



Licensed Awarding Bodies and the team of National Licensing Panel Advisers

As at 10.4.2017

1. Introduction:

The Consortium has appointed a number of **Licensed Awarding Bodies** to act on its behalf across the country (*throughout England – and some also offer services in Northern Ireland, the Isle of Man, and the Channel Islands*).

Licensed Awarding Bodies are authorised by the Consortium Board to award the Quality in Careers Standard; some operate nationally, others are more regionally/locally based.

Licensed Awarding Bodies may award the © Quality in Careers Standard for a set period which may be for up to 3 years (to be determined by the Licensed Awarding Body).

Learning providers are free to choose from the current list of **Licensed Awarding Bodies** as provided on this dedicated Quality in Careers website.

To receive and to maintain our licence, **Licensed Awarding Bodies** are required to demonstrate how they fulfil the following to our approved national standards (as set out below in the section headed “**Licensing criteria for Licensed Awarding Bodies of the Quality in Careers Standard**”) covering:

- (i) *How they assess and accredit the seven national accreditation criteria which address the content and coverage of CEIAG in schools, colleges and work-based learning organisations,*
- (ii) *The detailed assessment processes they apply,*
- (iii) *Their own management systems ensuring that they fulfil all the criteria we require.*

2. National Licensing Panel Advisers:

When we are appointing **Licensed Awarding Bodies**, the Consortium Board has established a small National Licensing Panel team of expert advisers to assist the Quality in Careers Director by providing impartial, professional advice to the national licensing panels for Licensed Awarding Bodies.

These advisers have no direct connection with, and do not provide consultancy support to, any of the Licensed Awarding Bodies. They work with the Quality in Careers Director to

- **undertake an impartial scrutiny of a potential Licensed Awarding Body's application for a licence or to be relicensed and advise the Consortium Board whether to defer or to proceed with a national panel**
- **produce a preparatory brief for the national panel**
- **attend the national panel**
- **write the national panel report.**

3. INTRODUCING THE CURRENT TEAM

(i) ROGER ALLEN

- Roger was a teacher and deputy head in the secondary sector for 18 years before becoming a Technical & Vocational Education Initiative (TVEI) Regional Adviser, working for the Manpower Services Commission (MSC, later the Employment Department.).
- He then moved to North London TEC as executive director responsible for youth training and education related activities, working closely with the then three careers services in the locality.
- His next post was as Director of the Young People's Unit at the Government Office for the East of England (GO-East) in Cambridge. A major part of this role was to support the development of Connexions services across the East of England.
- Since leaving GO-East to become an independent consultant, Roger has acted as an OfSTED Connexions Additional Inspector and has produced many reports, including one on referrals between the Connexions Direct helpline and local Connexions services and several on the development of an Integrated Youth Support Service in the London Borough of Barking & Dagenham.
- He also developed, with an associate, the Award for Education Business Excellence (AEBE) the quality mark for education business links organisations and became its senior Lead Assessor, having carried out c40 assessments over recent years.
- He served as part of the working group convened by the Careers England Quality Task Group to consider the proposals which led to the initial development of the Quality in Careers Standard in 2012.
- Roger is a highly experienced Panel Adviser for Quality in Careers.

(ii) ANTHONY BARNES

- Anthony is an independent careers education consultant, trainer and materials developer.
- He has written extensively on quality assurance in CEIAG and has experience of developing quality award schemes including the Careers Excellence Award that was used by the VT Careers Management Group before 2003.
- Anthony was a local authority inspector for careers education for seven years. He wrote a distance learning pack for Ofsted inspectors on how to inspect careers education and guidance. He has taken part in school inspections for Ofsted as a team inspector and in Connexions inspections as an additional inspector.
- Anthony was part of the management group for the Government's careers education support programme until 2010; he was involved in the drafting of the original set of NVCs for QiCS. He continues to edit the CEGNET website and monthly e-newsletter.
- He served as part of the working group convened by the Careers England Quality Task Group to consider the proposals which led to the initial development of the Quality in Careers Standard in 2012.
- Anthony is a highly experienced Panel Adviser for Quality in Careers.

(iii) CLAIRE NIX

- Claire is a qualified careers adviser with over 25 years' experience working as a manager, trainer and consultant in the careers sector. She is a Fellow of NICEC. She is on the Board of the Career Development Institute.
- Claire was project manager for the Government's careers education support programme until 2010. She led the establishment of the CEGNET website and the development of the national resources pack to support statutory careers education.
- She's had lead responsibility for quality assurance in a range of different businesses and worked with a range of quality award schemes. She has also led health check and quality audits in individual schools and local authorities and was an additional inspector in Connexions inspections.
- Claire led the quality assurance strand for the three-year national STEM Careers Awareness project and has been an external examiner for the QCG course at Canterbury Christ Church.
- Claire joined the Quality in Careers national team in 2014 and primarily undertakes Continuing Quality Improvement Reviews of Licensed Awarding Bodies.

Licensing criteria for Licensed Awarding Bodies of the Quality in Careers Standard

C1. Evidence: All **Licensed Awarding Bodies** must also supply evidence to the Quality in Careers Consortium showing how their processes and procedures meet the following criteria in respect of their detailed external assessment processes:

National licensing criteria	Evidence required from a Licensed Awarding Body
C1.1 Effective evidence gathering system(s)	How its assessment processes: <ul style="list-style-type: none"> • ensure that objective, external assessment of a learning provider includes (as appropriate) scrutiny of documentation, questionnaires, observations and discussions with young people and families and carers as well as staff, governors and external stakeholders
C1.2 Sufficient and valid evidence-based self-assessment by a learning provider against the established criteria for the Quality in Careers Standard	How its assessment processes: <ul style="list-style-type: none"> • ensure that a learning provider is required to undertake self-assessment against the established criteria for the Standard • ensure that a learning provider is required to provide robust evidence for self-assessment judgements – including inputs, processes and outcomes for young people
C1.3 Explicit assessment criteria	That its assessment processes: <ul style="list-style-type: none"> • include outcomes as well as inputs and processes • have explicit criteria showing what is expected of learning providers with clear guidance on what the Standard requires them to do
C1.4 Written assessment report	That its assessment processes: <ul style="list-style-type: none"> • ensure that all learning providers assessed for the Standard receive a written report that includes future development targets
C1.5 Appeals and complaints procedure	That it has: <ul style="list-style-type: none"> • a clear appeals and complaints procedure

C2. Management of the Licensed Awarding Body : Gaining a licence to assess and accredit learning providers against the national Quality in Careers Standard requires **Licensed Awarding Bodies** to have robust management processes in place. It also requires those managing **Licensed Awarding Bodies** to have demonstrable professional expertise in CEIAG.

The Quality in Careers Standard’s national accreditation process recognises that **Licensed Awarding Bodies** may use different approaches to reflect their circumstances but it does not support any dilution of standards arising from this. All **Licensed Awarding Bodies** must also supply evidence showing how their management meets the following criteria:

National licensing criteria	Evidence required from Licensed Awarding Bodies
<p>C2.1 Consultation and licensing of how they assess and accredit learning providers</p>	<p>That its management:</p> <ul style="list-style-type: none"> • includes regular reviews with key stakeholders that help the management team to evaluate its effectiveness and maintain its local and national currency • accommodates the context and needs of different types of learning provider • is responsive to changes in national and, where appropriate, local policies for CEIAG • responds to evidence of established and emerging good practice in CEIAG
<p>C2.2 Assessor selection, training, development, moderation and support</p>	<p>That its management:</p> <ul style="list-style-type: none"> • ensures that all assessors are occupationally competent in CEIAG and have a clear role specification (including knowledge and skills), training and effective support meetings • ensures that consistency is assured between assessors and provides moderation opportunities to check that they are working to the same standard
<p>C2.3 Levels of support offered by the Licensed Awarding Body to learning providers seeking to gain the Standard</p>	<p>That its management:</p> <ul style="list-style-type: none"> • provides support for learning providers that can be enhanced by face-to-face and/or online training/CPD events, resources and consultations, as appropriate • ensures that support and advice processes are separate from external assessment processes

(D) The steps in the National Licensing process for Licensed Awarding Bodies

The national licensing process is undertaken by the Quality in Careers Consortium Board, under the leadership of the Quality in Careers Director. Below we set out the steps which a potential **Licensed Awarding Body** is required to follow to secure a national licence to assess and accredit learning providers against the Quality in Careers Standard:

Step 1: Self-assessment

A potential **Licensed Awarding Body** should assess its ability to meet requirements to assess and accredit learning providers against the national criteria for the Standard, selecting evidence that demonstrates what it deems to be effective in respect of each criterion. For example, for national accreditation criterion B1.1 *'Providing effective leadership, management and delivery of CEIAG'*, it might require evidence of a senior leadership team committed to CEIAG and supported by:

- a clear strategy for CEIAG with an effective management structure and delivery model (perhaps with an explicit reference in the annual 'school development plan')
- the involvement of the Governing Body/Board of a school or college, the Board of Trustees or others providing the governance of a work-based learning provider
- administrative support for the more routine organisational and clerical tasks
- access to other resources, including finance.

In respect of criterion B1.2, the self-assessment that a potential **Licensed Awarding Body** undertakes should show how it assesses the extent to which learning providers take account of the professional standards and qualifications determined by the *Career Development Institute* and/or other appropriate representative bodies.

Step 2: Apply for an external assessment by the Quality in Careers Consortium to become a potential Licensed Awarding Body

A potential Licensed Awarding Body should apply for a licence when it thinks it is ready and present a written submission to the Quality in Careers Consortium Board (to be submitted to the Quality in Careers Director, Paul Chubb pac@qualityincareers.org.uk). This step incurs a fee payable by the applicant to the Consortium..

Application form for licensing/relicensing

Applicants for licensing/relicensing download the application form and guidance notes from the dedicated Quality in Careers website (www.qualityincareers.org.uk)

They complete the application form, giving brief background details about their organisation and detailed evidence showing how it meets each of the national licensing criteria.

They submit their completed application electronically, ensuring that:

- the content of the application form does not exceed 10,000 words

- there are no more than 5 attachments
- together the form and attachments do not exceed 10mb.

Evidence for licensing/relicensing

As part of the application process, applicants must furnish sufficient current evidence to demonstrate that their Award meets all national licensing criteria.

Applicants decide what evidence to submit, drawing on the outcomes of their self-assessment and development activities - they do not submit their self-assessment reports.

Evidence is likely to include:

- links to significant web-based resources such as operational, information and marketing materials
- case studies of learning providers' accreditation journeys and the outcomes for young people and other stakeholders
- the outcomes of internal and external surveys, reviews and evaluation activities, including internal quality assurance and inspections
- testimonials and feedback from stakeholders and others on a range of issues and activities.

Step 3: External assessment – National Licensing Panels

On receipt of an application and fee, the Consortium Board appoints a National Licensing/Relicensing Panel and a licensing panel adviser.

The National Licensing Panel (involving three members of the Consortium Board and a Licensing Panel Adviser) considers a potential **Licensed Awarding Body's** documentary evidence – the self-assessment outcomes with supporting materials from users and accredited learning providers.

A face-to-face meeting (always held in a school or college already assessed by the potential **Licensed Awarding Body** in question) then takes place with the National Licensing Panel which allows it to present its case, answer questions and discuss any issues arising (please note that the Panel will always wish to meet with two learning providers already assessed by the potential **Licensed Awarding Body** as part of the licensing process).

National Licensing/Relicensing Panels

Membership

Each National Licensing Panel (NLP) and National Relicensing Panel (NRLP) comprises three Consortium Board members. All panels include:

- a representative drawn from the CEIAG sector
- a member of a professional association representing learning providers
- the Quality in Careers Director (who chairs each NLP/NRLP to ensure that the process is consistent).

Venues and timings

NLP/NRLP venues and timings are agreed in advance. Panels usually last for around three and half hours and include:

- a preliminary private meeting of the panel with the licensing panel adviser (circa 30 minutes)
- a meeting with the applicant's representatives (circa 2 hours including the 10-minute presentation)
- a private meeting of the panel with the licensing panel adviser (circa 30 minutes)
- feedback and decision to the applicant's representatives (circa 30 minutes).

Applicant's representatives

Applicants are represented at the licensing panel by:

- at least one and a maximum of two members of their organisation
- two accredited Quality in Careers/Award holders (or one holder and one 'working towards').

Applicants' representatives will have the opportunity to give a ten-minute presentation at the start of the meeting outlining how their organisation meets the national licensing criteria.

Licensing/Relicensing panel report

Applicants receive their NLP/NRLP report within fourteen days of the panel meeting. Reports are not confidential to providers. Written reports issued by the Consortium Board to the Licensed Awarding Body in respect of national licensing applications/reapplications and CQIRs will be published on the Quality in Careers website. Any matters which the Licensed Awarding Body considers to be 'commercial in confidence' shall not be included in the published public report.

Awarding bodies may share them in full or in part, they may do so providing that they:

- cite the report correctly
- inform the Quality in Careers Director
- provide the Quality in Careers Director with a copy of the text used.

Step 4: Decision and feedback

The National Licensing Panel informs a potential **Licensed Awarding Body** of its decision within two working days of the meeting and provides a formal national licensing report within fourteen days. Successful applicants proceed to step 5.

Unsuccessful applicants may be invited to resubmit their application for a second stage licensing assessment no less than three but no more than six months after receiving their national licensing report. Second stage assessments would involve two members from the first National Licensing Panel who would require applicants to demonstrate how they have

addressed areas of weakness in their first assessment. An additional fee is payable to the Consortium for second stage assessments.

After a second stage licensing assessment by the National Licensing Panel successful applicants move to step 5.

Should a potential **Licensed Awarding Body**, however, still be deemed not to meet the criteria for licensing, an unsuccessful applicant would have fourteen days after receiving its second stage licensing assessment report to appeal against the National Licensing Panel's decision.

The appeal would be heard by an Appeals Panel comprising: the Chair of the Quality in Careers Consortium Board and two other members of the Consortium Board who had not previously been involved in the process.

The decision of the Appeals Panel would be final in respect of that current application; should the applicant wish to reapply at a future date it would be required to recommence the process in full (and be liable once more for the fees payable to the Consortium).

Step 5: Licensing (and then a full 5 step reapplication and relicensing process is required after 3 years)

Upon receipt of a national licence the **Licensed Awarding Body** may assess and accredit learning providers against the Quality in Careers Standard. They will be authorised to issue learning providers with accreditation certificates for the Quality in Careers Standard utilising the official logo and design of the Standard (in accordance with the 'brand guidelines' determined by the Consortium Board).

Successful learning providers will, therefore, receive an accreditation certificate from the awarding body and be authorised for a period of up to three years to use the Quality in Careers logo and the words "*Nationally accredited by the Quality in Careers Standard*" on their materials.

A **Licensed Awarding Body** will receive a reminder to reapply for their licence to assess and accredit learning providers against the Standard in the three months prior to expiry of their current licence. The date of the relicensing panel will take place within a window of 8 weeks around the 3rd anniversary of the initial licensing (e.g. if the initial licensing was 3rd March 2017, then the relicensing may take place as early as 3rd February 2020 and must be completed by 3rd April 2020).