

Myprogressfile.com

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10 October 2008

Lisa Gray
JISC

Dear Lisa

Please find attached an outline proposal to join the POIP partnership.

As we only heard about this on Wednesday, 8 October the proposal gives only a brief outline of our intention to explore and implement the LEAP2A specification to import and export information from www.myprogressfile.com However, a much more detailed brief can be made available if JISC consider this a viable proposition.

Kind regards

SHIRLEY CANNON
MANAGER

JOINT PROPOSAL TO JOIN PIOP FROM MYPROGRESSFILE.COM AND INTERACTIVE SOLUTIONS

OVERALL AIM:

- To join the existing partnership to evaluate the usability of the LEAP2A draft specification and help extend and refine it and to investigate how the specification manages information held within a greater range of e-portfolio systems, and in this instance, www.myprogressfile.com.

PROJECT AIM:

- Test and develop the LEAP2A specification in line with community need, to investigate how it can be used for import and export of portfolio information between Myprogressfile.com and other systems
- Build up knowledge and experience about implementation that can help others who follow, implementing interoperability either with e-portfolio tools, or other e-learning or administrative systems.

DESCRIPTION OF THE E-PORTFOLIO SYSTEM – WWW.MYPROGRESSFILE.COM

www.myprogressfile.com is an on-line interactive system designed to help individuals manage their own learning, career and personal development. Through a variety of activities, which may be guided or self directed, the learner builds up a portfolio of achievement, learning and progression. The system contains information that will help the learner present themselves more effectively at transition or review, support applications and build up skills for continued personal and professional development.

All pages can be exported in word format into other areas or onto other media.

The system includes “my webpage” which is a mini e-portfolio designed to allow others access to information from the learner’s progress file. The documents that can currently be disclosed are:

- Individual Learning Plan
- Activity Log
- CV
- Personal Statement
- Career Plan
- Work Experience Review

“My webpage” also provides a facility for learners to upload other materials that they wish to disclose. Learners provide access by passing on the URL address and password.

CURRENT POSITION

Myprogressfile.com is a limited company with guarantee, ie not for profit. Access is offered through 12 months subscriptions and the monies are used for management and continued development in response to national and local need. The subscribing organisations are mostly secondary schools but much of the information contained

within an individual's progress file could, and should, be of value at transition into FE, HE or employment. When individuals register through their organisation's log in they then create their own username and password for all future log ins from anywhere with internet access.

www.myprogressfile.com has approximately 50000 registered users, across over 50 different local authorities in England, who have predominantly used the system within their secondary school with particular regard to the ILP, action planner, review system, career management tools and mini e-portfolio. The overall aim therefore is to make this stand-alone system more attractive for the Post 16 learner and learning provider by helping the transference of information between this and other systems.

Given the current climate of the governments plans for the use of ICT it is seen as essential to investigate ways of enhancing Myprogressfile.com to allow more seamless import and export of information.

EXPORT AND IMPORT PLANS

Participation in the PIOP partnership will provide an opportunity to use the LEAP2A specification to explore and implement a way for users to export some of their materials contained within Myprogressfile.com and accessed via the "my webpage" – such as CV and Personal Statement in the first instance. These documents are normally viewed as a requirement for the Year 11 pupil, not only by the school but also by the Post 16 learning provider or employer.

Explore and implement a way of importing LEAP2A files into the system that will support the learner, especially at transition points. As Myprogressfile.com contains only learner information then the opportunity to import a transcript of qualifications and achievements would provide the evidence to substantiate and authenticate the learner's claims. Many Post 16 providers are now registered with MIAP Learner Registration Service which generates a ULN (unique learner number) for each of their learners. All students undertaking a diploma will have to have a ULN and learner record in order for their diploma to be accredited. MIAP states:

“The learner record is an aggregation of records about an individual's learning that has already been collected by UK education bodies. The initial focus for the learner record will be on qualifications. Learners will be able to view their learner record, and agree who else can see it, or elements of it. Learners cannot change a factually correct record...”

Investigations into how to make links with MIAP and other systems are a priority in order to sustain the future market for Myprogressfile.com

SCENARIO OF PRACTICE C: TRANSITION – VARIANT

At school a student has been using myprogressfile.com to record learning, achievements and progression. She uses "my webpage" to support her application and

allow the learning provider to view materials from her progress file together with *transcripts of her qualifications* to support her claims.

OR

At school a student has completed a common application process to apply for a course at the local college. She needs to export parts of her progress file, eg CV and Personal Statement, as appendices.

STAFF INVOLVED IN SYSTEMS DEVELOPMENT WORK

Development work would be carried out by Interactive Solutions, the developers of MyProgressfile (see www.interactivesolutions.co.uk)

Key staff would include:

Dayn Wilkins, PhD. Managing Director

Dayn has over 13 years experience of managing a web design and development agency, with specialist knowledge in the education and learning sectors. Dayn would be involved in scoping and specification of the work.

Lee Booth, MA, Projects Manager

Lee has a Masters Degree in Multimedia production and over 12 years experience in the industry. He would be responsible for project management and quality control of the project outputs. Lee would also allocate and manage developer time.

Paul Jacques, BSc. Web Developer

Paul has a BSC Hons in Computing Science and is a Microsoft Certified Technology Specialist, with over 5 years industry experience. He would be responsible for development work.

Phil Higgs, BSc. Consultant Web Developer

Phil is a highly experienced web and database developer with a wide range of experience in developing applications in the Microsoft environment. Phil works with us regularly on a freelance basis to help define system architecture and solutions.

Shirley Cannon, Myprogressfile.com Director (CV attached)

OUTLINE BUDGET - SCOPE OF WORK

Within the 10K development budget, Interactive Solutions expect to be able to:

- Familiarise project members with the LEAP2A specification and PIOP concepts

- Review work to date by other partners, particularly in relation to the practical implementation of the Specification
- Define the fields within MyProgressfile which would have value for export to Post 16 systems.
- Investigate how these fields can be mapped to the LEAP2A specification types and categories, and propose a mapping schema.
- Develop coding to publish agreed fields in XML format.
- Report on findings and provide feedback on implementation of the current LEAP2A Specification.

Further evaluation would be required to determine whether the budget could include any work to import existing feeds from other systems.

Provide the other deliverables as set out in the JISC Notification of Commissioning: e-portfolio interoperability which will be prepared by Dayn Wilkins and Shirley Cannon.

PRIMARY CONTACTS

For general information contact Shirley Cannon, Myprogressfile.com, Cobden Cottage, Huddersfield Road, Diggle, Oldham OL3 5PJ

Tel/Fax: 01457 876187 or 07811 461313 Email: info@myprogressfile.com or shirleyc106@aol.com

For info concerning technical data contact Dayn Wilkins, Interactive Solutions, The Media Centre, Huddersfield, HD1 1RL

Tel: 0870 990 5200 Fax: 0870 990 5210 Email: dayn@interactivesolutions.co.uk

CURRICULUM VITAE

Name: Shirley Joy Cannon

Address: Cobden Cottage, Huddersfield Road, Diggle, Oldham, OL3 5PJ

Tel/Fax/email: 01457876187 shirleyc106@aol.com

Qualifications: PSHE and Citizenship at MMU, ongoing.

Certificate in Life Coaching in 2005.

Management programmes 2004, 2005.

CLAIT in 1999.

D32 and D33 obtained in 1993. D34 obtained in 1999.

Level 1 Counselling in 1997.

Postgraduate Certificate in Education in 1995 through the University of Huddersfield.

BA Degree in 1991 through Open University based on credits from Education and psychology courses

C & G 7307 Teachers Certificate in Further and Adult Education in 1985.

O'Levels in English Language, Literature, Maths, French, RE and Music.
GCSE in Spanish.

Secretarial/Office Skills in 1984.

Work Experience:

Positive Steps Oldham from January 2000 to June 2008 as Progress File Manager, Curriculum Consultant on Progress File, Accreditation and Citizenship

Huddersfield University from 2000 to present on PGCE/Cert Ed Summer School for ICT and Moodle on line tutor for Skills for Learning and Life.

Leeds Met from July 2008 as Lecturer on Early Years Foundation Degree for Leadership & Management and Personal and Professional Development 3

MANCAT from 1985 to December 1999 as Lecturer on PGCE/Cert Ed, C&G 730, Certificate in Management Studies and Staff Development courses.

Hobbies/Interests:

Horse Riding, Racquetball, Swimming, Walking

Referees: Mr Ian Findlay, Programme Leader, School of Education, Huddersfield University, Queensgate, Huddersfield

Mr Steve Murphy, Operations Director, Positive Steps Oldham, 80 Union Street, Oldham OL1 1DT

