



Quality in Careers Consortium Board
Notes of the Board meeting held at College Court, UNIVERSITY OF LEICESTER
Friday 6th October 2017 from 1130

Present: Dr. Barrie Hopson (Chairman), Paul Chubb (Quality in Careers Director) (*PAC in the notes below*), Jan Ellis (CDI), Kevin Gilmartin (ASCL), Sion Humphreys (NAHT), Deepa Jethwa (SFCA) and Steve Stewart (CE).

Apologies: David Andrews, Janet Colledge (CDI), and Catherine Sezen (AoC) and from observers Professor Tristram Hooley (CEC) and Clare Worsdale (DfE). No word had been received from Paul Warner (AELP) but apologies were received the following day.

In attendance: Gary Longden (nominee of the Licensed Awarding Bodies)

13/17: Chairman: The Board welcomed Dr. Hopson back after his successful eye surgery and he in turn thanked Sion Humphreys for taking the chair for the previous meeting.

14/17: Welcomes and Opening Remarks:

Barrie welcomed Deepa to her first meeting representing the Sixth Form Colleges Association on the Board; and Gary Longden from Career Mark (Complete Careers) as the nominee observer on behalf of the Licensed Awarding Bodies.

15/17: Notes of the 19/5/17 Board meeting: approved as true record.

16/17: Matters Arising not on the agenda today:

- i: 22/16iii: PAC advised that he was still in contact with a leading Multi Academy Trust (MAT) and remained hopeful of securing a case study across the Trust.
- ii: 23/16xii: SS advised that he had not yet renewed contact with Lord Lucas but expected to do so in the following month and would contact PAC further. Action: SS
- iii: 8/17viii: PAC advised that he had contacted a lead official in the Northern Ireland civil service and would be writing to the appropriate contacts about Quality in Careers including sharing the first case study of a school working towards the Standard now it was public. Action: PAC

17/17: The Constitution and the Board: PAC presented the paper updating the Board on constitutional and Board membership matters. The following key points were agreed by the Board unanimously:

- (i) **Sixth Form Colleges Association** - The Board welcomed the SFCA as a full stakeholder member of the Consortium amending clause 5.1 in the Constitution.

(ii) **Deepa Jethwa** – The Board formally authorised PAC to revise the paper listing the members of the Board on the Quality in Careers website to include Deepa as appointed by the SFCA.

(iii) **‘Direct Involvement’ with Licensed Awarding Bodies:** The Board agreed to amend clause 6.4 in the Constitution to define this more clearly.

(iv) The Board authorised PAC to update both documents and to post the revised copies on the Quality in Careers website [Secretarial note: completed 9.10.17].

(v) The Board authorised PAC to draft a note for consultation with Board members outlining their ‘role, our expectations and a code of practice’ to be confirmed once agreed. JE offered to assist by sharing the CDI’s paper on this. Action: PAC/JE

18/17: The Standard: Marketing & Communications

- (i) The Board received the paper from PAC on matters concerning detailed plans for the academic year 2017-18. The Chairman thanked JE for her role in assisting with this important work, and praised the positive engagement of the Awarding Bodies in preparing the plans.
- (ii) The Board approved the plans for implementation and consequential review in the Spring of 2018 and subsequently to be superseded by 2018-19 plans next autumn.
- (iii) The Board resolved that all members of the Board would commit to use their best endeavours to support the successful implementation of the plans.
- (iv) The Board welcomed that with her overseas absence precluding her attendance PAC had received a note from CW at DfE about the projected forthcoming ‘careers strategy’. CW has confirmed that in the strategy there “will be a focus on quality of careers programmes in schools and colleges; experiences of work and encounters with providers; personal guidance for young people and adults; quality of information including the on-line offer.....covering the full range of issues which Quality in Careers and Gatsby look at”.
- (v) KG requested that PAC reinforce also to CW at DfE that explicit references to quality CEIAG assisting as “T Levels” are introduced should appear in the proposed strategy. Action: PAC/CW
- (vi) The Board welcomed the proposed establishment of working groups engaging the Licensed Awarding Bodies. In respect of Special Schools, GL accepted the invitation to assist PAC in convening the working group. In respect of Primary Schools, SH offered a contact to PAC at ‘Primary Futures’ (Steve Iredale) which is a joint venture involving NAHT.
- (vii) JE advised she was speaking at a Special Needs conference in Reading soon and would contact PAC re content for her input.
- (viii) The Board discussed the potential to encourage ‘lapsed’ quality award holder schools back into the Quality in Careers movement. It was agreed that Licensed Awarding Bodies should be encouraged to consider incentives such as a discounted rate for lapsed returners. Noting that it is for Awarding Bodies to set their own fees, nevertheless the Board invited PAC to seek a response from all Awarding Bodies to this idea. Action: PAC
- (ix) Short statement for school & College leaders: Action: KG, SH & DJ agreed to draft a briefing paper about the importance of Quality in Careers from a leadership perspective, and to consult CS, then to send the draft to PAC for final work before publication.

- (x) National Governors Association: Action: PAC to contact Kath Wyke to seek to initiate contact with NGA re Quality in Careers.
- (xi) Quality in Careers certificates: JE sought confirmation that all Awarding Bodies now issue certificates in line with our Brand Guidelines (see Appendix). PAC confirmed that all Awarding Bodies had been issued with these guidelines and several had contacted him with drafts for review.
- (xii) The Board approved the plans and authorised PAC to confirm these formally to the Awarding Bodies.

19/17: Take-Up of the Standard and future Work Plans:

The Board received the detailed paper from PAC and made the following decisions:

- (i) **Working Towards the Standard** - The Board resolved that PAC should invite the Awarding Bodies to confirm their current working definition of working towards so that a common approach might be agreed and adopted in future. Action: PAC
- (ii) **Survey of take-up**: The Board authorised PAC to publish the survey results (in the format presented to the Board) on the Quality in Careers website. Action: PAC
- (iii) **Work Plans**: The Board welcomed the details of the forthcoming Licensing & Relicensing Panels in 2017/18 and the CQIRs. In doing so the Board committed to support PAC in securing the appropriate composition of the 3 Relicensing Panels in 2018. DJ offered to serve on a Panel and agreed a date with PAC to be briefed on Panel member role. PAC was to contact PW to engage him in a Panel too. Action: PAC/DJ/PW

20/17: Revisions to the Guide to the Standard:

The Board received the detailed paper from PAC and made the following decisions:

- (i) The revised Guide was approved for immediate publication on the Quality in Careers website (the Board thanked PAC and Anthony Barnes (AB) for drafting the revisions and DA for his added contributions).
- (ii) The Board noted that the revisions were primarily about making explicit links to the relevant Gatsby Benchmarks in each of the seven national assessment and accreditation criteria for the Standard – they were not making changes to the criteria themselves.
- (iii) The Board welcomed news of a detailed dialogue between PAC and Professor TH about plans to seek to bring our national criteria even closer to the benchmarks where such links are explicit. Such a move would require careful review of the meaning of the criteria and this should be approached with care involving both the CEC (Compass tool), the Gatsby pilot, our Licensed Awarding Bodies (Kelly Baxendale who serves on the Compass Advisory Board), our lead writer for the Guide (AB) and PAC. Action: PAC to liaise with TH to set up the meeting of TH/CEC/Gatsby/KB/AB & PAC [Secretarial note: TH written to with suggested dates].
- (iv) The Board affirmed its full commitment to seek to work with the CEC on its Compass tool initiative and with the Gatsby benchmark 4-year pilot.
- (v) The Board noted that TH had written an article on Compass (including positive comments about Quality in Careers) to appear in the CDI 'Career Matters' journal later this month.
- (vi) The Board also welcomed news that TH had consulted PAC on references to Quality in Careers to appear in the CEC publication: "Careers & Enterprise provision in England's secondary schools: State of the Nation 2017".

- (vii) The Board accepted the offer from JE on behalf of the CDI commissioning PAC to write a further 600-word article about our approach to Compass, the benchmarks and Quality in Careers for the December deadline of the next edition of 'Career Matters'.
Action: PAC

21/17: Review of decisions taken: The Chair invited PAC to rehearse the many decisions taken today as now set out in these notes.

22/17: Next Meetings:

The Board confirmed that two meetings would be scheduled for 2018.

Barrie proposed that we **relocate meetings to York** using the premises we have used successfully for non-Board meetings. This was agreed by the Board.

Dates were confirmed as

- Friday 18th May and
- Friday 5th October
- both with timings of 1130-1330.
- Action BH & PAC

*Notes compiled by Paul A Chubb, Quality in Careers Director
and Organising Secretary for the Consortium 6.10.17*

Appendix

OFFICIAL BRAND GUIDELINES for Licensed Awarding Bodies including the requirements for Certificates for award holders.

Approved 10.3.2017 issued with Notes of 19.5.17 Board meeting on 1.6.17
And reissued with these 6.10.17 Notes.

The Quality in Careers Standard logo design specification MARCH 2017



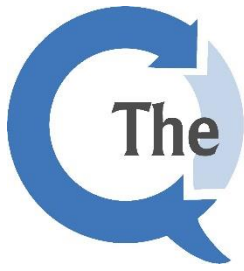
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Font used is: Adelon Medium

The typeface for text is CALIBRI for all Quality in Careers certificate citations.

Certificates should please be issued as per the model provided below on the second page of these Guidelines.

- Please do not abbreviate Licensed Awarding Body to LAB.
- Please use the letter C in 'licence' and the letter S in 'licensed'.
- What we say is just as important as our written communication/style. Please do not refer to the Quality in Careers Standard as QiCS nor as a mnemonic 'kwix' – to do so is not helpful in our quest to make quality assuring CEIAG less confusing, simpler and more readily universally understood.
- Please use either "*Quality in Careers*" as the descriptor, or the "*Quality in Careers Standard*" in full as appropriate. This shows respect for both the **national award** and the listener.



The Quality in Careers Standard >>>>

This is to certify that
THE DALES SCHOOL, North Yorkshire
has achieved the national quality award
for its careers education, information, advice
and guidance provision.

The award is for a period of 3 years,
expiring on 8th March 2020.

Signature

(name) CEO

CSW Group trading as *Investor in Careers*

Awarded on 8th March 2017 by *Investor in Careers*
(your logo) as a Licensed Awarding Body
for the national Quality in Careers Standard