



The Quality in Careers Standard >>>>

THE CONSTITUTION OF THE CONSORTIUM (revised October 2017)

1. NAME: **THE QUALITY IN CAREERS CONSORTIUM**
2. STATUS: **Unincorporated Association (hereinafter referred to as “The Consortium”)**
3. AIMS AND OBJECTS OF THE CONSORTIUM:
 - 3.1.1 To oversee the establishment and maintenance of the © “**Quality in Careers Standard**” as *the* single national quality award for Careers Education, Information, Advice and Guidance (CEIAG) for schools, colleges and work-based learning providers (*primarily but not exclusively in England*).
 - 3.1.2 To oversee the implementation of all matters related to assessments for, and the awarding of, the © “**Quality in Careers Standard**” - including establishing, maintaining, and monitoring a network of **licensed awarding bodies**.
 - 3.1.3 To promote, keep under review and oversee all matters related to the further development of the © “**Quality in Careers Standard**”.
4. THE CONSORTIUM AND THE BOARD:
 - 4.1 The Consortium shall comprise the leading stakeholders in the CEIAG sector in England namely the Association of Colleges (AoC), the Association of Employment and Learning Providers (AELP), the Association of School and College Leaders (ASCL), the Career Development Institute (CDI), Careers England (CE), the National Association of Head Teachers (NAHT), and the Sixth Form Colleges Association (SFCA).

4.2 The Consortium shall appoint a Consortium Board to be the responsible ‘governing body’ for the Consortium.

5. COMPOSITION OF THE CONSORTIUM BOARD:

5.1 Members: The Board shall be appointed by nominations from the Consortium stakeholders as follows - a single nomination from each of:

- the Association of Colleges,
- the Association of Employment and Learning Providers,
- the Association of School and College Leaders,
- Careers England,
- the National Association of Head Teachers, and
- the Sixth Form Colleges Association;

plus two nominations from the Career Development Institute (*these shall be one each from what is constitutionally referred to as the ‘careers educator’ constituency and from the ‘careers adviser’ constituency of the CDI*).¹

5.2 Additionally appointed members: The Board may appoint additional individual members to serve on the Board – this shall be by specific invitation of the Board where individuals may personally bring expertise² to add value to the Board: to be known as “*additionally appointed members*”.

5.3 Chair: The independent Chair of the Board shall be appointed by the Consortium by invitation³.

¹ When the Consortium was first established in February 2012, seats on the Board were provided for the Association for Careers Education & Guidance (ACEG), the Institute of Career Guidance (ICG) and the Careers Profession Alliance (CPA). When the work of the CPA was completed, and the CDI was formed leading to the closure of ACEG & the ICG, the Membership of the Board was amended in May 2013 to take account of this.

² The Board may invite individuals which personal professional expertise as well as seeking representational involvement (for example) from particular sectors of the business community and the higher education sector.

³ The founding Chair was Dame Ruth Silver, who was succeeded by Dr Barrie Hopson.

5.4 Secretary: The Consortium shall appoint an Organising Secretary to serve as a non-voting member of the Board and to act as the Quality in Careers Director.

5.5 Term of Office: The term of office of members of the Board shall be determined by the nominating Consortium stakeholder - or by the Board in the case of an additionally appointed member, by the Organising Secretary, and the Chair. The term shall normally be for a period of up to 3 years from the date of appointment. Members may be reappointed for a further term(s) at the determination of the nominating Consortium stakeholder - or in the case of an additionally appointed member by the Board. The Consortium shall appoint the Chair and the Organising Secretary/Quality in Careers Director on such terms, and may review these appointments, as it deems fit.

5.6 Resignations: Members of the Board may resign by notice in writing to the Chair of the Board and to the Organising Secretary. Upon acceptance of a resignation, if appropriate, the Board shall invite the nominating Consortium stakeholder to put forward a new nominee.

5.7 Terminations: Membership of the Board may be terminated by a majority decision of the Board if in the reasonable opinion of the Board any member is failing properly to discharge the duties of the office by reason of non-attendance, conduct or otherwise. The termination of an individual's membership of the Board, if he/she was appointed initially by a Consortium stakeholder, shall not terminate the membership of the nominating organisation from the Consortium, which shall be invited to nominate a replacement nominee.

5.8 Substitutes: Each member (*other than additionally appointed members appointed in accordance with 5.2 above*) shall be entitled to nominate a substitute from his/her nominating Consortium stakeholder organisation should they, by exception, be precluded from attending the Board. Substitute members may not attend when the nominated member attends. Substitute members may vote at meetings where they do attend.

5.9 Observers: The Board may also invite representatives from key organisations such as the Department for Education, Ofsted, the Independent Schools Inspectorate, and the Careers & Enterprise Company to attend Board meetings as non-voting observers. In addition, the Board may invite a representative of the licensed awarding bodies for the © “**Quality in Careers Standard**” to attend meetings in a participant non-voting observer capacity.

6. POWERS & DUTIES OF THE BOARD:

6.1 Governance: The Board shall act as the governing body for the Consortium's affairs and shall have executive powers which it may choose to delegate to the Organising Secretary/the Quality in Careers Director, to the Chair or to a Committee appointed by the Board as it sees fit.

6.2 Accounts: The Board shall be responsible for ensuring that all fiduciary matters concerning the Consortium and the © "Quality in Careers Standard" are discharged in an appropriate manner⁴. Annual accounts shall be presented to the Board for approval⁵. The Board shall determine its policies for the reimbursement of approved expenses where members of the Board are unable to reclaim these from their nominating Consortium stakeholder organisation; and the Board may determine such arrangements as it deems fit to recognise and reward the work of the Organising Secretary/Quality in Careers Director.

6.3 Decision-making: Decisions made by the Board shall be by resolutions made by simple majority decision, with the Chair of the Board having a second casting vote if required. For the purposes of decision-making, the quorum for the Board shall be three voting members (see 5.1, 5.2 and 5.3 above). Decisions may be taken in face-to-face meetings, by correspondence or by teleconference at the discretion of the Chair of the Board or, by exception, in his absence by determination of the Organising Secretary.

6.4 Declarations of interest: No voting member of the Board shall be directly involved with any of the **licensed awarding bodies** for the © "Quality in Careers Standard" in England, to avoid any potential conflict of interest. "Direct involvement" shall be deemed to mean "employee, owner, partner, director or shareholder of a licensed awarding body". All members of the Board shall declare any other interests prior to meetings; and the Organising Secretary shall maintain a **Register** of declared interests (see appendix).

⁴ *Historically this has involved utilising the financial expertise of the Treasurer of Careers England (pro bono) through whom the banking and accounting processes and procedures for the Board have been discharged. In the event that this arrangement should be terminated by either party, the Board shall make suitable alternative independent arrangements.*

⁵ *Whilst the year-end for trading purposes shall be 31st March each year, the first trading period covered the period from 1st January 2012-31st March 2013)*

6.5 Rules: The Board shall determine from time to time its operating protocols and rules. These shall be recorded by the Organising Secretary and made public via the Quality in Careers website.

6.6 Public accountability: The Board shall ensure that public matters related to the Consortium and the © “**Quality in Careers Standard**” are freely accessible on the Quality in Careers website (www.qualityincareers.org.uk). As determined from time to time by the Board, there shall either be an annual public report on the activities of the Board and the operation of the © “**Quality in Careers Standard**”, and/or the Organising Secretary shall maintain a record of all decisions taken at each Board meeting – as ‘Notes of the Meeting’ of the Board - which shall be posted as a ‘public’ record on the Quality in Careers website (see also 6.7 below).

6.7 Confidentiality: Where confidential notes of discussions and decisions are deemed essential for any reason by the Board, these shall not be made public, but shall be retained by the Organising Secretary as a ‘private’ confidential record for the Consortium and the Consortium Board.

7. ALTERATIONS TO THE CONSTITUTION:

This Constitution may only be altered by resolution of the Board by a two-thirds majority.

8. DISSOLUTION OF THE CONSORTIUM:

8.1 The Consortium may be dissolved by a two-thirds majority of the Board (for example, if a change in government policy, an inadequacy of funding, or any other reason should cause the Board to consider that the continued operation of the Consortium becomes unviable).

8.2 Such resolution may give instructions for the disposal of any assets held by or in the name of the Consortium, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Consortium but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Consortium, and if and in so far as effect cannot be given to this provision then to some other charitable purpose to be determined by the Board by a resolution passed by a simple majority of those present and eligible to vote.

*As originally approved by the Board on February 8th, 2012; amended by the Board on 14th May, 2013;
further amended by the Board on 2nd March 2017; and further amended by the Board on 6th October 2017.*

Appendix: Register of Interests 2017 – The QUALITY IN CAREERS CONSORTIUM

Name of Member of the Consortium Board:

BUSINESS INTERESTS (including direct involvement with Licensed Awarding Bodies for the Quality in Careers Standard)

<i>Name of Business</i>	<i>Nature of Business</i>	<i>Nature of Interest</i>	<i>Date of Appointment or Acquisition</i>	<i>Date of Cessation of Interest</i>	<i>Date of Entry</i>

I certify that I have declared all beneficial interests which I, or any person closely connected with me, have with businesses or other organisations which may have dealings with the Consortium Board.

OTHER PROFESSIONAL & PERSONAL INTERESTS (including indirect involvement with Licensed Awarding Bodies for the Quality in Careers Standard e.g. occasional speaker at events for awarding bodies)

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RECORD OF REVIEWS (Organising Secretary for the Consortium must distribute this form to the respective members of the Consortium Board for amendment as necessary and signature annually)

Date and Signature	
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- Board members are reminded that completion of this form does not remove the requirement upon them to disclose orally any interest at any specific meeting of the Board and to offer to leave the meeting for that agenda item at the Chairman’s request.
- Nil returns are required where appropriate.