



Quality in Careers >>>>

QUALITY IN CAREERS CONSORTIUM BOARD Public Notes of the Board meeting

ONLINE "ZOOM PRO MEETING" FOR THE BOARD 1230, 22nd March 2022

Board Members Present Online:

Acting as Chairman - Ryan Gibson (Independent CEG invitee), Paul Chubb (Quality in Careers Director - PAC in the notes below), Janet Colledge (CDI), Jonathan Isaacs (SFCA), Claire Johnson (CDI), Catherine Sezen (AoC), and Cathy Thompson (Independent CEG invitee).

Observers in attendance online: Kelly Baxendale (Chair of the Quality in Careers Consultative Group), Rachel Green (CEC), Kathryn Lea-Williams (Licensed Awarding Bodies), Martin Ngotho (DfE), and Clare Worsdale (DfE).

Apologies: Dr Barrie Hopson (Chairman), Tim Bowen (NAHT), Kevin Gilmartin (ASCL), Kieran Gordon (Careers England), and Eleanor Perkins (HMC).

1/2022: Introduction by the Acting Chairman

(i) The Acting Chairman welcomed everyone to the online meeting, advising that Dr Hopson was ill with Covid and 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 Kathryn Lea-Williams who was recently elected to represent Licensed Awarding Bodies, Rachel Green (as the new representative from the CEC, and Kelly Baxendale as the independent Chair of the Quality in Careers Consultative Group. He also advised that Tim Bowen, currently President of NAHT was its new nominee on the Board.

2/2022: Notes of Meeting

(i) The Notes of the previous meeting (9th November 2021) were approved with no matters arising except point (ii) below.

(ii) PAC advised the Board that he was still seeking to secure a replacement for John Cope, Education & Skills Director at the CBI after he 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) added that she too was still trying to use her links with the CBI to try to progress this.

3/2022: Register on Interests report: for action.

(i) In accordance with clause 6.5 in the Constitution of the Consortium (see below), the Organising Secretary (PAC) requested all members of the Board to update their declarations.

*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 resolved that all declarations, using the proforma provided by PAC, should be returned to him by 31.3.22.

{Secretarial note: the full set of declarations was received by PAC and a copy was circulated to all of the Board and to an Awarding Body requesting a copy on 5th April 2022}

4/2022: Quality in Careers Director’s report: for information

4.1 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 2021-22 since his report to the November 2021 Board. In the period these had involved:

(i) Liaison with DfE and the CEC including monthly KIT ZOOM meetings with the DfE Careers team and with Rachel Green at the CEC. He advised that he had been involved in discussions with the DfE Commercial team about the impact of the Grant Funding support and with the recently appointed Joint Head of the DfE Careers Team about the Standard. He reminded the Board that the CEC had agreed to undertake a further review of the performance of Quality in Careers Standard holders in Compass reports of Benchmark performance compared with the norm. He advised that he had submitted a data file with URNs to the CEC on 3rd September 2021. After several electronic exchanges and a Zoom meeting with Emily Tanner (leading on the statistical analysis at the CEC), he confirmed that the Consortium was authorised to publish the analysis in January: January 2022 News: Compass results – analysis shows added value of achieving the Quality in Careers Standard and joining a Careers Hub. **The key results confirmed that:**

Education institutions accredited under the Quality in Careers Standard achieved an average of 4.6 Gatsby Benchmarks in 2020/21. This is higher than the national average for schools and colleges of 4.0 and similar to Careers Hubs. Schools and colleges with accreditation that were also in Careers Hubs achieved, on average, the highest number of Gatsby Benchmarks – 5.1. Those with accreditation that were not in a Careers Hub achieved, on average, one fewer benchmark – 4.1

- (ii) Work with the Consortium's team of Professional Advisers on CQIRs and Relicensing Panels – including setting up the 5 panels due by July.
- (iii) Work with the Licensed Awarding Bodies including compliance with the Board's brand guidelines.
- (iv) The second DfE-funded Virtual Event for schools and colleges which had launched on 14th February 2022 (with 178 visitors to the event by 22.3.22)
- (v) Dealing with virtual enquiries from Schools & Colleges about the Standard arising from the Virtual Event and surrounding publicity.
- (vi) Using the Twitter feed to promote the Standard (2808 followers as of 8th March 2022).
- (vii) Keeping the website up to date.
- (viii) Undertaking the December 2021 headline survey of engagement of schools and colleges with the Standard (noting that 1193 English schools and colleges were engaged at the end of November 2021 and 6 schools in Northern Ireland and the Channel Islands).
- (ix) Continuing to serve on the Matrix Standard review 'advisory group'.
- (x) Preparing and submitting the Board's submission to the House of Commons Education Select Committee's current inquiry into careers education and guidance.
- (xi) Promoting the Consortium's scheme of national endorsement of quality awards for careers education in primary schools – including chairing the first Panel which had approved the endorsement of the C+K Careers award.
- (xii) Several virtual keeping-in-touch meetings with the Chairman, and
- (xiii) 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 2022-23 and that the rates of fees levied upon Awarding Bodies for CQIRs, and Relicensing Panels would remain unchanged).

4.2 To ensure the Board was aware of the time commitment involved, he reported that (as in 2019-20 and 2020-21) he had continued to keep a time-sheet record throughout 2021-22. He advised that COVID19 had continued to significantly change how business was conducted but the time commitment remained constant. From 1st April 2021 to 16th March 2022 he had recorded 71.47 x 8 hour days of work for the Consortium (the DfE funds 50 of these in the full year).

4.3 He presented the Risk Management Register to advise the Board of key risks facing the Consortium and activities planned to mitigate these.

4.4 He also presented the Board with the notes of the inaugural meeting of the Quality in Careers Consultative Group which the Board welcomed.

4.5 The Board thanked PAC and noted the report.

5/2022: Work Plans for 2022-23

- (i) The Board received and noted the detailed schedule of confirmed revised work plans for the Standard in 2022-23.
- (ii) In so doing, the Board noted the dates of proposed Relicensing Panels for 5 Awarding Bodies in the coming year. The Board confirmed the members to serve on each Panel.

6/2022: National Endorsement of quality awards for careers education in primary schools

- (i) The Board welcomed news of progress on promoting the pioneering scheme of national endorsement and plans for 2022-23.
- (ii) The first panel had taken place in February 2022 resulting in the C+K Careers award being successful in securing the Consortium's national endorsement. The Board welcomed confirmation that the processes established were proven to be 'fit for purpose'.
- (iii) The Board also welcomed the news that further awards were preparing submissions for potential national endorsement and that DfE was strongly supporting this initiative.

{At this point the Board meeting was unavoidably curtailed. The Acting Chairman authorised PAC to conclude the outstanding agenda items by electronic means by consulting all members of the Board. The Notes below confirm the outcomes of those consultations – approved formally by the Acting Chairman}

7/2022: DfE Grant Funding for 2022-23

- (i) The Board welcomed the news on 30th March that the application for further core funding of the Consortium's central team had been approved for 2022-23 to the value of £38,700. The Board noted that the Grant Funding Agreement also included plans for a third Virtual Event in early 2023 as well as up to six panels for potential national endorsement of primary school quality awards.
- (ii) The Board thanked the DfE Careers team for their continued and greatly-valued support.
- (iii) The Board authorised PAC to announce the Grant Funding on the website: [NEWS-brief-GFA-22-23.pdf](https://www.qualityincareers.org.uk/news-brief-gfa-22-23.pdf) ([qualityincareers.org.uk](https://www.qualityincareers.org.uk))

8/2022: Guidance Note on Quality in Careers Assessments in respect of Gatsby Benchmark 6

- (i) The Board was advised that the Consortium had received several queries from schools and colleges about GB6 (experiences of the workplace) arising from the implications for experiences of the ongoing COVID19 pandemic.
- (ii) It was not proposed at this stage to amend the national criteria for the Standard as they were capable of all reasonable flexibility in assessments – with Assessors using their professional judgement. However, because of the concerns raised, the Board agreed that it would be inappropriate not to issue further guidance. The Board was advised that there would be a need to review both the [Guide to the Standard](#) and the [Assessment Guide](#) once the current Education Bills passing through Parliament become law as DfE would then revise its Statutory Guidance.
- (iii) Hence in respect of the concerns on GB6 raised by schools, Anthony Barnes and PAC had consulted with Kathryn Lea-Williams and Jenny Longstaffe on behalf of Awarding Bodies - and held helpful discussions with Rachel Green at the CEC.
- (iv) The Board, therefore, received draft versions of the proposed Guidance Note, and it was approved for issue by the Acting Chairman on 11th April 2022 and posted on the Quality in Careers website: [Guidance Note for Quality in Careers Assessments: Benchmark 6 and our associated national criteria](#)

9/2022: Next Meeting: The Board confirmed that the next meeting would be scheduled to be **Tuesday 15th November 2022 via ZOOM PRO 1230-1400.**

*Notes compiled by Paul A Chubb,
Quality in Careers Director & Consortium Organising Secretary 23.3 & 20.4.2022*