

2nd August 2017

Subject: Working Together as the "Career Management Quality Alliance"

1. The Parties to this Memorandum of Understanding (MoU)

The four parties shall be:

- i: Assessment Services Ltd (in respect of the matrix Standard)
- ii: Careers England
- iii: The Career Development Institute
- iv: The Quality in Careers Consortium

2. The Purpose of the MoU

2.1 The four parties each share a commitment to work towards the improvement of quality assured career management¹ services in England - primarily in the publicly-funded sector, across Government (hereafter referred to as the "shared commitment").

2.2 They commit to work together, from time to time, using the title of the "Career Management Quality Alliance". For the avoidance of doubt, the Alliance shall not be a legal entity.

2.3 They also commit to promote policies and practices which they believe will lead to universal improvements to career management services in both the youth and adult sectors.

2.4 This shared commitment may lead to:

- the issuing of joint public statements (which must always be formally approved by the relevant executive authority for each of the four parties prior to publication);
- joint meetings;
- and other appropriate joint actions as may be deemed fit to promote the shared commitment on an ad hoc and/or planned basis.

3. Meetings

3.1 The four parties agree that they will commit to one or more representatives from each party coming together for planned review meetings twice a year (where feasible in the months of June and December each year).

3.2 Where one of the four parties is precluded for whatever reason from attending a meeting, no actions arising from such a meeting shall be implemented without the subsequent agreement of all four parties.

3.3 Additionally, the four parties may determine to convene further ad hoc virtual or physical meetings, where and when appropriate, to expedite urgent potential joint actions to promote the shared commitment.

3.4 The four parties agree that these meetings:

- shall be chaired by Virginia Isaac,
- shall be hosted by Assessment Services in their Nottinghamshire premises, and
- may be noted for recording purposes and that such notes may be made more widely available (if all parties agree).

3.5 Where all four parties agree it shall be permissible to invite other individuals or organisations to attend a meeting if their attendance would assist the four parties in the furtherance of their shared commitment.

¹ By career management we incorporate the development of career planning and employability skills by individuals as well as professionally delivered careers education, information, advice and guidance

4. Publicising the Alliance

4.1 The four parties agree that this MoU shall be deemed a public document and shall be accessible on each of their respective websites.

4.2 Formally agreed public statements may also be publicised on each party's website, however, notes of meetings shall only be permitted to be published if agreed on a case by case basis by all four parties in advance.

5. Disclaimer

5.1 Nothing in this MoU shall bind any of the four parties to seek the agreement of the other three parties for any individual actions whatsoever.

6. Amendments

6.1 This MoU may only be amended with the agreement of the four parties (such amendments may relate to the role and function of the Alliance and potentially changing the names/numbers of parties to the MOU).

6.2 Should any amendments be so agreed, the four parties will replace this MoU immediately on their websites with the revised MoU.

7. Termination

7.1 This MoU may be terminated at any time by one or more of the parties serving written notice on the other parties and termination shall be deemed to be effective immediately.

8. Execution

This MoU is deemed executed on 2nd August 2017 by the authorised signatories of the four parties set out in the **Schedule** below on page 3 of this MoU.

The Schedule of the authorised signatories.

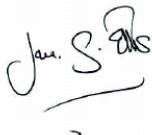
i: On behalf of Assessment Services Ltd: www.assessmentservices.com

Name: Kathy Leahy **Position:** Chief Executive



ii: On behalf of The Career Development Institute: www.thecdi.net

Name: Jan Ellis **Position:** Chief Executive



iii. On behalf of Careers England: www.careersengland.org.uk

Name: Steve Stewart **Position:** Chief Executive



v: On behalf of The Quality in Careers Consortium: www.qualityincareers.org.uk

Name: Paul Anthony Chubb **Position:** Quality in Careers Director

