



## QUALITY IN CAREERS CONSORTIUM BOARD

### Public Notes of the Board meeting

#### ON-LINE "ZOOM PRO MEETING" FOR THE BOARD

1230, 23<sup>rd</sup> March 2021

#### **Board Members Present On-Line:**

Dr Barrie Hopson (Chairman), Paul Chubb (Quality in Careers Director - *PAC in the notes below*), Janet Colledge (CDI), Kevin Gilmartin (ASCL), Jonathan Isaacs (SFCA), Claire Johnson (CDI), Catherine Sezen (AoC), Cathy Thompson (Independent CEG invitee) and Rob Williams (NAHT).

**Observers in attendance on-line:** Kelly Baxendale (Licensed Awarding Bodies), Martin Ngotho (DfE), Lesley Thain (CEC) and Clare Worsdale (DfE).

**Apologies:** Jan Ellis (CDI), Ryan Gibson (Independent CEG invitee), Kieran Gordon (Careers England), and Eleanor Perkins (HMC).

#### **1/2021: 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 Claire Johnson (CDI) who was succeeding Jan Ellis on the Board – thanking Jan for her strongly supportive service. He also welcomed Lesley Thain (CEC) back from maternity leave – thanking Nicola Hall for her support during the past year.

#### **2/2021: Notes of Meeting**

- (i) The Notes of the previous meeting (4<sup>th</sup> November 2020) were approved with no matters arising except point (ii) below.
- (ii) PAC advised the Board once again 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 his contacts, he was still awaiting news from the CBI about a possible replacement nominee to serve on the Board. Catherine Sezen (AoC) offered to use her links with the CBI to try to progress this.

#### **3/2021: Register on Interests report: for information.**

- (i) In accordance with clause 6.5 in the Constitution of the Consortium (see below), the Organising Secretary (PAC) presented the full set of declarations by the Board - including Claire Johnson's as the most recent appointee.

*6.5 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.*

(ii) Members of the Board were reminded that it was their responsibility to declare any additions or changes to their Register of interests. These should be declared at a meeting of the Board and confirmed in writing to the Organising Secretary for the Consortium.

(iii) The Board noted that access to the full Register could be requested by third parties – a Licensed Awarding Body had already done so, and PAC had provided a copy via Kelly Baxendale.

#### **4/2021: Quality in Careers Director’s report: for information**

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

- a. Liaison with DfE including monthly KIT ZOOM meetings of the Chairman and PAC with the DfE Careers team. He advised that he had been involved in confidential consultations about revising the Statutory Guidance in the light of the FE White Paper (and CW from DfE offered to send a briefing via PAC to the Board on the consultation in the White Paper about future working together on the CEC and the National Careers Service noting this might impact upon the context in which the Standard operates).
- b. Work with the Consortium’s team of Professional Advisers on CQIRs and Relicensing Panels.
- c. Work with the Licensed Awarding Bodies including compliance with the Board’s brand guidelines.
- d. The DfE-funded Virtual Event for schools and colleges which had launched on 22<sup>nd</sup> February 2021 (noting that on launch day according to Google Analytics there had been over 1500 page hits).
- e. Promoting the Event additionally to Essex, Southend & Thurrock schools and colleges in the continuing wake of the closure of Essex CC’s Awarding Body for the Standard (noting that the plan was to supplement this with an Essex area virtual event in the autumn).
- f. Dealing with virtual enquiries from Schools & Colleges about the Standard arising from the Virtual Event and surrounding publicity.
- g. Using the Twitter feed to promote the Standard (2561 followers as of March 18<sup>th</sup>).
- h. Keeping the website up to date.
- i. Undertaking the headline survey of engagement of schools and colleges with the Standard (noting that over 1200 schools and colleges were engaged at the end of November. Advising that the plan would be to provide a more detailed update in September).
- j. Regular liaison meetings with Kelly Baxendale with the CEC (noting that the plan was for an analysis of the Compass performance of Quality in Careers Standard award holders of the norm to be undertaken with the CEC in July).

- k. Serving on the Matrix Standard review 'advisory group'.
  - l. Commenting upon the review of the CDI Framework for Career Development (including arranging a webinar led by Professor Tristram Hooley to take place for Awarding Bodies and the Board on ZOOM on 20<sup>th</sup> April).
  - m. Meetings with Rishi Sunak MP (PAC's constituency MP) about the Standard culminating in him writing to the DfE about the Consortium's suggestion of a 'careers premium' for schools and colleges. The Board welcomed the letter of 15<sup>th</sup> March from Rishi Sunak to PAC enclosing the response from the DfE (this is provided as an appendix to these notes).
  - n. Several virtual keeping-in-touch meetings with the Chairman, and
  - o. Continuing to deal with the Consortium's Accounts with the Finance Manager at the CDI (noting that the arrangements with the CDI would continue in 2021-22 and that the rates of fees levied upon Awarding Bodies for CQIRs, and Relicensing Panels would remain unchanged).
- ii. 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 continued to significantly change how business was conducted but the time commitment remained constant. From 1<sup>st</sup> April 2020 to 18<sup>th</sup> March 2021 he had recorded 74.7 x 8 hour days of work for the Consortium (the DfE funds 50 of these in the full year).
- iii. Looking ahead he advised that a major piece of work would require a full review of the Standard's national assessment criteria in the light of the expected publication by the DfE of revised Statutory Guidance after Easter. He reported that he and Anthony Barnes would lead on this work, engaging with Awarding Bodies (directly and through Kelly Baxendale), with the DfE Careers team and Lesley Thain at the CEC.
- iv. He presented the Risk Management Register to advise the Board of key risks facing the Consortium and activities planned to mitigate these.
- v. The Board welcomed and noted the report.

#### **5/2021: DfE Grant Funding for 2021-22: for information**

- (i) The Board welcomed that the application for core funding of the Consortium's central team had been approved for 2021-22.
- (ii) The Board welcomed that the GFA included plans for a second Virtual Event in early 2022.
- (iii) PAC advised that drafts of the details included in the GFA and its Key Performance Indicators were being finalised with DfE and that once the DfE budgets were confirmed by the Treasury he would announce the GFA details on the Consortium's website as a 'News' item.
- (iv)** The Board thanked the DfE Careers team for their continued and greatly-valued support. *{Secretarial Additional Note: subsequent to the Board meeting, the DfE confirmed on Thursday 25<sup>th</sup> March that the budget had been approved. Therefore, the DfE GFA with the Consortium will provide £36,000 worth of core funding for the central team and a second Virtual Event for Schools & Colleges. **The GFA was formally signed on 21<sup>st</sup> April 2021** – see also 8/2021 below}*

#### **6/2021: Revised Work Plans for the Standard: for information**

- (i) The Board received and noted the detailed schedule of revised work plans for the Standard in 2021-22 in the context of the continued COVID19 pandemic.

(ii) In so doing, the Board noted the dates of proposed Relicensing Panels for 3 Awarding Bodies in the coming year. The Board decided upon the members to serve on each Panel.

### **7/2021: Confidential Item: for decision**

The Board considered a confidential report on a serious approach from an organisation to be considered as a potential additional Licensed Awarding Body. After discussions, including with the DfE, the Board authorised PAC to proceed to the next stage of without prejudice discussions with the organisation noting that the key would be for it to make a compelling case that it would engage more schools and colleges than would be the case otherwise. The Board also noted lessons learnt from the licensing of a new Awarding Body in early 2020 which would be of paramount importance in considering this potential application.

### **8/2021: Proposal for the potential voluntary “National Endorsement” of existing quality awards for careers education in primary schools: for decision**

(i) The Board welcomed the additional work Anthony Barnes and PAC had undertaken since the last meeting in November. The Board noted the consultations that had taken place with Awarding Bodies, the CEC and DfE. All members of the Board wished to record their warm appreciation of Anthony Barnes’ work on this project. As a result of the outcomes for the consultations, the Board considered and approved the revised proposed **National Endorsement Handbook**.

(ii) The Board noted that this project was still at a relatively early stage in its potential evolution - in so doing, the Board agreed that its ultimate goals would be to move to National Endorsement of all primary school awards, then potentially to a stronger form of National Validation before potentially launching a single national ‘Quality in Careers Primary School Standard’.

(iii) The Board resolved to appoint a ‘standing panel’ to consider applications for national endorsement. This would ensure consistency. The Panel meetings would be convened and chaired by PAC with Rob Williams (NAHT) and Ryan Gibson as the Board’s standing panel members. Anthony Barnes would serve as the Professional Adviser to the ‘standing panel’.

(iv) The Board approved the fee for Awarding Bodies seeking National Endorsement - £400 for a three-year period.

(v) The Board welcomed that the revised proposals had strong support from the DfE and had been incorporated into the proposed KPIs for the 2021-22 GFA (*see added Secretarial note*). The Board also welcomed that Rachel Green from the CEC (its lead on primary schools) would be working as a ‘professional adviser’ with the panel on this scheme of National Endorsement.

(vi) The Board authorised the launch of the **National Endorsement Handbook and the scheme of national endorsement**. *{Secretarial note: NAHT and the Quality in Careers Director are conferring on the timing of the launch of the scheme for National Endorsement now that it is incorporated into the 2021-22 DfE GFA – an announcement will be made by the end of April 2021.}*

**9/2021: Review of decisions taken:** PAC reviewed the decisions of the Board now contained in these formal Notes.

**10/2021: Next Meetings:** The Board confirmed that (*subject to the Coronavirus*) the next meeting would be scheduled to be **Tuesday 9<sup>th</sup> November 2021 via ZOOM PRO 1230-1400. Close of the meeting: 1345**



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**Gillian Keegan MP**  
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tel: 0370 000 2288 [www.education.gov.uk/contactus/dfe](http://www.education.gov.uk/contactus/dfe)

Rt Hon Rishi Sunak MP  
By email: [rishi.sunak.mp@parliament.uk](mailto:rishi.sunak.mp@parliament.uk)

Your ref: ZA40124  
15 March 2021

Dear Rishi,

Thank you so much for your email of 9 February, enclosing correspondence from your constituent, Mr Paul Chubb, about the Quality in Careers Standard. It was wonderful to hear about the work that is going on in schools across the Richmond area. I am sorry for the delay in responding to you.

We have the foundations of a coherent and well-established careers system, based around schools and colleges using the world-class Gatsby Benchmarks. **The Quality in Careers Standard is an important part of the careers system as it allows schools and colleges to achieve national, external accreditation.** I am grateful for the work being done to align the Standard to the Gatsby Benchmarks so that schools and colleges achieving the Standard meet all eight benchmarks. **We continue to strongly recommend in our statutory guidance that schools and colleges work towards the updated Quality in Careers Standard.**

Our approach to funding young people's careers guidance is to fund The Careers & Enterprise Company to put in place a national programme of support and coordination. In the Skills for Jobs white paper, we pledged to continue this approach and roll out Careers Hubs and Careers Leader training across the country. As more schools and colleges become engaged, there are excellent opportunities to persuade them of the role that the Standard can play in their careers journey. **The department is providing grant funding to support the Consortium's work, including communications activity.**

**Although we have no immediate plans to change our approach to funding, or to adopt a 'Careers Premium', we always keep our long-term policy approach under review,** particularly as we look ahead to the next Spending Review and our planned review of the careers delivery landscape, announced in the Skills for Jobs white paper. **Department officials will continue to engage with Mr Chubb on these issues.**

Thank you for taking the time to write to me on this important matter.

Yours sincerely,

**Gillian Keegan MP**  
Parliamentary Under Secretary of State for Apprenticeships and Skills