



The Quality in Careers Standard >>>>

Quality in Careers Consortium Board

Notes of the Board meeting held at Aspire-Igen Opportunity Centre, YORK
Friday 18th May 2018 from 1130

Present: Dr. Barrie Hopson (Chairman), Paul Chubb (Quality in Careers Director) (*PAC in the notes below*), David Andrews, Janet Colledge (CDI), Jan Ellis (CDI), Deepa Jethwa (SFCA), Joanne Richardson (NAHT), Catherine Sezen (AoC) and Steve Stewart (CE).

Apologies: Kevin Gilmartin (ASCL) and from observers Professor Tristram Hooley (CEC). No word had again been received from Paul Warner (AELP) [*Action BH requested PAC to write to PW*].

In attendance: Observers: Gary Longden (nominee of the Licensed Awarding Bodies), Karleen Dowden (CEC sub. for TH) and Clare Worsdale (DfE). **Members of the national criteria 'Revision Team':** Anthony Barnes & Kelly Baxendale.

1/18: Welcomes and Opening Remarks:

Barrie welcomed Joanne to her first meeting representing NAHT, and Karleen substituting for Tristram. He also thanked Anthony & Kelly for joining us and for their hard work on revising the national criteria for the Standard with PAC.

2/18: Notes of the October 2017 Board meeting: approved as a true record.

3/18: Matters Arising not on the agenda today:

(i) BH & PAC advised that a number of projected actions had not been implemented as the publication of the DfE Careers Strategy (December 2017) and the Revised Statutory Guidance (January 2018) had significantly changed the context. Hence the major revision to the national accreditation criteria had taken prime place in all of our activities.

(ii) 18/17 x: PAC had contacted Kath Wyke re NGA, and awaited further news.

(iii) 18/17 xi & 19/17 i: PAC advised that Claire Nix & Anthony Barnes had worked with him in the autumn on reviewing all Awarding Bodies' websites and documentation to ensure adherence to the Board's brand guidelines, approved materials and application of assessments.

(iv) 21/7vii: PAC & JE confirmed that the article for Career Matters had been postponed and JE invited PAC to submit an article on the revised national criteria by 15.9.18 [Action: PAC]

4/18: Revised National Criteria for the Standard

- i. PAC introduced the paper updating the Board on the major work to revise the national criteria to incorporate Compass and to align the criteria with the Gatsby Benchmarks.
- ii. BH thanked AB and KB for their role in drafting the revisions and he drew attention to the major consultations which PAC had led with the DfE, the CEC and the Gatsby Foundation (he had chaired a full meeting with these three key stakeholders in York in

- April which had led to a broad consensus on the major matters in the revision, with details to be agreed in the following days).
- iii. PAC advised that he had also consulted the 12 Licensed Awarding Bodies on three drafts of the revision.
 - iv. PAC confirmed that agreement had been reached with the DfE, the CEC and the Gatsby Foundation at the beginning of this week on the wording proposed in the comprehensive revision. The Board affirmed that this was a major agreement.
 - v. After discussion on a number of minor amendments to wording and typography, and agreement on important matters concerning assessment outcomes and certification, the **Board authorised PAC to finalise the revision and to publish it on 25th May**. The Board also authorised PAC to announce the forthcoming publication at the Stafford ENTRUST conference on “The DfE Careers Strategy & the Quality in Careers Standard” on Wednesday 23rd May. *{Secretarial note: the revised criteria incorporating all of the agreed amendments was posted on the Quality in Careers website on 25.5.18 and can be viewed here <http://www.qualityincareers.org.uk/documents/the-guide-to-the-standard.pdf> }*
 - vi. The Board authorised PAC to make a full series of amendments to the website incorporating these decisions. *{Secretarial note: the revised pages on the Quality in Careers website went live on 25.5.18 including the revised brand guidelines incorporating the new nomenclature for certificates <http://www.qualityincareers.org.uk/documents/brand-guidelines-and-certificates-may-2018.pdf> }*
 - vii. Several members of the Board raised the important issue of how to ensure that the 100+ assessors for the *Quality in Careers Standard* would be consistent in judging whether a learning provider that had not fully met the national criteria incorporating the benchmarks was providing sufficient evidence that it was “making good progress”. The need for clear briefing and training was discussed.
 - viii. The Board resolved that to ensure consistency of the application of the revised criteria, and the revised nomenclature for assessment outcomes and certification, the **Consortium would publish an Assessors’ Handbook and a number of webinars would be offered to Awarding Bodies and their assessors utilising the CDI webinar facility** (with thanks to the CDI). AB, KB, GL and PAC would begin the process of preparing the draft Handbook after the 28th June meeting with the 12 Awarding Bodies (at which AB, KB and GL would be present alongside the Chairman and PAC).
 - ix. The Board invited the DfE, the CEC & the Gatsby Foundation to look closely at the Benchmarks and Compass to ensure they are inclusive of SEND schools and colleges, especially in respect of PMLD students. *Action: CW & KD agreed to report back to their colleagues on this, including at the Gatsby Foundation.*
 - x. After a discussion about strengthening links with Ofsted in respect of the revised national criteria and the strong collaborative links now with Compass and the Benchmarks, CW agreed to speak with Ofsted and to provide PAC with named link Inspectors.
 - xi. Now that the revised national criteria for the Standard had been agreed, the Board invited AoC, ASCL, NAHT and SFCA to work together with PAC on a ‘one-page’ document for school and college leaders on the Standard. *Action: KG, DJ, JR, CS and PAC.*
 - xii. The Board resolved that the revised national criteria would be implemented from September 2018.

5/18: Working Together with the CEC and our Work Plans for 2018-19

- (i) The Board received the paper from PAC on matters concerning detailed work plans for CQIRs and Relicensing Panels for Awarding Bodies for the remainder of this year and into 2019.
- (ii) The Board warmly welcomed the agreement with the CEC on jointly publicizing Compass, the Benchmarks and Quality in Careers (see appendix for full details).
- (iii) The Board authorised PAC to begin scheduling for the 2019 set of 6 Relicensing Panels due between 24th January and 28th May 2019. *Action: PAC and all Board members please need to be ready to offer to serve on a panel/panels.*

6/18: Review of Corporate Arrangements

The Board received the detailed paper from PAC, which had been prepared after preparatory discussions with the Chairman and DA, and made the following decisions:

- (i) The status of the Consortium as an unincorporated association, whilst adequate when first set up, is not appropriate as we seek to secure the financial security of the Standard and its governance because an unincorporated association cannot enter into a contract with a potential funder.
- (ii) Therefore, a Committee of the Board will be set up comprising the three 'independent' members not appointed as nominees of Consortium Member Bodies – that is the Chairman, DA & PAC. The Board resolved to add KB to the Committee as a co-opted member in view of her role as leader of one of the Awarding Bodies and serving on the Compass Advisory Board and the Revision team.
- (iii) Without prejudice, the Committee will seek the views individually of each Member Body of the Consortium on options for the future including converting to a Company Limited by Guarantee as well as other alternatives such as becoming integrated into one of the Member Bodies in some way. The views of the DfE, the CEC and the Gatsby Foundation will be sought too.
- (iv) The outcomes from the Committee's review will form the major part of the next Board meeting – hence the decision to reschedule this, see note 10/18 below.

7/18 Budget Report for the year ending 31.3.2018

In accordance with the requirements of the Constitution, the Board received the financial statements for the year ending 31/3/18 compiled by Stephen Nicholson, accountant (courtesy of Careers England) and PAC. The Board approved the accounts showing a surplus of £1462 for the year. The Board resolved to hold all rates at the 2017-18 levels and formally approved the schedule of fees payable in the year 2018-19 as below:

- (a) For Awarding Bodies:
 - (i) Licensing & Relicensing Panels will incur a fee of £2000
 - (ii) Second Stage assessments (if required) will incur a fee of £1000
 - (iii) CQIRs will incur a fee of £250 p.a.
- (b) For our Advisers, the Quality in Careers Director and the Board:
 - (iv) Adviser day remuneration rates (for Anthony Barnes, Claire Nix and Roger Allen) will be set at £380 plus approved expenses for Licensing Panels, and a fixed fee of £100 per CQIR
 - (v) The Quality in Careers Director will receive fees for organising/handling/chairing all Panels and for CQIR administration – these will be £200 per Panel and £50 per CQIR.

- (vi) Expenses will continue to be offered where no other source of meeting costs to attend Board meetings and Panels exists.

8/18: GDPR and implications for the Consortium

The Board received a paper from PAC on the new General Data Protection Regulation, and resolved:

- (i) To confirm with Board members, Advisers and Awarding Bodies the data held on each.
- (ii) To ensure the website privacy policy is up to date.
- (iii) To make it clear what we would do in a breach of data protection.
- (iv) To make it clear in Licences that Awarding Bodies are responsible for their own GDPR procedures.

9/18: Review of decisions taken: The Chairman invited PAC to rehearse the many decisions taken today as now set out in these notes.

10/18: Next Meeting: YORK venue once more:

The Board confirmed that the next meeting would be rescheduled to be **2nd November** from 12 noon for light lunch then formally beginning at 1230 until 1430. Please note the agreed revised timing. *Action: PAC*

*Notes compiled by Paul A Chubb, Quality in Careers Director
and Organising Secretary for the Consortium 30.5.18*

Close of the meeting: 1300 at which point the Chairman invited PAC, AB, KB and the DfE/CEC observers to leave whilst he introduced **a confidential item**.

11/18: The Chairman recommended that an honorarium be paid to PAC in recognition of, and reward for, his significant unpaid service to Quality in Careers in the past year, especially his leadership of the transition from the current national assessment and accreditation criteria to the revised criteria from September 2018. The Board unanimously resolved to offer an honorarium of £1000. After the meeting, the Chairman advised PAC of this which he has warmly welcomed by thanking all members of the Board.

[Whilst consideration of this item was classed as confidential, pending the outcome, the decision of the Board is now included in these public notes in accordance with our commitment to transparent governance].

**APPENDIX TO THE QUALITY IN CAREERS BOARD REPORT AGENDA ITEM 5
WORKING TOGETHER: The CEC & the Quality in Careers Consortium
Notes of the meeting held in York on 2nd May 2018**

Present: Karleen Dowden (CEC – North East lead), Kim Burgess (CEC – Director of Operations), Kelly Baxendale (Quality in Careers – lead for the Licensed Awarding Body, Positive Steps ‘Inspiring IAG’, who serves on the CEC’s Compass Advisory Board) and Paul Chubb (Quality in Careers Director).

Notes of Meeting:

1. Karleen & Kim had invited Kelly & Paul to meet to discuss how the CEC & those leading and implementing the Quality in Careers Standard could **support each other’s efforts in the field to implement the DfE Careers Strategy and the latest Statutory Guidance.**
2. All four colleagues expressed the wish to work closely and collaboratively to promote to schools and colleges the benefits for their students when they implement the Gatsby Benchmarks, utilise the Compass tool of self-assessment, and work towards achieving external accreditation through the Quality in Careers Standard.
3. Colleagues shared perspectives, respective contexts, and updated each other on key plans and priorities.
4. This included the CEC’s major Implementation Plan for its new role following the DfE Strategy & Statutory Guidance: <https://www.careersandenterprise.co.uk/sites/default/files/uploaded/careers-enterprise-implementation-plan.pdf>
5. Paul & Kelly outlined the latest on the detailed work to revise the Quality in Careers national assessment and accreditation criteria with the Benchmarks, their indicators and Compass. Karleen and Kim confirmed that Tristram Hooley had briefed them on the broad consensus reached the previous week at the meeting involving the Gatsby Foundation/CEC/DfE and the Quality in Careers Consortium.
6. This led Paul to outline the timetable for the projected approval by the Quality in Careers Consortium Board of the revised national criteria (18th May), the implementation planning meeting with the 12 Licensed Awarding Bodies (28th June), and the beginning of new assessments against the criteria from 1st September 2018. Action: Paul agreed to advise Karleen and Kim of progress against these target dates and to copy the revised Guide to the Standard once approved by the Consortium Board.
7. Karleen advised that she would be deputising for Tristram at the 18th May meeting of the Quality in Careers Consortium Board – Paul noted to include Karleen in Board paper notification. Action: Paul.
8. Colleagues shared concerns about ensuring correct language and titles were used in descriptions of all matters relating to the Benchmarks and Quality in Careers. Kelly stressed the Consortium Board’s ‘brand guidelines’ needed to be followed by everyone:
<http://www.qualityincareers.org.uk/documents/brand-guidelines-and-certificates.pdf>
9. It was agreed that all colleagues would reinforce the importance of speaking of one single national CEIAG quality award, called the Quality in Careers Standard, delivered by 12 Awarding Bodies. Recognising that many schools still hold an allegiance to the former ‘individually named Careers Awards’ (such as “Career Mark” and “Investor in Careers”) - now subsumed within the single nationally-branded Standard – colleagues agreed to work closely and check if any doubts arose over terminology.
10. Kim advised that David Copeland was leading on the Enterprise Adviser Toolkit. She invited Kelly & Paul to submit a one pager on Quality in Careers, including any useful links to further information on the award, that the CEC could include in the EA toolkit. It was agreed that this would be done once the Quality in Careers board has signed off the final version of the revised national criteria. Action: Paul/Kelly

11. Karleen suggested that a 100-word article on Quality in Careers and its revised criteria might feature in a future edition of the CEC 'Network News' (bi-monthly publication). Paul agreed to draft this once the Consortium Board approves the revised national criteria. Action: Paul/Karleen.
12. Kim suggested that it would also be helpful to have a Quality in Careers presentation on the revised national criteria at a forthcoming Enterprise Coordinator training event. Probably in late September/October in Birmingham/Warwick. Paul & Kelly agreed to ensure that one or both would be able to attend and speak. Action: Kim/Kelly/Paul.
13. Kim advised that the current CEC tool "Find an activity provider" would be updated in the autumn to include not only CEC funded providers in localities but also other key providers relevant to the Benchmarks. Kelly & Paul welcomed this and offered to facilitate links to providers once the CEC was ready to incorporate them. Action: Kim/Kelly/Paul.
14. Kim advised that the edition of Compass utilising the Colleges, version of the Benchmark indicators should be ready by September. Kelly & Paul welcomed this.
15. Kelly & Paul raised the concern that the current mainstream Schools' version of the Benchmarks & indicators was not universally helpful with SEND school providers especially PMLD. Kim & Karleen acknowledged this and, notwithstanding the need for the Gatsby Foundation to address producing a version of indicators better suited to PMLD, they advised that they would look at the wording used on the Compass on-line self-assessment tool to see if adjustments might make the tool more user-friendly and inclusive of schools with students with disabilities and serious learning difficulties. Paul and Kelly welcomed this and offered to assist/comment on potential revisions – these being crucial in engaging special schools in meeting the Benchmarks and achieving Quality in Careers accreditation. Action: all.

These notes were taken by Paul and formally agreed with Karleen, Kim & Kelly
3rd May 2018.