



Consortium Board: Notes of Meeting

Date: 22nd February 2013 (1130-1330) **Venue:** ASCL Offices, Leicester

Present: Dr Barrie Hopson (Chair of Board), David Andrews (CEIAG Consultant), Duncan Baldwin (ASCL), Sue Barr (CPA/CDI), Vince Barrett (ACEG), and Paul Chubb (QiCS Project Leader and Organising Secretary for the CB).

Apologies: Sion Humphreys (NAHT), David Milton (ICG), Graham Hoyle (AELP) and Joy Mercer (AoC).

NOTES OF MEETING

1/13 Welcomes & Introductions

Brian Lightman, General Secretary of ASCL, joined us at the start to welcome us all to ASCL. Barrie Hopson thanked ASCL for hosting, and when Brian left he opened the meeting.

BH advised that as Claire Nix (Careers England nominee as Chair of the CE Quality Task Group) had now resigned from the CE Board on leaving Babcock International, that CE would be nominating a successor to Claire in due course. The Board noted that the CE nominee would need to have no direct link with any of the CEIAG Quality Awards. The Board recorded its thanks to CN for her time on the QiCS project.

2/13 Notes of the Previous Meeting (26.9.12)

The Board formally accepted the notes of previous meeting. The following matters arising were:

- 16/12: Since the House of Commons Education Select Committee had endorsed the three-pronged approach to quality assurance in its 23.1.13 Report, the Board resolved that no further discussion was needed on the proposed joint statement with CDI/emqc (matrix) & the Board on quality matters.
- 17/12: The Board noted that it would be wise to delay issuing a guidance note on NVC 1.3 (embedding careers education) until after reviewing the outcomes of the initial batch of national validation panels.

- 18/12: DA sought clarification on the Board's expenses policy and the Board confirmed that if (like DA) there was no other source from whom expenses might be reclaimed, then a claim for approved reimbursement should be submitted to the QiCS Project Leader.
- 18/12: Progress on CPA moves towards CDI meant that the current constitution would need to be amended (see note 5/13 below)
- 18/12: PAC reported that he had made an initial 'sounding out' approach to Nick Chambers at the EETF about the TF becoming involved with the CB and this was to be discussed further, which the Board welcomed. The Board also authorised SB to 'sound out' the emerging EBP Network about possible involvement and report back to PAC. The Board invited PAC to prepare a consequential paper for its next meeting on links with 'employer bodies'.

3/13 Progress Report

The Board considered a detailed progress report from Paul on QiCS matters and the developing policy context since the last meeting.

The Board warmly welcomed that the formal report of the Select Committee on careers guidance for young people had recommended adoption of the three-pronged approach to quality assurance articulated by and advocated by the Board.

The Board authorised the Chairman to write to the Chair of the Select Committee confirming the full support of the Consortium Board for this recommendation.

The Board resolved this letter should be public, posted on the Careers England website, and copied to officials at DfE and to the National Careers Council.

The Board reviewed and welcomed the Policy Commentary 18 (commissioned by Careers England and written by Professor Tony Watts) on the Select Committee's report.

The Chairman invited SB to provide an oral report on progress towards the full establishment of the Career Development Institute, which was welcomed by the Board. The Board also requested both the CDI & CE to ensure reciprocal links exist on respective websites for QiCS and CDI related matters.

DB offered that, once PAC was ready to do so, he would welcome for circulation to all ASCL members a brief update on QiCS.

4/13 QiCS National Validation

The Board considered a further detailed report setting out progress with National Validation matters. The Board welcomed confirmation that a number of panels were set for the

coming period (of circa 6 weeks) and that the outcome of these should offer an opportunity for positive publicity and promotion of the added value of QiCS.

In the discussion the Chairman emphasised the importance of the Board serving on panels, and, at the suggestion of DB, he invited AoC/ASCL/AELP/NAHT to consider nominating a second representative who might be (a) trained by PAC on the NV panel role and process, and (b) be added to the potential number to serve on a panel.

The Board accepted without question the difficulties of the busy representatives of these Learning Provider associations constraining their involvement, and hoped the flexibility to nominate a second representative would ease matters.

In the transition to the CDI (from the CPA and the four current professional bodies) the Board resolved that the pragmatic approach to take, unless told otherwise, was for PAC to maintain links with and the involvement of the current nominees (CPA: SB, ACEG: VB, and ICG: DM) until new nominees were made by the CDI (see below).

5/13 The future constitution of the Consortium and the make-up of the Board

The Board considered a paper prepared by Paul and confirmed the following:

- Once the CDI is fully in place, PAC will seek two nominees from the CDI to serve on the Board - one to be a “careers educator”, the other a “careers adviser”. {N.B. these would replace the nominee positions from ACEG, ICG, and the interim third nominee from CPA}. The Board authorised PAC to lodge this request with Ian Barrett at ICG/CDI.
- PAC to continue to seek a confirmed nominee from AELP following GH’s semi-retirement.
- PAC to seek a Careers England nominee who should have no direct link with any of the Quality Awards. (The Board noted that several Awards were part of the portfolio of a CE member, and resolved that for the sake of transparent probity this stipulation should be made).
- The Board authorised PAC to prepare a paper for the Consortium to review on amending the Constitution in due course pending the outcome of these matters.

6/13 PLANS FOR 2013

The Board considered a paper from Paul on matters to address in 2013. The Board resolved:

- That PAC should initiate a review by the National Validation Team (JD, AB, SM, RA and PAC) of the suite of materials for QiCS once the initial batch of NV Panels had taken place (i.e. during the summer).

- That QiCS Certificates should be sourced by PAC from the design/website partner used for QiCS materials.
- That PAC should seek to secure a high profile opportunity for one or more QiCS CERTIFICATE presentation in the Spring/Summer (ideally by a Minister – noting that PAC had raised the idea with DfE officials and received a positive first response).
- That PAC should issue notes to panel members once lessons were learnt from the early panels, to benefit those Board members coming new to panels, and should undertake a more thorough review with ALL PARTIES involved during the Summer seeking views on ‘what works well, not so well, and what to do about the latter?’

7/13 Review of Decisions taken and setting the dates of next meetings

Barrie reviewed decisions taken throughout this fourth meeting, now duly noted in these notes.

The Board confirmed **ASCL Offices, Leicester as the venue for the next meeting at 1130-1330 on 14 May**, and resolved to set the venue for the 30 September meeting in due course.

Meeting closed.

Notes prepared by Paul A. Chubb, 18th March 2013
