Date	1 September 2014
Subject	PLR Implementation Group
Location	Telekit & 15B, Cheylesmore House, Quinton Road, Coventry
Time	14:00 - 15:00
Publication intent	NOT PROTECTIVELY MARKED

Present	Gabriel Philip - WJEC, Gordon Harrison - Gordon Associates, Sarah Follows - Walsall College, John Cunliffe - WJEC, Tim Wakefield - Pearson, Laura Craven - OCR, Briony Clark - OCR, Matthew Goddard - C&G, Natasha Knight - AAT, Paul Ritcher - Gordon Associates, Ray Howell - VTCT, Rose Edwards - AQA, Stef Hopkins - AQA, Stephen Wright - FAB, Baldev Gudu - Skills Funding Agency, Bally Kaur - Skills Funding Agency, Carolyn Savage - Skills Funding Agency, Caroline Mason - Skills Funding Agency, Dena Read - Skills Funding Agency, Greg Fowler - Skills Funding Agency, Richard Cookson - Skills Funding Agency, Dan Marsden – Skills Funding Agency
Apologies	Apologies have been received from:
	Chris Brooks - AQA, Claire Appleby - NCFE, Craig Strangwick - ABC Awards, Hannah Dixon - Walsall College, Stephen Vickers - VTCT, Terry Bloor - HABC, Terry Gibbons - C&G, Ailin O'Cathain - FAB, Ushma Gill - Skills Funding Agency, Mark Larusson - AAT, Mark Aldwinckle - Pearson

Item 1. Welcome and introductions

1.1 Carolyn Savage welcomed everyone to the meeting and thanked colleagues for attending. The group introduced themselves and colleagues dialling in represented: Gordon Associates, Walsall College, WJEC, Pearson, OCR, City & Guilds, AAT, VTCT, AQA and FAB.

1.2 Carolyn Savage updated the group on the restructuring of the Skills Funding Agency, clarifying that colleagues have recently been appointed and have taken up new posts within the last few weeks.

Item 2. Minutes of last meeting

2.1 The minutes of the last meeting held on 30th April 2014 were accepted as a true and accurate record

Item 3. Actions from the previous meeting

3.1 Actions listed on the PLR Action Log were reviewed and updated as follows:

3.2 PLR 078 – Closed. A form of words has been sent out to the group

3.3 PLR082 – Closed. Covered as part of the agenda.

3.4 PLR083 – Closed. Covered as part of the agenda

Item 4. AO quarterly summary report (paper)

4.1 Baldev Gudu provided an update on progress as at 12th August giving narrative to the paper circulated prior to the meeting.

4.2 Questions were invited from the group. No further comments were made.

Item 5. Current systems issues

5.1 Baldev Gudu provided an overview on two main issues

(i) Batches failing: There are two known reasons for this; where separate files are uploaded simultaneously, and both files contain the same achievement record information. The second cause is where the ULN is the same in both files however the learner name is subtly different.

(ii) VLD Batches: our system only accepts UTF8 characters a failure occurs where receiving format UTF16.

5.2 Further discussion followed regarding the VLD batch issues, it was acknowledged that a higher number of awarding organisations are experiencing difficulty than first thought. All awarding organisations experiencing difficulties were encouraged to raise an incident so it can be tracked and investigated.

5.3 Discussion around QAN coding issue.

Action PLR084: Skills Funding Agency to contact OCR to gain further details, investigate and track.

Item 6. Update on use of PLR by Learning providers and Learners

6.1 Richard Cookson provided a narrative to accompany the paper circulated prior to the meeting.

6.2 Caroline Mason provided information on an awareness raising pilot; 5000 learners have been written to prompting them to log-on to use the PLR.

6.3 Carolyn Savage asked whether the awarding organisations were able to assist in promotion of the PLR via newsletters etc. AQA, OCR, Pearson, NCFE indicated they may be able to assist. Carolyn then asked for any AO's that were interested to contact Caroline Mason to advise what they could offer. Contact: caroline.mason@apprenticeships.gov.uk

6.4 There was a question raised of whether the Skills Funding Agency have targets for the report and whether it was possible to separate information for

employers. Richard advised that no targets were in place and it may be possible to separate out some 'granular level' information.

Action PLR085: Richard to investigate what reports are possible.

Item 7. Remit of the group

7.1 Open discussion on the remit of the group and the frequency of meetings. Members indicated they welcomed the opportunity for a discussion forum and found it useful to discuss system changes and their implications. The group agreed to meet again as scheduled in December where the frequency of meetings would be reviewed to possibly twice a year, once before upload and once afterwards.

7.2 Standard agenda items were agreed as
1) Remit and frequency of the group
2) Development work and systems changes
3) Promotion of the PLR

Item 8. AoB

No items were offered.

Item 9. Date and time of next meeting

9.1 The next meeting will be held by telekit on **2nd December at 14:00 – 15:00**, dial-in details to be forwarded near the date.

Meeting chair	Carolyn Savage
Minutes creator	Dena Read
Date created	1 September 2014
Document ref.	Final PLR minutes 1st September 2014