

## **Learner Forum Agenda:**

10am – 10.05am	Refreshments, thanks and introductions
10.05am-10.10am	Explanation of how the Learner Forum will work and what will be done with the information gathered
10.10am-10.15am	Go through action points from last meeting.
10.15am-10.45am	Course Ambassadors share the main views, comments and suggestions gathered from their group's learners around points such as: <ul style="list-style-type: none"><li>• Engagement/Drop-in</li><li>• Enrolment</li><li>• Induction</li><li>• Quality of teaching and learning</li><li>• Assessment</li><li>• Aftercare</li><li>• Support</li><li>• (IAG) Information, advice and guidance</li><li>• Methods of feedback and evaluation</li><li>• Resources</li><li>• Facilities</li><li>• Marketing/Advertising (Website, Leaflets, Communications)</li></ul>
10.45am-11am	Discuss, agree and record potential action points to support the recommendations and necessary improvements
11am	Close of Learner Forum and thanks

**Refreshments include:** Tea, Coffee, Water, Biscuits

**Travel Expenses:** For Course Ambassadors who are not in centre on programme on the day of the Forum, travel expenses will be reimbursed upon production of a valid bus/metro ticket.