

Yorkshire and Humberside Learners' Panel  
 Communications Strategy v2  
 July 2009

Element of Communication	Description
Database of learner panel contacts	NIACE will maintain an up to date contact list of all learner panel members. If panel members change their details they should contact NIACE administration to ensure the database is amended. Email addresses of panel members will be shared between members.
Communications with panel members about learner panel business	All members will be sent electronic copies of the minutes of learner panel meetings within two weeks of the meetings. People can opt to have paper copies sent by advising administration at NIACE.
Communication with the Humberside Apprentice Panel	Formal relations with the Humberside Apprentice Panel will be maintained by a standing item on the learner panel meetings to enable feedback from an agreed representative.
Communication with the National Learner panel	Relations with the national panel will be maintained by an exchange of formal papers. There will be a standing item on the Y&H panel meetings for feedback from our representative.
Communication with LSC Regional Council over priorities	To ensure panel members are updated and feed into discussions about LSC priorities, there will be a standing item on the Learner Panel meeting agendas for feedback and to raise relevant items.
Promoting the work of the panel	A website will be set up to promote the work of the panel to as many learners as possible. LSC representatives will promote the Learner Panel at its regional provider events. Members will promote the Learner Panel by their contribution at events

	and seminars.
Communication with National LSC	<p>Communication with national LSC will be maintained by sending copies of the minutes of meetings.</p> <p>Informal liaison will be maintained by the panel chair and LSC Y&amp;H officers contacting national office about penl business, as and when needed.</p> <p>A national office representative will be welcome to attend all meetings of the panel. It is hoped a national representative will be able to attend at least once a year.</p>

July 2009