

Quality in Careers Standard: Guidance Note SEPTEMBER 2012

This updated note has been produced in response to queries in June & July from CEIAG Quality Award providers about aspects of the national validation process, and about Appeals procedures. It supersedes the July GUIDANCE NOTE, and will be further updated as necessary.

1. What is 'current evidence'?

This is evidence from the past two years. Any evidence that is more than two years old will be disregarded (with the exception of citing an Ofsted report or matrix Standard assessment within the past 3 years).

2. How should we treat the two general requirements in the first group of national validation criteria (criteria, content and coverage of the CEIAG Award)?

You must provide evidence showing how your CEIAG Award covers and supports:

- the delivery of the core principles and themes of equality and diversity, raising aspirations, promoting social mobility and linking with work-related learning
- the promotion by learning providers (i.e. schools, colleges and work-based learning providers) of CEIAG within the curriculum.

The evidence showing how your Award meets these two general requirements will flow from that showing how your Award meets criteria 1.1 to 1.8. When completing the application form, you may find it easier to address criteria 1.1 to 1.8 before addressing the general requirements.

3. In 2012/13, with the transition to new statutory arrangements for CEIAG, what definition of occupational and professional competence should we use in respect of national validation criterion 1.4?

To achieve a CEIAG Quality Award, it is expected that Award providers will require, as a minimum, a learning provider to ensure that:

- an organisation from which it secures careers advice and guidance services:
 - has or is "working towards" the matrix Standard
 - employs careers advisers who have QCF level 6 qualifications or who have QCF level 4 qualifications and are "working towards" level 6
- sole traders from whom it secures careers advice and guidance services:
 - hold QCF level 6 qualifications, or hold QCF level 4 qualifications and are "working towards" level 6
 - are members of an appropriate professional association/register
 - have or are "working towards" the matrix Standard.

4. What view does QiCS take on a CEIAG Quality Award provider's own appeals process and any potential for the QiC Consortium Board acting as 'appeal of last resort'?

Achieving the QiCS confirms that a CEIAG Quality Award provider has the wherewithal to make **all decisions** relating to the achievement of its own Award.

There is no case for the Consortium Board to have any role in any local "dispute". Hence all CEIAG Quality Award providers should adopt the same model as used for QiCS - participation in any CEIAG Quality Award is voluntary and applying for the Award means that a learning provider accepts that the decision of a local appeals panel is final.