

## Safe QA meeting minutes - 21st March 2011

### Venue - NASEN Offices Tamworth UK

#### Agenda

1. Review of SAFE project understanding by all parties
2. Draft criteria and scope for WP 5
3. External view of pedagogical basis for the project

#### Present

Ian Lynch, Frans Joseph Simmons, Lorraine Petersen

#### Minutes:

1. Ian Lynch went over all aspects to ensure these were now well understood by all parties. No areas of significant clarification were needed. There was some discussion of the range of special needs and how these would be supported by the P scale criteria.

2. FJS presented a draft outline of a specification for project evaluation. It was agreed that he should receive Work Package management planning from each WP leader for the coming phases with a specific emphasis on the agreed outcomes and how these would be shared across partners within a particular WP. FJS would then evaluate the process and outcomes in relation to the application form. External adviser to maintain communication and feed in any further pedagogical advice and comment from an external perspective.

3. LP presented feedback on the structure of the project and its scope for impact on learners with SEN. In general the project will fill an important gap in terms of inclusion by providing formal recognition for the achievements of learners with SEN. A draft of the report is attached [here](#) [1].

Post meeting IL carried out some further IT up date training for FJS.

**Source URL:** <https://theingots.org/community/QAminutes>

#### Links

[1] [https://theingots.org/community/sites/default/files/uploads/user4/My%20files/other%20files%28PDF%29/ExtAdviserReport\\_draft.pdf](https://theingots.org/community/sites/default/files/uploads/user4/My%20files/other%20files%28PDF%29/ExtAdviserReport_draft.pdf)