



Quality in Careers >>>>

QUALITY IN CAREERS CONSORTIUM BOARD Public Notes of the Board meeting

ON-LINE "ZOOM PRO MEETING" FOR THE BOARD 1230, 4th November 2020

Board Members Present On-Line:

Dr Barrie Hopson (Chairman), Paul Chubb (Quality in Careers Director - *PAC in the notes below*), Jan Ellis (CDI), Ryan Gibson (Independent CEG invitee), Kevin Gilmartin (ASCL), Kieran Gordon (Careers England), Jonathan Isaacs (SFCA), Catherine Sezen (AoC), Cathy Thompson (Independent CEG invitee) and Rob Williams (NAHT)

Observers in attendance on-line: Kelly Baxendale (Licensed Awarding Bodies), Nicola Hall (CEC) and Clare Worsdale (DfE)

Apologies: Janet Colledge (CDI), Eleanor Perkins (HMC) and Martin Ngotho (DfE)

20/2020: Introduction by the Chairman

- (i) The Chairman welcomed everyone to the on-line meeting, advising that items on the Agenda were once more marked as "for information" (i.e. briefing the Board but not expected to be discussed at any length) and "for approval" (i.e. requiring Board approval to be implemented).
- (ii) He welcomed Kelly Baxendale who had succeeded Gary Longden as the elected Observer from the Licensed Awarding Bodies.
- (iii) He advised that Kieran Gordon, succeeding Steve Stewart on behalf of Careers England, would be joining the Board later during the meeting; that Kevin Gilmartin would also be joining the meeting later and that Nicola Hall would need to leave the meeting early for another CEC commitment.

21/2020: Notes of Meetings

- (i) The Notes of the previous two meetings (18th June and 3rd July 2020) were approved with no matters arising.
- (ii) PAC advised the Board that he was still seeking to secure a replacement for John Cope, Education & Skills Director at the CBI who had moved on from the CBI to another job. Despite several contacts, he was still awaiting news from the CBI about a possible replacement nominee to serve on the Board.

22/2020: Quality in Careers Director's report: for information

- i. As agreed, to ensure the Board was aware of the tasks required to be fulfilled, PAC introduced his detailed summary of the key work undertaken during 2020-21 since his report to the June Board. In the period these had involved:

- a. Work with the team of our Professional Advisers including Claire Nix successfully undertaking her first relicensing panel, Kath Wright working well in shadowing Claire, and Anthony Barnes working with PAC on the primary school quality awards – see Note 25/2020 below. He confirmed that Roger Allen/Anthony/Claire would be completing the postponed Continuing Quality Improvement Reviews by the end of November
- b. Work with the Awarding Bodies including a ZOOM meeting on implementing the Board’s Guidelines on virtual assessments of schools and colleges working towards the Standard, the first-ever virtual relicensing panel for Career Connect (which Jonathan/Ryan and he concluded had worked well); and the welcome opportunity to provide a briefing for the recently appointed new leadership team of the CSW Group Licensed Awarding Body (adding that Anthony Barnes would next be contacting them about this for the rescheduled CQIR)
- c. Dealing with virtual enquiries from Schools & Colleges about the Standard
- d. Liaison with the DfE including submitting the bid for funding for 3 further events in February/March 2021 (understandably rejected due to COVID19) and the subsequent successful application for virement of some of the grant funding in 2020-21 for core costs of the Consortium to be used for a virtual event (see Note 24/2020 below) – the Board thanked Clare Worsdale for her continued advice and support, taking the opportunity to seek her advice on the projected revision of the DfE Careers Strategy and Statutory Guidance in the light of the forthcoming Education White Paper. CW advised that she/Martin Ngotho would keep PAC apprised so he could ensure Awarding Bodies were ready for any changes
- e. Researching potential partner professionals for the proposed virtual event (see Note 24/2020 below)
- f. Keeping the website up to date including initiating a review of Award Holders on the website with Awarding Bodies to ensure accuracy and completeness
- g. Initiating the November survey of Engagement Figures of schools and colleges with the Standard
- h. Virtual meetings with Anthony Barnes and Rob Williams on the potential National Endorsement of quality awards for careers education in primary schools (see Note 25/2020 below)
- i. Liaising with Michele Squire, who leads the Prospects Licensed Awarding Body team, who had been invited by the CDI to present at The CDI Careers Leaders conference, November 2020 virtual event on the importance of the Quality in Careers Standard. He has assisted Michele with the preparation of her PowerPoint presentation. He advised the Board that it was good that the Standard would feature in the conference, adding that Michele was a sound advocate for the National Standard. *{Secretarial note: after the Board, it is good to report that the CDI also invited us to nominate a Workshop Leader for the event – Kelly Baxendale will undertake this on the Consortium’s behalf with PAC assisting in her preparations}*
- j. A virtual meeting with a lead Education Officer from Lambeth Borough Council where most (17) of its 24 ‘careers cluster’ schools have been working towards/achieving the Standard. This meeting led her to confirm that she would be promoting the Standard to the remaining Secondaries not yet engaged. She also showed significant interest in potential National Endorsement for primary school careers awards (Lambeth has circa 40 primary schools). She welcomed the Board’s new Guidelines for Virtual Assessments and confirmed that she would invite Claire Nix from our Professional team to further meetings of the LA’s schools

- k. Acting as the Consortium's initiator of Twitter News Feed – as reported to the last two Board meetings, our numbers of Followers to our Twitter Feed (@QualityCareersS) has continued to grow. In November 2019 it stood at 1800 followers, in June it was 2123, as at 4.11.2020 it was 2344. The Board agreed that Twitter continued to be an excellent medium to promote the Standard, our Awarding Bodies and our Award Holders (welcoming that most Awarding Bodies now Tweet details of newly-accredited schools and colleges, including Multi Academy Trusts)
- l. Several virtual keeping-in-touch meetings with the Chairman, and
- m. Continuing to deal with the Consortium's Accounts with the Finance Manager at the CDI

ii. As agreed, to ensure the Board was aware of the time commitment involved, he reported that (as in 2019-20) he had continued to keep a time-sheet record throughout 2020-21. He advised that COVID19 had significantly changed how business was conducted but the time commitment remained constant.

iii. From 1st April – 14th June 2020, he had 113 hours of recorded work for the Consortium. This equated to 14 eight hour days (the DfE funded 11 of these) in the first 11 weeks of 2020-21.

iv. From 15th June – 29th October 2020, he had recorded a further 162 hours. This equated to just over 20 eight hour days (the DfE funded all 20 of these) in the second 20 weeks of 2020-21.

v. The Board noted that DfE had funded 31 weeks' worth of eight hour days of work. PAC's time sheets had recorded 34 x 8 hour days, so the Board noted that the assessment it had made of the projected time commitment for this role was a good match (notwithstanding that COVID19 had significantly altered the content of the time in 2020-21 with far less travel, more ZOOM PRO and more electronic activity).

vi. He presented the Risk Management Register to advise the Board of key risks facing the Consortium and activities planned to mitigate these. The Board welcomed confirmation that the Chairman's invitation that PAC should continue in the role for 2021-22 had been agreed (subject to securing DfE funding for the coming year); Clare Worsdale confirmed that we should be able to bid for core cost GFA support for 2021-22 early in the New Year; she stressed that there was no guarantee of course, but she would advise PAC and the Chairman as soon as she was able to confirm the timetable.

vii. The Board welcomed and noted the report.

{NH left the meeting at this point}

23/2020: Revised Work Plans for the Standard: for information

(i) The Board received and noted the detailed schedule of revised work plans for the Standard 2020-22 in the context of the continued COVID19 pandemic.

(ii) In so doing the Board noted the revised dates of proposed Relicensing Panels for Awarding Bodies (which, after the successful virtual panel at the end of September, would be held virtually via ZOOM PRO until further notice), the on-going schedule of Continuing Quality Improvement Reviews (restarted in September after being postponed in the summer), and welcomed the updated news on the four members of the team of Professional Advisers now 'assigned' to each of the eleven Awarding Bodies.

{Kevin Gilmartin joined the meeting at this point}

24/2020: Proposal for a Virtual Event for Schools & Colleges: for decision

i. PAC introduced this report.

ii. He advised that - since physical meetings and events for schools and colleges about the Quality in Careers Standard could not proceed due to COVID19 restrictions - he was delighted to report that the DfE

had agreed to the Consortium using some of the already awarded 2020-21 Grant Funding for a Virtual Pre-Recorded Event (up to £4300).

- iii. The Board considered the proposal and authorised the work to proceed as follows.
- iv. To work with a contracted professional *team* (a virtual marketer and video editor).
- v. To invite Awarding Bodies to record an introduction to their approach to the Standard, alongside offering 'visiting' schools and colleges the opportunity to view pre-recorded testimonies from a secondary school, a special school, a sixth form college and an FE college. PAC advised that he hoped to feature recently accredited institutions, particularly because they could speak of their experiences of virtual assessments. PAC confirmed that he would be discussing this with Awarding Body colleagues shortly. The Board also authorised a small fee to be offered to each Awarding Body for preparing the pre-recorded input. PAC confirmed that the *team* would be providing guidelines for these recordings.
- vi. Updated Engagement Figures of schools and colleges working towards/holding the Standard would be used in the Virtual Event. The Award Holders pages on the website would also be fully updated (the Board welcomed the actions PAC had initiated on this as recorded in Note 22/2020 above).
- vii. The Virtual Event would be capable of "interactive interrogation" by visitors and would sit on a website linked to our main website. It would become accessible in the New Year.
- viii. The Board welcomed that Kelly Baxendale would be joining PAC when he virtually meets the *team* on ZOOM PRO shortly. She & PAC would subsequently invite all Awarding Bodies to join them for a ZOOM PRO meeting to discuss this event further once finalised plans have been agreed with the *team*.
- ix. The Board thanked Clare Worsdale and Martin Ngotho from the DfE for enabling this Virtual Event to proceed with DfE support.

{Kieran Gordon joined the meeting at this point}

25/2020: Proposal for potential "National Endorsement" of existing quality awards for careers education in primary schools: for decision

- (i) PAC introduced this report.
- (ii) The Board welcomed the work Anthony Barnes and PAC had begun on this potential project with Awarding Bodies earlier in the summer.
- (iii) PAC advised that they had received strong support from Rob Williams (NAHT) and Ryan Gibson, both of whom had contributed to a draft **National Endorsement Handbook** which was presented to the Board for consideration.
- (iv) The Board authorised Anthony, Rob, Ryan & PAC to consult Awarding Bodies in detail on the draft Handbook as presented and on the potential national scheme to offer a route to **National Endorsement** if an Awarding Body wished to. PAC reported that several Awarding Bodies had already indicated they would like to proceed in principle subject to the details (which would now be the subject of the next stage of consultation).
- (v) The Board welcomed that the proposals had strong support from the DfE and that the CEC would be nominating its lead on primary schools to work with us.
- (vi) The Board authorised the next step to be to include the draft Handbook and the potential national scheme in the ZOOM PRO meeting which Kelly Baxendale and PAC would be setting up soon.

26/2020: Review of decisions taken: PAC reviewed the decisions of the Board now contained in these formal Notes.

27/2020: Next Meetings: The Board confirmed that (*subject to the Coronavirus*) the next meeting would be scheduled to be **Tuesday 23rd March 2021 via ZOOM PRO 1230-1400.**

Close of the meeting: 1400

*Notes compiled by Paul A Chubb, Quality in Careers Director
and Organising Secretary for the Consortium 18.11.2020*