

# Management and Administration in University Lifelong Learning

A Meeting of the Management in University Lifelong Learning sub-committee will be held on Friday 29 May within the Conference Room Centre for Lifelong Learning University of Strathclyde, 40 George Street, Glasgow G1 1QE

The meeting will commence at 11.00am: estimated finish at 1.00pm

## AGENDA

### 1. Welcome and Apologies

### 2. Minutes of previous Meeting and Matters Arising

### 3. Main Business

#### 3a Developments in the ILA Scheme

- ILA200: New Announcement about income threshold
- ILA500: Alterations to eligibility
- ILAs: Extension to p/g programmes

#### 3b Part-Time Tutors

- Payments per hour: zero hour contracts: pay scales (Please bring your university's pay grading scales)
- Job descriptions for part-time tutors
- Part-time tutor training and development

#### 3c Non-credit study and University Systems

### 4. Reports from members (No more that 2 points)

### 5. Any Other Business

### 6. Date and Time of Next Meeting

A Buffet Lunch will be provided at the end of the meeting