**VES Standardisation Meeting**

**Monday 6th September 2021 at 12noon**

**Minutes**

**In Attendance**: Gillian Newton, Colin Gardiner, Alison Moore

1. **Review**

Team discussed merits of teaching and assessing using Moodle over the past academic year. Agreed it has been a steep learning curve but platform has proved an asset and something that the VES team should continue to use and maintain, even when face to face delivery returns. GN advised team that OCNL EQA will be visiting either in person or remotely on 29th September. All learner work from 2020&21 can be uploaded to a remote site or EQA provided with Moodle access rights (Mercedes to advise).

1. **Use of Moodle for 2021&22**

VES team reviewed layout of Moodle and what should be included. Agreed there is a standardised approach in most cases (VES, DS & FL). This is also being monitored and commented upon as part of the OTLA, learning walks and RARPA processes. In general, positive feedback from learners.

Team agreed that all learner work and assessment activities for this academic year will continue to be carried out online. Printouts to be kept to a minimum with learners using Moodle in class/at home to upload evidence and download activities.

1. **IM/AIM feedback summer term**
	* Labelling of assessment activities (AM to add ac’s next to question numbers)
	* ILP to be included and can be ‘hidden’ as appropriate
	* Merits of maintaining learner logs discussed in light of ‘grades’ area in Moodle which shows assessment criteria for each activity. Agreed that logs will continue to be used and uploaded for the time being. GN to discuss with EQA. GN felt additional room on logs for end of course feedback is useful.
	* BYIS VESSUVL2030 no actions identified
	* L1 ASC VESSPVL2005 (two units) ILPs not completed. Action for next course
	* BFH VESSUVL2037 no actions identified
	* L1 Customer Service VESSUVL2021 (Assessment Criteria to be shown against question number in ‘Grades’ area i.e. Q2/1.2)
2. **Accredited courses for autumn term 2020**
	* L1 CS
	* BFH x 2
	* BYIS
	* L1 ASC
3. **Date of Next Meeting**

TBA