



Quality in Careers >>>>

QUALITY IN CAREERS CONSORTIUM BOARD

Public Notes of the Board meeting

ON-LINE "GO TO MEETING" FOR THE BOARD ONLY

1200, 26th March 2020 courtesy of the CDI

Present On-Line:

Dr. Barrie Hopson (Chairman), Paul Chubb (Quality in Careers Director) (*PAC in the notes below*), Janet Colledge (CDI), Jan Ellis (CDI), Kevin Gilmartin (ASCL), Jonathan Isaacs (SFCA), Cathy Thompson (Independent CEG invitee).

In attendance by telephone link: Ryan Gibson (Independent CEG invitee) and Steve Stewart (CE)

Apologies: from Eleanor Perkins (HMC), Catherine Sezen (AoC).

1/2020: Introduction by the Chairman

- (i) The Chairman welcomed everyone to the on-line meeting, advising that because of the Coronavirus all items (bar two) previously scheduled for discussion at this meeting were postponed until 18th June (see 4/2020 below).
- (ii) The two items to be dealt with both concerned the Quality in Careers "Licence" from the Consortium to its Awarding Bodies.
- (iii) He invited PAC to introduce both items in tandem which the Board considered in private due to confidential matters which the Board needed to be fully aware of in the second of the two reports.
- (iv) He advised that PAC would be producing these public Notes as usual majoring on the public report dealt with as 2/2020 below.

2/2020: PUBLIC FOR ACTION: Amending the Licence

- (i) PAC introduced a detailed paper (which had been prepared by Ryan Gibson, Catherine Sezen and PAC). This proposed a series of important changes to (a) the wording of the Quality in Careers 'Licence' which authorises Awarding Bodies to assess, accredit and award the Quality in Careers Standard, and (b) the wording of the detailed Application which the Board requires existing (and prospective) Awarding Bodies to complete for Relicensing Panels (and Initial Licensing Panels).
- (ii) The Board considered the proposed changes which were essential to ensure that all Awarding Bodies should advise the Board if they either were already, or were planning to be, sub-

licensing/sub-contracting assessments to organisational partners/suppliers (not sole-traders). The Board noted that these would be listed as a Schedule to be appended to each Awarding Body's Licence.

(iii) The Board unanimously agreed to the proposed changes.

(iv) The Board authorised PAC to write individually to each Awarding Body confirming the Board's decision to amend the Licence and to seek to ensure that for any Awarding Body with existing or planned sub-licensing/sub-contracting arrangements of assessments by organisational partners/suppliers their revised Licence would cover these with a Schedule appended to the Licence.

(v) The Chairman thanked RG/CS/PAC for their considered recommendations now authorised for implementation.

3/2020: PRIVATE & CONFIDENTIAL ITEM (additional report from Ryan Gibson, Catherine Sezen & Paul Chubb)

(i) The Board received a further comprehensive report from PAC/RG/CS. It resolved that this should be treated as '**commercial in confidence**'.

(ii) The Board considered the matter the report covered.

(iii) The Board resolved that the matter had been dealt with and was closed.

(iv) The Board confirmed that these notes should advise that the decisions in 2/2020 above had been put in place in response to the matter RG/CS/PAC had been required to deal with.

(v) The Chairman recorded the Board's thanks to RG/CS/PAC for the significant amount of time and diligence the matter in question had required of them.

4/2020: NEXT MEETINGS IN 2020:

(i) The Board confirmed that (subject to the Coronavirus) the next 2 meetings would be scheduled to be

- **Thursday 18th June 2020 in York (Aspire Igen offices) and**
- **Wednesday 4th November 2020 in London (AET offices).**

(ii) Both meetings would be scheduled from 12 noon for light lunch then formally beginning at **1230 until 1430**. *Action: PAC*

*Notes compiled by Paul A Chubb, Quality in Careers Director
and Organising Secretary for the Consortium 30.3.2020*

Close of the meeting: 1230