

Independent Living Skills Steering Group

Initial meeting Thursday 19th October 2006

Present: Lynn Booth, Sheryl Falkenberg, Ruth Thomas, Andrea Ward, Mair Price, Richard Lewis, Selina Dafydd

Review of OCN ILS accredited provision

There are currently 8,242 entry level units approved for use by OCN Wales providers. Of these units 1,909 have recently been used to award credit to learners. 47,719 credits were awarded at entry level 04/05. It is not possible to identify which of these were awarded to ILS learners and which were used as part of Adult Community Education provision. The most popular sectors are: IT, Personal development, basic skills, personal care, art, catering and land-based.

OCN Wales will 'lobby' NOCN to encourage the submission of an Entry level Diploma in the Progression Qualifications.

Standardising ILS unit levels across Wales

It was agreed to standardise the entry level units across ILS provision within Wales. This will require the OCN to examine all Entry level units and ensure that where appropriate they are available at Entry 1, Entry 2 and Entry 3. This will allow ALL ILS providers to offer a framework for learners that allows appropriate achievement and progression according to learner need. There are a number of Entry level units that accompany Level 1 units, where necessary the 'partner' level 1 unit will also require review.

The 3 Entry levels will only be available when the subject is appropriate and not automatically. The Learning Outcomes will be as follows

Entry 1	with assistance
Entry 2	with verbal/gestural prompts
Entry 3	completed as written with no assistance

Priorities for review of ILS units

All ILS units considered and amended as part of the unit review will use the following conventions:

- Allocated/written as no more than 3 credit units.
- Titles will clearly indicate the subject area ie Personal Development: Laundry Skills
- Where discussion is part of the assessment criteria use:
 - Entry 3 Discuss
 - Entry 2 Participate in a discussion
 - Entry 1 Experience a discussion
- Units will be mapped to the Core Curriculum for literacy and numeracy where appropriate
- Notes will be included on the units that indicate where other units may be used in combination together.

Initial priority for unit review should be Personal Development. A number of offers to assist with the review process were received.

Word Processing units

The following units were reviewed and agreed as appropriate for ILS learners:

Unit Title	Level	National Code	OPUS Id
Word Processing – Using the Application	E1	CQ1E1CY005	BZL219
Word Processing – Using the Application	E2	CQ1E2CY005	BZL220
Word Processing – Using the Application	E3	CQ1E3CY009	BZK685
Word Processing – Inserting Images Basics	E1	CQ1E1CY006	BZL221
Word Processing – Inserting Images Basics	E2	CQ1E2CY006	BZL222
Word Processing – Inserting Images Basics	E3	CQ1E3CY012	BZK688
Using Drawing Tool Basics	E1	CQ5E1CY001	BZL223
Using Drawing Tool Basics	E2	CQ5E2CY001	BZL224
Using Drawing Tool Basics	E3	CQ5E3CY006	BZK689
Word Processing – Creating Simple Business Documents	E3	CQ1E3CY013	BZK690
Introduction to Keyboard Skills – Use of the Keyboard	E1	AZ5E1CY001	BZL225
Introduction to Keyboard Skills – Use of the Keyboard	E2	AZ5E2CY001	BZL226
Introduction to Keyboard Skills – Use of the Keyboard	E3	AZ5E3CY008	BZK692
Introduction to Keyboard Skills – Health & Safety	E1	AZ5E1CY002	BZL227
Introduction to Keyboard Skills – Health & Safety	E2	AZ5E2CY002	BZL228
Introduction to Keyboard Skills – Health & Safety	E3	AZ5E3CY009	BZK696
Introduction to Keyboard Skills – Touch Typing	E3	AZ5E3CY007	BZK693
Word Processing – Text Formatting Basics	E3	CQ1E3CY011	BZK687

Date of next meeting

Monday 5th March 2007 pm – Video Conference Venues to be arranged and details circulated.