

Consortium Board: Notes of Meeting

Date: 26th September 2012 1400-1600 **Venue:** Babcock Offices, Blue Fin, Southwark, London

Present: Dr Barrie Hopson (Chair of Board), David Andrews (CEIAG Consultant), Duncan Baldwin (ASCL), Sue Barr (CPA), Vince Barrett (ACEG), Sion Humphreys (NAHT), David Milton (ICG), Claire Nix (Careers England) and Paul Chubb (QiCS Project Leader and Organising Secretary for the CB).

Apologies: Graham Hoyle (AELP) and Joy Mercer (AoC).

Pre-meeting: The Board recorded its thanks to Paul Chubb and the national validation team for the comprehensive briefing on National Validation panels which Paul had taken the Board through during the morning. Paul's power-point presentation would be made available to all members of the Board and posted on the QiCS section of the Careers England website. Noting that Graham, Joy & Sion had not been able to attend the morning briefing, it was agreed that Paul would make alternative arrangements to brief each of the three.

NOTES OF MEETING

14/12 Welcomes & Introductions

Dame Ruth Silver had been taken ill overnight following her 'flu vaccination and was precluded from attending. The Board received her formal resignation and unanimously voiced their appreciation of her role in establishing the Consortium, the QiCS itself, and securing invaluable support (including financial backing) from the former Minister, John Hayes.

In accordance with section 5.4 of the Constitution of the Consortium, Dr Barrie Hopson (having been proposed by Dame Ruth as her successor) was formally invited to take on the role of chairing the Consortium Board. Barrie accepted the invitation and affirmed his full commitment to quest for quality and the national validation of England's CEIAG Quality Awards.

Both Dame Ruth & Barrie had contributed to a draft Press Notice which they had invited Paul to prepare; this had been circulated to the Board prior to the meeting and was duly approved for immediate issue by Paul and for posting on the CE website.

15/12 Notes of the Previous Meeting (12.6.12)

The Board formally accepted the notes of previous meeting.

16/12 Progress Report

The Board considered a detailed progress report from Paul on QiCS matters since the last meeting, including considering changes to the national context within which the Standard sits.

The Board welcomed that the formal report to DBIS on its financial support for QiCS had been submitted, along with the accounts – and that DBIS officials had concluded that the contract had been fully and successfully discharged. The Board recorded its thanks to Careers England for providing the accountancy service support and for injecting a small but significant amount of additional funding into the project to enable the national validation materials to be completed.

The Board noted that discussions were on-going with emqc about the proposed joint statement between the CPA/QiC Consortium Board/emqc on quality matters. Agreement had been reached between CPA and the Consortium Board, and the Board authorised Paul to seek agreement with emqc which should then lead to a joint statement being submitted to DBIS and DfE and (subject to their comments) being issued.

The Board noted that there remained outstanding questions about the new duty upon schools to “secure independent careers guidance” for their students – the Practical Guide for schools from DfE was welcomed, but the ‘test of sufficiency’ in fulfilling the duty remained uncertain; as did the matter of how the duty will be ‘regulated’ if OFSTED only inspects and comments upon evidence gathered rather than regulates the duty. The Board welcomed that Careers England had raised these two issues in its submission to the House of Commons Education Select Committee during its current inquiry into careers guidance for young people.

17/12 QiCS National Validation

The Board considered a further report setting out progress with National Validation matters, including welcoming news of the successful Workshop for the CEIAG Quality Award providers committed to work towards QiCS, held in Leeds on 26th June. The Board also confirmed the value of the Guidance Note issued following that Workshop, authorising Paul to make a small change to the wording in paragraph 4 to read *“There is no case for the Consortium Board to have any role in any local ‘dispute’ (concerning appeals procedures for a local CEIAG Quality award)”*.

The Board welcomed the offer from Sue Barr to draft a suggested Guidance Note concerning what panels might expect to see from Awards in respect of national validation criterion 1.3 (Sue would prepare this for Paul to circulate to the Board and the national validation team for comment prior to any publication)

The Board resolved that Paul should write to all 13 Award providers seeking an indication of their likely timetable to come forward for national validation, purely to assist with logistics and forward planning for panels.

The Board also resolved that panels might be held in various locations deemed best suited on a case by case basis (e.g. in a local award's locality perhaps, maybe in school holding an award). Members serving on panels would be sourced by Paul, with "reserves" to be identified as cover in extremis. The Board tasked Paul with seeking to 'share out' the involvement in panels as best as could be organised given everyone's full diary commitments.

The Board reaffirmed that that 'learning outcomes' from the first Panel(s) (still potentially expected in the autumn) would be shared with all members of the Board.

18/12 Future Budgetary Matters and the future of the Board

The Board considered a paper prepared by Paul and authorised for submission to the Board by Barrie.

Paul declared his 'interest' in this item, and Barrie invited him to remain to contribute to the required discussion.

The Board noted that its finances were now limited to revenues from fees for national validation. As such, the Board resolved that prudence was essential in order to ensure the sustainability of the Consortium and that all parties to the Consortium should seek wherever possible to cover the expenses of their nominees serving on the Board.

The Board recorded its thanks to LSIS for hosting the first 2 Board meetings and to Babcock for this meeting. The Board resolved that the next meeting should be held in the Leicester offices of ASCL (kindly offered by Duncan Baldwin).

The Board resolved that there was no need to convene a Board in December 2012 and to reduce the number of Boards in 2013 to three (February, May & September).

The Board resolved that, in addition to the Adviser to the panel receiving payment for 2 days' time (@£380 per day), the Project Leader would receive a fee of £200 per national validation application received to cover his time commitments in receiving/handling applications/organising panels et al.

Looking ahead to 2013 when the CPA was due to see its function close with the launch of the Career Development Institute, which would involve ACEG and ICG and thus have a

potential impact on the make-up of the Consortium Board (since CPA, ICG and ACEG currently each nominate to the Board), the Board resolved that it would be prudent for the operation of the Consortium to retain a careers educator and a careers adviser voice on the Board. Hence Paul was authorised to contact the CPA via Sue to suggest that from a date to be agreed in 2013 the CPA (CDI)/ACEG/ICG trio of nominees should reduce to 2. Should this be agreed with the parties concerned, the Constitution would need to be amended by the February 2013 Board.

The Board also considered the possible merit of involving the Education & Employers Task Force in the Consortium in some way. No formal decision on this was made, but it was agreed that Paul would speak with Nick Chambers at the EETF and report further to the Board in due course.

19/12 Review of Decisions taken and setting the dates of next meetings

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

The Board authorised Paul to consult with Barrie and to circulate suggested dates in February, May & September for Board meetings in 2013.

Meeting closed.

Notes prepared by Paul A. Chubb, 10th October 2012

{post meeting note: dates for 2013 are now confirmed as 22 February in Leicester at ASCL Offices, 14 May and 30 September}
