



The Quality in Careers Standard >>>>

**Quality in Careers Consortium Board
Notes of the Board meeting held at ASCL Head Office, Leicester
Friday 19th May 2017 from 1130**

Present: Sion Humphreys (NAHT) (acting as Chairman), David Andrews, Paul Chubb (Quality in Careers Director) (*PAC in the notes below*), Janet Colledge (CDI), Jan Ellis (CDI), Kevin Gilmartin (ASCL), Steve Stewart (CE)

Apologies: Dr. Barrie Hopson and Catherine Sezen (AoC)

In attendance: Professor Tristram Hooley (CEC) and Clare Worsdale (DfE)

1/17: Chairman: in the absence, due to eye surgery, of Dr. Hopson, the Board sent its wishes to Barrie for successful outcomes from the surgery, and welcomed Sion Humphreys taking the chair for this meeting.

2/17: Welcomes and Opening Remarks:

- (i) Sion welcomed Clare and Tristram as newly appointed Participant Observers in accordance with the revised Constitution.
- (ii) He then advised all members of the Board of the importance of nomenclature and of following the new Brand Guidelines for Quality in Careers (for ease please see appendix to these notes) - never using the initials QiCS nor a mnemonic "kwix" but either using the full name of the Quality in Careers Standard or shortening it for ease to be "Quality in Careers".

3/17: Notes of the 7/10/17 Board meeting: approved as true record.

4/17: Matters Arising not on the agenda today:

- i: 22/16iii: PAC advised that he was in contact with a leading Multi Academy Trust (MAT) and hopeful of securing a case study across the Trust.
- ii: 22/16iv: PAC advised that neither he nor Jan Ellis had been contacted further by Westminster Briefing on a CEG event majoring on MATs, hence they assumed WB was not proceeding.
- iii: 23/16xii: PAC advised that contact with Lord Lucas had stalled; Steve Stewart agreed to seek to rekindle this. Action: SS
- iv: 22/16xiv: The Board hoped that the involvement of the CEC observer Professor Hooley would assist the Board to bring closer links with the Gatsby Benchmark team.

5/17: Notes of electronic meeting of the Board 27/2/17- 7/3/17: approved as a true record with no matters arising.

6/17: The Board: PAC presented the paper updating the Board on constitutional and Board membership matters. The following key points were noted and decisions made:

i: AELP - The Board recorded its thanks to Stella Turner, now retired from AELP and welcomed the appointment of Paul Warner (Director of Research and Development) as AELP's new nominee.

ii: HELOA - The Board formally accepted Rachel Lister's resignation and noted HELOA's wish to maintain contacts with the Consortium outside the Board structure. The Board resolved that PAC should confirm to HELOA the readiness to enter into a mutually agreed Memorandum of Understanding (MoU): Action PAC

iii: CBI - The Board welcomed PAC's contacts with the CBI about potentially nominating an "additionally appointed member" to the Board and respected the CBI's response that the commitment to Board attendance would be beyond its resource capacity. The Board welcomed the offer from the CBI to engage in ad hoc discussions/consultations with the Consortium. The Board authorised PAC to seek to formalise this in a simple MoU: Action PAC

iv: HMC - The Board noted that PAC's invitations as agreed to HMC to join the Board as an "additionally appointed member" had not brought acceptance from HMC. The Board resolved that no further action be initiated at this time.

v: Ofsted: The Board welcomed PAC's contacts with Ofsted about potential observer status, and respected Ofsted's response that the commitment to Board attendance would be beyond its resource capacity. The Board authorised PAC to seek to secure an appropriate formalisation of dialogue agreement: Action PAC

vi: Independent Schools Inspectorate: The Board noted that PAC's invitations as agreed to ISI to attend as observers had not brought acceptance from ISI. The Board resolved that Sion Humphreys would seek to consult a contact at ISI on some form of dialogue agreement, but pending this no further action should be initiated at this time. Action SH.

vii: Licensed Awarding Bodies: The Board authorised PAC in accordance with the revised Constitution to set in train actions to secure the appointment of a representative of the Awarding Bodies to attend Board meetings as an observer. The Board resolved that an election should be conducted at arm's length through the good offices of the Clerk to the Governors of The Dales School: Action PAC to trigger this.

viii: Additional Members: The Board discussed potential invitations to the Sixth Form Colleges Association and the Grammar Schools Association to join the Consortium and resolved to extend invitations. Kevin Gilmartin gave PAC a contact at the former, and SH agreed to seek a contact at the latter: Action SH and PAC

7/17: The Standard:

- (i) The Board received the paper from PAC on matters concerning transition from national validation to licensing, on Continuing Quality Improvement Reviews, on 2017 onwards with national licensing/relicensing panels, and welcomed the Humber LEP panel now scheduled for October 2017.
- (ii) The Board reaffirmed that it was not actively seeking further Awarding Bodies but if approaches were received these would be dealt with in accordance with the robust criteria required of a potential Awarding Body; the Board also agreed that any such approach might also be referred to existing Awarding Bodies as potential sub-licensees as appropriate.
- (iii) The Board accepted the report.

8/17: Next Steps: The Board received the discussion paper from PAC and noted the following key points and made the following decisions:

i: Academic Year 2017-18 Planning Day - The Board resolved that PAC should invite the Awarding Bodies, and any members of the Board able to do so, to come to York in July (date tbc) to seek to agree joint plans for marketing and promotion of the Standard in the coming academic year. Both the DfE and CEC observers would be invited too: Action PAC (note: The Board also resolved that joint meetings with the Awarding Bodies should become a regular annual feature - at intervals to be determined as appropriate from time to time).

ii: Publications: The Board recorded its welcome for the significantly enhanced Quality in Careers website and the strengthened Brand Guidelines for Quality in Careers. It authorised PAC to speak with our web design team (Netcoda) about options to produce a Quality in Careers down-loadable pdf flyer leaflet and printed version: Action PAC

iii: Gatsby Benchmarks and Quality in Careers: The Board invited Tristram Hooley and PAC to consult on a potential update of the pdf about links and alignment of Quality in Careers and Gatsby Benchmarks currently sitting on the website: Action TH and PAC

iv: Funding for schools: The Board considered the need to articulate the case for some financial support to schools from DfE for CEIAG but only if schools worked towards, achieved and maintained the Quality in Careers Standard - this would constitute an accountability measure for schools receiving any additional public funding. The Board agreed that we should advocate this as a policy - and whilst the Board noted that the annual cost to achieve/maintain the Standard simply in terms of fee payable to an Awarding Body was under £1000p.a. there was a strong case to argue for a grant/premium around or above that figure. The Board welcomed the recently published CDI manifesto for the 2017 General Election, which calls for financial support for schools, and resolved to work closely with the CDI on this: Action JE and PAC

v: Articles: The Board welcomed the opportunity from the CDI for an article on Quality in Careers, now written by PAC and due for publication in '*Career Matters*' in June. The Board welcomed that a pdf version of the article would be ready to be posted on the Quality in Careers website, and invited AELP, AoC, ASCL and NAHT to contact PAC with any opportunity for a similar article for their respective publications: Action Paul Warner, CS, KG, SH and PAC

vi: All Party Parliamentary Group on Education: The Board noted the May 2017 report from the APPG on how schools prepare young people for their futures including recommendations to redress the 'patchy' access to quality CEG. The Board authorised PAC to send a formal response to the APPG pointing to the major benefits of Quality in Careers which - if universally required of schools - would meet all of the APPG's concerns: Action PAC

vii: Survey of numbers of learning providers holding and working actively towards the Standard: The Board authorised a July 2017 full update - PAC to survey the Awarding Bodies. In so doing PAC would also seek progress reports on work with Primary schools. The Board welcomed that our web-designers had agreed to upload data on the names and contact details of learning providers holding the Standard in each of the 9 regions of England (utilising a new standardised excel formatted input document): Action PAC

viii: Northern Ireland: The Board welcomed PAC's contact with the Department for Education in the Province and resolved that (at an appropriate time in the summer assuming the devolved administration continues) he would write to the Chief Inspector of the Education & Training Inspectorate, and to the two Departments of the Economy and of Education about Quality in Careers as a means of adding our support for the work of two of our Awarding Bodies now working in the Province. The Board noted that the CDI's links in NI would be valuable too, and JE agreed to liaise with PAC on this: Action JE and PAC

ix: Joint Working: following the successful joint statement by our Board with the CDI, Careers England and Assessments Services in August 2016, the Board authorised PAC to attend the June meeting of these four bodies to seek potentially to agree a further joint statement/concerted

actions to inform our respective individual and joint policy positions as a new Government is formed: Action PAC

9/17: Budget Report: in accordance with the requirements of the Constitution, the Board received the financial statements for the year ending 31/3/17 compiled by Stephen Nicholson, accountant (courtesy of Careers England) and PAC. The Board approved the accounts showing a surplus of £2579 for the year. The Board formally approved the schedule of fees payable in the year 2017-18 as below:

- Licensing & Relicensing Panels will incur a fee of £2000
- Second Stage assessments (if required) will incur a fee of £1000
- CQIRs will incur a fee of £250 p.a.
- 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
- 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.
- Expenses will continue to be offered where no other source of meeting costs to attend Board meetings and Panels exists.

10/17: Review of decisions taken: The acting Chair invited PAC to rehearse the many decisions taken today as now set out in these notes.

11/17: Next Meeting: The Board confirmed that, since ASCL could not offer its premises in October, PAC should seek to book the University of Leicester 'College Court' premises used before for the **October 6th meeting** of the Board: Action PAC

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

12/17: The acting Chair read a memo from Dr. Hopson recommending 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 national validation to licensing. The Board unanimously resolved to offer an honorarium of £1000. After the meeting the acting Chair advised PAC of this which he has warmly welcomed by writing to all members of the Board with his thanks. *[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]*

*Notes compiled by Paul A Chubb, Quality in Careers Director
and Organising Secretary for the Consortium 25/5/17 issued 1/6/17*

Appendix

OFFICIAL BRAND GUIDELINES for Licensed Awarding Bodies

Approved 10.3.2017 issued with Notes of 19.5.17 Board meeting on 1.6.17

The Quality in Careers Standard logo design specification MARCH 2017



\$primary-color: #4077ba;
\$transparent-color: rgba(64, 118, 186, 0.3);
#c5d5ea

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