Meetings have taken place with the new Nicolson Institute Employability group in June. The group consists of nine new learners and initial introductions have taken place. All pupils in S5/6 in Sir E Scott School participated in at least one Personal Development Activity which included Leaving Home Sessions, Intergenerational Work in partnership with Harris House, Pupils in Sir E Scott School are working on completing Youth Achievement Awards and Duke of Edinburgh's Awards as part of their personal achievement and were recently awarded Saltire Awards for their work. The partnership between Castlebay School, Volunteer Centre and Community Education has enabled all young people to be recognised and acknowledged for their volunteering and 100% of pupils have signed up for Saltire awards and are being supported jointly by volunteer centre, school and community education. Initial meetings have taken place before the school holidays to meet new classes and explain the SQA Rural Skills and Employability courses starting in August.

Visit to Sir E Scott carried out to ensure all secondary schools have NEC. Youth Legacy Ambassadors trained in preparation for Summer Club in July. Youth Legacy Ambassadors involved in Commonwealth Events in Lewis (Rural Sports, prep for QBR & prep for Young Scot volunteering at Games).

Last Updated: 08-Jul-2014

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Deliver Barra Summer holiday programme 3.1.2 KD	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%

TASK PROGRESS COMMENTS:

Barra Summer Holiday Programme has been distributed and names have been put down for this programme in July 2014.

Last Updated: 04-Jul-2014

Deliver E-DofE training to leaders in Lewis and Harris 3.1.2 AML	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	15.00%
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TASK PROGRESS COMMENTS:

First round of DofE Leader training has already taken place. Planning to arrange training once expedition season is over and schools are back. Probably start August 2014.

Last Updated: 04-Jul-2014

Deliver educational and lifestyle sessions with and for the Young Mums Health Education Focus Group 3.1.2 JM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	15.00%
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TASK PROGRESS COMMENTS:

Young Mums Group meets weekly and there is a core group of 11 mums. Topics covered recently include: Sexual Health; Baby Massage; Weaning baby; Food on a Budget and Play at Home.

Last Updated: 08-Jul-2014

Deliver Employability workshops in the Nicolson Institute in partnership with Skills Development Scotland 3.1.2 AML	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	50.00%
TASK PROGRESS COMMENTS: Have met with the new Nicolson Institute Employability group in June. 9 new learners. Had initial introduction to the class. Will start the class in August. Planning meetings over the summer with SDS and Janet. Last Updated: 04-Jul-2014					

Deliver issue based sessions to Under 16 Pointers Boys Group 3.1.2 JM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	15.00%
TASK PROGRESS COMMENTS: Pointers Boys Group are meeting weekly with a core group of 8 boys. They are currently working on their Dynamic Youth Award and have undertaken the following issue based activities; Team Building; Drug Awareness; Sea Safety and First Aid. Last Updated: 07-Jul-2014					

Deliver issue based sessions to Under 16 Pointers Girls Group 3.1.2 JM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	15.00%
TASK PROGRESS COMMENTS: Pointers Girls Group are meeting weekly and has a core group of 8 girls. They have been working towards a Bronze Youth Achievement Award. They have completed issue based activities covering: Sexual Health; Sexual Violence Prevention; Healthy Living and Healthy Eating. Last Updated: 07-Jul-2014					

Deliver support and activity sessions to Young Carers Group 3.1.2 JM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	15.00%
TASK PROGRESS COMMENTS: Young Carers Group are meeting weekly and has a core group of 6.					

Last Updated: 07-Jul-2014

Deliver support to Harris Duke of Edinburgh's Award Group 3.1.2 MMI	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	30.00%
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TASK PROGRESS COMMENTS:

Harris DofE, 3 Bronze Expedition groups are preparing their routes and paperwork as well as 2 Gold groups. One Gold group has completed their Expedition.

Last Updated: 04-Jul-2014

Group are meeting weekly	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	15.00%
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Last Updated: 04-Jul-2014

Organise and deliver a Gaelic residential activity for teenagers 3.1.2 CM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	10.00%
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TASK PROGRESS COMMENTS:

Funding, programme, travel, risk assessments and all other arrangements in place for Gaelic residential to take place between 30th June and 2nd July 2014.

Last Updated: 04-Jul-2014

Pilot Dynamic Youth Awards in lochdar Balivanich and Carinish 3.1.2 CM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	5.00%
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TASK PROGRESS COMMENTS:

Initial discussions have taken place with Head Teachers of Uist Primary schools re piloting Dynamic Youth awards

Last Updated: 04-Jul-2014

Promote and deliver accredited and non-accredited awards in Barra 3.1.2 KD	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

There is an excellent working relationship between the School, Volunteer centre and Community education. This partnership has enabled all young people to be recognised and acknowledged for their volunteering and 100% of pupils have signed up for Saltire awards and are being supported jointly by volunteer centre, school and community education.

Duke of Edinburgh Award has been implemented in Barra in May 2014 and there are 7 Bronze and 6 Silver participants.

Last Updated: 04-Jul-2014

Promote and deliver Young Scot services 3.1.2 EC	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

Visit to Sir E Scott carried out to ensure all secondary schools have NEC. Youth Legacy Ambassadors trained in preparation for Summer Club in July. Youth Legacy Ambassadors involved in Commonwealth Events in Lewis (Rural Sports, prep for QBR & prep for Young Scot volunteering at Games).

Last Updated: 04-Jul-2014

Provide a drop-in Centre at Pointers Youth Café for 11-25 year olds 3.1.2 JM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	15.00%
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TASK PROGRESS COMMENTS:

Pointers Drop-in continues during summer break

Last Updated: 04-Jul-2014

Provide Personal Development Activities in Sir E Scott School 3.1.2 MMI	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

All pupils in S5/6 in Sir E Scott School participated in at least one Personal Development Activity. These activities included Leaving Home Sessions, Intergenerational Work in partnership with Harris House, Pupils are working on completing Youth Achievement Awards, Duke of Edinburgh's Awards as part of their personal achievement and were recently awarded Saltire Awards for their work.

Last Updated: 04-Jul-2014

Support members of Ceol na Cloinne to participate in community events 3.1.2 MMI	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	80.00%
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TASK PROGRESS COMMENTS:

10 Ceol na Cloinne members have attended weekly practice sessions as well as 2 full day workshops with specialist tuition in fiddle, accordion, piping and singing/guitar. A further full day workshop will take place on 14th July. The group are performing in Seallam on 1st July as part of their preparation for the Hebridean Celtic Festival.

Last Updated: 04-Jul-2014

Support Nicolson DofE Group to achieve an Award or elements of an Award 3.1.2 AML	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
<p>TASK PROGRESS COMMENTS: Have had 2 meetings for the Nicolson DofE group, ongoing correspondence by email with Leader. Have contacted all young people by phone/email to see how they are progressing and if they are still doing award and if they are wanting to do their expedition and will work with leader to have training and expedition done when the school goes back in August/September 2014. Last Updated: 04-Jul-2014</p>					
Support the Duke of Edinburgh's Award Group in Broadbay 3.1.2 EC	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
<p>TASK PROGRESS COMMENTS: 14 young people in the Broadbay DofE group took part in Bronze Expedition Training. Route planned and dates set for qualifying expedition. Last Updated: 04-Jul-2014</p>					
Support to Uist Duke of Edinburgh's Award 3.1.2 CM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
<p>TASK PROGRESS COMMENTS: Meetings/training have taken place to oversee and support both the DofE Uist Open Group and the Sgoil Lionacleit Group Last Updated: 04-Jul-2014</p>					
Deliver Employability inputs to the Vocational Group in the Nicolson Institute 3.1.2 JM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Jun-2014	31-Mar-2015	5.00%
<p>TASK PROGRESS COMMENTS: 1 meeting has taken place with new class to tell them about the Employability course that is starting in August. Last Updated: 04-Jul-2014</p>					

Deliver SQA Rural Skills to young people in S3 in the Nicolson Institute 3.1.2 JM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Jun-2014	31-Mar-2015	5.00%
TASK PROGRESS COMMENTS: 1 meeting has taken place before the school holidays to meet new class and explain the SQA Rural Skills course that is starting in August. Last Updated: 04-Jul-2014					
Support holiday Club in Uist for excluded young people 3.1.2 CM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Jun-2014	31-Mar-2015	5.00%
TASK PROGRESS COMMENTS: Attended meetings and contributed to programme design for the Holiday Club in Uist that will take place in partnership with Education & Children's Services and NHS Western Isles during July and August 2014. Last Updated: 04-Jul-2014					
Support to Balivanich Youth Provision 3.1.2 CM	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Aug-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					
Co-delivery of alcohol/drugs education 3.1.2 CM	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Sep-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					
Provide Drugs and Alcohol educational inputs to young people 3.1.2 JM	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Sep-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					
Deliver Lifestyle Workshops in Barra 3.1.2 KD	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Oct-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.3 Provide employers with support in delivering vocational training and access to SVQ's.	Neil MacLeod - Community Education & Training Manager	In Progress	01-Jan-2014	31-Mar-2015	25.00%	25.00%	
<p>ACTION PROGRESS COMMENTS: The closing date for applications for the Comhairle's Building Skills Grants is 22 August 2014. 13 employees have been supported through the Youth Employment Scotland fund in the first quarter of 2014/15. 1 application to undertake an Assessor qualification received during the first quarter of 2014/15 . Last Updated: 11-Jul-2014</p>							
TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %		
Manage the Comhairle's Building Skills Grants	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	10.00%		
<p>TASK PROGRESS COMMENTS: The closing date for applications for the Comhairle's Building Skills Grants is 22 August 2014. Last Updated: 11-Jul-2014</p>							
Manage the Youth Employment Scotland Fund	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%		
<p>TASK PROGRESS COMMENTS: 13 employees have been supported through the Youth Employment Scotland fund in the first quarter of 2014/15 Last Updated: 11-Jul-2014</p>							
Prepare applications for identified SVQs	Finlay Maciver - Team Leader	Not Started	01-Apr-2014	31-Mar-2015	0.00%		
<p>TASK PROGRESS COMMENTS: No new qualifications identified in the first quarter of 2014/15 Last Updated: 07-Jul-2014</p>							
Provide access to Assessor Verifier qualifications	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%		

TASK PROGRESS COMMENTS:

1 application to undertake an Assessor qualification received during the first quarter of 2014/15


Last Updated: 11-Jul-2014

Seek ESF funding for Peripatetic Assessment	Finlay Maciver - Team Leader	Not Started	01-Sep-2014	31-Mar-2015	0.00%
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TASK PROGRESS COMMENTS:

Awaiting ESF notification of funding availability

Last Updated: 07-Jul-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET %	ON TARGET %
3.1.6.1 CS: Develop and deliver community learning and adult literacy (Learning and Development).	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

Regular staff discussions are taking place regarding Adult Literacy and Numeracy (ALAN) Learners moving into employability programmes, this will be formalised in the next quarter into structured progression meetings. Adult literacies provision is ongoing with 57 learners attending during the first quarter and development days planned for August on learning options and on the Failte Cafe. Four ALAN staff are undergoing SQA Assessor qualification training with fortnightly meetings over the last 2 months with staff making good progress with their award. Work has been undertaken to co-ordinate reporting on adult literacies during 2013/14 and a partnership annual report will be completed in the next quarter. Community Based Adult Learning (CBAL) provision is ongoing with 122 learners attending during the first quarter. Two CBAL development sessions have been held with a view to improving needs assessment.

Last Updated: 14-Jul-2014


TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Co-ordinate partnership work in Adult Literacies	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%

TASK PROGRESS COMMENTS:

Work has been undertaken to co-ordinate reporting on adult literacies during 2013/14 and a partnership annual report will be completed in the next quarter.

Last Updated: 04-Jul-2014

Develop progression pathways from ALAN and CBAL into Employability Training Programme, volunteering or employment	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%
<p>TASK PROGRESS COMMENTS: Regular staff discussions taking place re ALAN learners moving into employability programmes - this will be formalised in the next quarter into structured progression meetings Last Updated: 04-Jul-2014</p>					
Manage a programme of Adult Literacies. Provison in Lewis and Harris through the Learning Shop.	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%
<p>TASK PROGRESS COMMENTS: Adult literacies provision ongoing with fifty six learners attending during the first quarter - development days planned for August on learning options and on the Failte Cafe. Four ALAN staff undergoing SQA Assessor qualification training Last Updated: 04-Jul-2014</p>					
Manage a programme of Community Learning Classes and workshops in Lewis & Harris.	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%
<p>TASK PROGRESS COMMENTS: CBAL provision ongoing with 122 learners attending during the first quarter. Two development sessions have been held with a view to improving needs assessment. Last Updated: 04-Jul-2014</p>					
Training for Learning Shop staff 3.1.6 AML	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	50.00%
<p>TASK PROGRESS COMMENTS: Fortnightly meetings over the last 2 months with the Learning Shop staff undertaking the assessors award and they are progressing well with their award. Have a drop-in session every fortnight to monitor their progress as they progress with their candidates. Last Updated: 04-Jul-2014</p>					

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.6.2 CS: Continue to provide English for Speakers of Other Languages (ESOL) for migrants (Learning and Development).	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

English for Speakers of Other Languages (ESOL) provision is ongoing with 20 learners attending during the first quarter. One development session has been held and a second with volunteers is planned for July. Regular staff discussions are taking place re ESOL learners moving on and this will be formalised in the next quarter into structured progression meetings.

Last Updated: 11-Jul-2014

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Co-ordinate partnership work in ESOL	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%

TASK PROGRESS COMMENTS:

Work has been undertaken to co-ordinate reporting on adult literacies during 2013/14 and a partnership report will be completed by September 2014 for submission to the Scottish Government

Last Updated: 04-Jul-2014

Develop progression pathways from ESOL to support improved prospects within employment and the need for community inclusion	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

Regular staff discussions taking place re ESOL learners moving on - this will be formalised in the next quarter into structured progression meetings


Last Updated: 08-Jul-2014

Manage a programme of English as a Second Language or Other Language (ESOL) classes in Lewis & Harris	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

ESOL provision ongoing with 20 learners attending during the first quarter. One development session has been held and a second with volunteers is planned for July.

Last Updated: 04-Jul-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.6.3 CS: Deliver programme of family learning including Gaelic learning (Learning and Development).	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

Gaelic Family Learning provision is ongoing with 39 learners attending during the first quarter. One partnership meeting was held at which it was agreed to focus more on homework support in the year ahead.


Last Updated: 11-Jul-2014

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Deliver a programme Gaelic Family Learning with increased focus on homework support for for parents of primary school children	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%

TASK PROGRESS COMMENTS:

GFL provision ongoing with 39 learners attending during the first quarter. One partnership meeting was held at which it was agreed to focus more on homework support in the year ahead

Last Updated: 04-Jul-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.2.1 CS: In partnership with NHS, Scottish Social Services Council and UHI, develop and deliver a programme of training that will lead to a validated professional qualification in Health and Social Care (Learning and Development).	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

A number of courses have been written and adapted by in-house facilitators and are ready to be undertaken using the Lean Pro system in the coming year. In the first quarter 17 staff undertook Food Hygiene, 50 staff undertook Fire Safety and 61 staff undertook Health & Safety training courses using Learn Pro.

NHS Western Isles and the Comhairle have an ongoing Service Level Agreement to deliver SVQ training and SVQ Level 3 is currently carried out through this programme. The next induction is planned for 17 July 2014 to commence work with the remaining 53 Social Care Workers.

The Health and Social Care Training Plan 2014-17 has been approved. An NHS/Comhairle working group has been set up to consider the training needs of staff in the community. It has been agreed to establish a fortnightly training day, led by the NHS, which will incorporate Personal Care, Infection Control, Podiatry and Palliative Care. This training will also take place in Uist and Barra every 12 weeks. The Comhairle now have access to the NHS Training Calendar and relevant training is open to Comhairle staff. The joint working project with the University of the Highlands and Islands will continue into the coming year with a further 6 groups participating through this route. The first group commenced in Harris in April 2014, with a further two groups planned for August 2014, one in Harris and the other in Uist. In addition, a further two groups will run concurrently in Lewis with one group running in Barra.

Last Updated: 14-Jul-2014

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Introduction, implementation and coordination of the LearnPro Elearning System.	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%

TASK PROGRESS COMMENTS:

A number of courses have been written and adapted by in-house facilitators and are ready to be undertaken using the Lean Pro system in the coming year. In the first quarter 17 staff undertook Food Hygiene, 50 staff undertook Fire Safety and 61 staff undertook Health & Safety training courses using Learn Pro.

Last Updated: 11-Jul-2014

Management of Care SVQ's within CnES/NHS Partnership.	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

NHS Western Isles and the Comhairle have an ongoing Service Level Agreement to deliver SVQ training and SVQ Level 3 is currently carried out through this programme. The next induction is planned for 17 July 2014 to commence work with the remaining 53 Social Care Workers.

Last Updated: 11-Jul-2014

Management of departmental Personal Development Plans	Finlay Maciver - Team Leader	Not Started	01-Apr-2014	31-Mar-2015	0.00%
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Last Updated: 30-Jun-2014

Management of SSSC Registration Requirments.	Finlay Maciver - Team Leader	Not Started	01-Apr-2014	31-Mar-2015	0.00%
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Last Updated: 30-Jun-2014

The Management and implementation of Mandatory Training across the department.	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

The Health and Social Care Training Plan 2014-17 has been approved. An NHS/Comhairle working group has been set up to consider the training needs of staff in the community. It has been agreed to establish a fortnightly training day, led by the NHS, which will incorporate Personal Care, Infection Control, Podiatry and Palliative Care. This training will also take place in Uist and Barra every 12 weeks. The Comhairle now have access to the NHS Training Calendar and relevant training is open to Comhairle staff. The joint working project with the University of the Highlands and Islands will continue into the coming year with a further 6 groups participating through this route. The first group commenced in Harris in April 2014, with a further two groups planned for August 2014, one in Harris and the other in Uist. In addition, a further two groups will run concurrently in Lewis with one group running in Barra.

Last Updated: 11-Jul-2014


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.1 CS: Work with Skills Development Scotland to develop training and employment opportunities for young people (Learning and Development).	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

The Accredited Training & Skills Team have secured contracts to deliver both the Employability Fund and Modern Apprenticeships. At the end of the quarter 48 young people were on these programmes and a total of 72 young people had been supported to date.

Last Updated: 11-Jul-2014

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Implement monitor and update as required the 2014/15 QDP	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%
TASK PROGRESS COMMENTS: Ongoing process of implementation and review Last Updated: 07-Jul-2014					
Manage the Employability Fund NTP	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%
Last Updated: 07-Jul-2014					
Manage the Modern Apprenticeship NTP	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%
Last Updated: 07-Jul-2014					

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.4.1 CS: Continue support for Youth Councils (Learning and Development).	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

6 members of the Harris Youth Council have resigned as they are leaving for further education and a meeting has been arranged for August to recruit new members. Local councillors have expressed a wish that the previous model of working continue with a meeting due in September before the next round of Committee meetings.

The Barra youth council is a well established group and comprises 10 young people aged between 15-17 years old who meet regularly twice a month. They have been instrumental in campaigning for better connectivity and mobile phone networks and have met with OHCPP to discuss this further. They have conducted a survey both on connectivity and also for an All weather pitch for the island. They have also all signed up for the Duke of Edinburgh Award.

There has been an initial meeting to discuss and decide the way forward for youth engagement in the Uists.

The Comhairle have agreed to the election of two Youth Champions and are supportive of having a Youth Convenor. Support to MSYP in preparation for Council Presentation and Shetland Sitting.

Last Updated: 11-Jul-2014

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Support Barra Youth Council 5.1.4 KD	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%

TASK PROGRESS COMMENTS:

The Barra youth council is a well established group and comprises of 10 young people aged between 15-17 years old who meet regularly twice a month. They have been instrumental in campaigning for better connectivity and mobile phone networks and have met with OHCPP to discuss this further. They have conducted a survey both on connectivity and also for an All weather pitch for the island. They have also all signed up for the Duke of Edinburgh Award.

Last Updated: 04-Jul-2014


Support Harris Youth Council 5.1.4 MMI	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	10.00%
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TASK PROGRESS COMMENTS:

6 members of the Harris Youth Council have resigned as they are leaving for further education. A meeting has been arranged for August to recruit new members. Local councillors have expressed a wish that the previous model of working continue with a meeting due in September before the next round of Committee meetings.

Last Updated: 04-Jul-2014

Support Youth Engagement in the Uists 5.1.4 CM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	5.00%
TASK PROGRESS COMMENTS: Initial meeting with line manager to discuss and decide way forward for youth engagement in the Uists. Last Updated: 04-Jul-2014					
Co-ordinate youth engagement in the Western Isles 5.1.4 EC	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Jun-2014	31-Mar-2015	5.00%
TASK PROGRESS COMMENTS: Liaising with Members Services re: Youth Champion and Youth Convenor. Support to MSYP in preparation for Council Presentation and Shetland Sitting. Last Updated: 04-Jul-2014					
Lead Youth Engagement in Lewis 5.1.4 EC	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Aug-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					
Deliver Involvement training with the new Youth Council 5.1.4 CM	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Sep-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.5.1 CS: Support Third Sector in providing community Services	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

Meeting fortnightly with the Pointers Youth Committee. Youth Committee have requested to complete Youth Scotland Bored Meetings as well as Youth Engagement work. Two youth workers from Barra Youth café recently attended Youth Scotland youth work conference and have brought back with them skills and new ideas for this project. Training volunteers, youth workers is ongoing as well as seeking future funding for this project.

The Barra Children Centre receives support from Community Learning & Development service through attendance at Committee meetings and delivery of training to committee members.

DofE training sessions have been delivered in Uist & Barra and Groups set up. The CLD service also organised and planned the Royal Visit for Duke of Edinburgh's Award.

Self Evaluation updated for CLD Learning Community Area 1. Needs assessment will be carried out in July and groups have been identified for interviews. This will take the form of a community needs assessment and CBAL needs assessment.

The CLD Learning Community Area in Barra mapping exercise which has taken place has included meeting with ten different voluntary organisations from Barra & Vatersay. Through this self evaluation, it has been identified that one of the key strengths has been the close partnership work that exists between different services. It was also identified the need to build on this and have more "joined up thinking" in regards to future funding applications for the island.

Profiling for CLD Learning Community Area 4 is underway and will be completed by July 14. Initial discussion with Harris Voluntary Service / Sir E Scott School. An Action plan for Area 4 has been prepared and will be updated as interviews take place.

Last Updated: 11-Jul-2014

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Assist the development of the Pointers Youth Committee 5.1.5 JM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	5.00%

TASK PROGRESS COMMENTS:

Meeting fortnightly with the Pointers Youth Committee. Youth Committee have requested to complete Youth Scotland Bored Meetings as well as Youth Engagement work.

Last Updated: 04-Jul-2014

Identify and apply for funding for DofE Co-ordinator post 5.1.5 AML	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	75.00%
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TASK PROGRESS COMMENTS:

Applied to 7 funders for funding of a DofE Co-ordinator post. Have had 4 refusals. Awaiting outcome of 3 funders.

Last Updated: 04-Jul-2014

Perform a co-ordination role within the DofE Award 5.1.5 AML	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	50.00%
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TASK PROGRESS COMMENTS:

Ongoing support to Award Manager. Delivered DofE training sessions in Uist & Barra and set up Groups in Uist & Barra. Organised and Planned the Royal Visit for Duke of Edinburgh's Award. Starting to plan the Awards Ceremony for October.

Last Updated: 04-Jul-2014

Provide leadership to the CLD Learning Community Group Barra to secure and sustain a cohesive partnership to take forward the vision, values and goals of the CLD strategy 5.1.5 KD	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	80.00%
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TASK PROGRESS COMMENTS:

The CLD Learning Community Area in Barra mapping exercise which has taken place has included meeting with ten different voluntary organisations from Barra & Vatersay. Through this self evaluation, it has been identified that one of the key strengths has been the close partnership work that exists between different services. It was also identified the need to build on this and have more "joined up thinking" in regards to future funding applications for the island.

Last Updated: 04-Jul-2014

Provide leadership to the CLD Learning Community Group in Harris. 5.1.5 MMI	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	20.00%
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TASK PROGRESS COMMENTS:

Initial discussion with Harris Voluntary Service / SES. Interviews with North Harris and West Harris Trusts due to take place in July. Action plan for Area 4 prepared and will be updated as interviews take place. Profiling for Area 4 will be completed by July 14.

Last Updated: 04-Jul-2014

Provide leadership to the CLD Learning Community Group to secure and sustain a cohesive partnership to take forward the vision, values and goals of the CLD strategy 5.1.5 JM	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

Self Evaluation updated for CLD Learning Community Area 1. Needs assessment will be carried out in July and groups have been identified for interviews. This will take the form of a community needs assessment and CBAL needs assessment.

Last Updated: 04-Jul-2014

Support Barra Youth Café 5.1.5 KD	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

On average 55 young people attend the Barra Youth café programme and they are offered a variety of different activities to participate in. Numbers have gone down recently due to a high percentage of young people working in summer jobs. Two youth workers recently attended Youth Scotland youth work conference and have brought back with them skills and new ideas for this project. Training volunteers, youth workers is ongoing as well as seeking future funding for this project.

Last Updated: 04-Jul-2014

Support community Groups in Barra to build their capacity 5.1.5 KD	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
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TASK PROGRESS COMMENTS:

The Barra Children Centre organises mums and tots, Gaelic play sessions, playshemes, youth club and health advice sessions with under 5's. The support that the BCC receives from Community Education is (1) meet with committee 5 times a year to review the service and look at areas of need and improvement (2) to deliver all child protection training to local volunteers for play schemes and youth club (3) to highlight training to committee members (4) to offer ongoing support in terms of CLD delivery.

Last Updated: 04-Jul-2014

Provide leadership to the CLD Learning Community Group in Broadbay. 5.1.5 EC	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Jun-2014	31-Mar-2015	5.00%
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TASK PROGRESS COMMENTS:


Planning meeting with CLD staff re moving forward with Learning Community Groups

Last Updated: 04-Jul-2014

Deliver Capacity Building sessions in Harris 5.1.5 MMI	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Jul-2014	31-Mar-2015	0.00%
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Last Updated: 04-Jul-2014

Deliver Child Protection, Drugs and Alcohol , Curriculum for Excellence and Challenging Behaviour workshops to existing and new CLD contracted staff 5.1.5 JM	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Sep-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					
Organise Youth leader training workshops 5.1.5 CM	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Sep-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					
Assist the delivery of adult learning classes and workshops 5.1.5 KD	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Oct-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					
Deliver Young leaders training that includes Child Protection 5.1.5 KD	Donald John MacDonald - Team Leader - Community Education	Not Started	01-Oct-2014	31-Mar-2015	0.00%
Last Updated: 04-Jul-2014					

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.28 CS: Self evaluation, including comparisons with other local authorities (Learning and Development).	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2014	31-Mar-2015	25.00%	25.00%	
<p>ACTION PROGRESS COMMENTS: Good progress has been made with undertaking Performance Appraisals. A number of CPD events have been delivered to CLD staff e.g. Regulations, Guidance, CfE. CLD Standards Council, LEAP. The new ALE Team Plan has been developed through interplan and reporting has been completed for the first quarter. CLD Team Planning has concentrated on setting outcome focused objectives and this was completed June. Last Updated: 11-Jul-2014</p>							
TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %		
Ensure that CLD staff have access to CPD opportunities	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%		
<p>TASK PROGRESS COMMENTS: 10.4.14 CPD Uist & Barra staff. Repeat Stornoway workshop - Regulations, Guidance, CfE. 4&5/6/14 CLD Standards Council 11.6.14 LEAP (JM) Last Updated: 04-Jul-2014</p>							
Manage ALE Team planning and self evaluation	Graeme Miller - Community Education Officer	In Progress	01-Apr-2014	31-Mar-2015	25.00%		
<p>TASK PROGRESS COMMENTS: New ALE Team Plan has been developed through interplan and reporting completed for the first quarter. Last Updated: 04-Jul-2014</p>							
Manage ATS Team Planning and self evaluation	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%		
<p>TASK PROGRESS COMMENTS: All due appraisals have been undertaken. All tasks input onto interplan. Last Updated: 07-Jul-2014</p>							

Manage CLD Team planning and self evaluation	Donald John MacDonald - Team Leader - Community Education	In Progress	01-Apr-2014	31-Mar-2015	25.00%
TASK PROGRESS COMMENTS: Team Planning concentrated on setting outcome focused objectives. Completed June 2014. Last Updated: 04-Jul-2014					

Support CPD for ATS staff including direct delivery and support training	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%
TASK PROGRESS COMMENTS: PDPs completed and recorded on Training Database. Last Updated: 07-Jul-2014					

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.32 CS: Work positively with external audit and inspection agencies (Learning and Development).	Neil MacLeod - Community Education & Training Manager	In Progress	01-Apr-2013	31-Mar-2017	25.00%	25.00%	
ACTION PROGRESS COMMENTS: Prepared for and supported SQA External Verification visits for Business and Administration SVQs at Levels 2 and 3. Verification report was positive with the identification of areas of good practice. Next SDS audit is due on 2 October 2013 Last Updated: 11-Jul-2014							

TASK(S)	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %
Prepare for and support SDS and ESF audits and reviews	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	25.00%
TASK PROGRESS COMMENTS: SDS Audit of Provider Controls for both the Employability Fund and MA programmes completed and submitted in June. Last Updated: 07-Jul-2014					

Prepare for and support SQA External Verification visits	Finlay Maciver - Team Leader	In Progress	01-Apr-2014	31-Mar-2015	75.00%
TASK PROGRESS COMMENTS: Since 1 April 2014, the Centre has successfully completed the following SQA External Verification audits: Clothing and Textiles; Childcare; Health Care; Care (Adult); Health & Social Care; Learning and Development. Last Updated: 07-Jul-2014					