



Quality in Careers >>>>

QUALITY IN CAREERS CONSORTIUM BOARD Public Notes of the Board meeting

ONLINE “ZOOM PRO MEETING” FOR THE BOARD 1230, Tuesday 15th November 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), Kevin Gilmartin (ASCL), Kieran Gordon (Careers England), Deepa Jethwa (SFCA), Claire Johnson (CDI), Eleanor Perkins (HMC) and Cathy Thompson (Independent CEG invitee).

Observers in attendance online: Rachel Green (CEC), Kathryn Lea-Williams (Licensed Awarding Bodies), and Martin Ngotho (DfE).

Apologies: Kelly Baxendale (Chair of the Quality in Careers Consultative Group), Tim Bowen (NAHT), Dr Barrie Hopson (Chairman), Matthew Rhodes (AoC), and Clare Worsdale (DfE).

10/2022: Introduction by Paul Chubb

- (i) Paul explained that our Chairman, Barrie, was unable to attend due to personal circumstances which had, at the last minute, precluded him from joining us today.
- (ii) He advised that Barrie proposed that the Board would be wise to appoint a Vice-Chair from within the membership. Barrie would propose that one of the two independent CEG invitees should be considered. He had informally sounded out Ryan Gibson who had acted as Chair of the meeting successfully in March.
- (iii) Paul, acting as Organising Secretary for the Consortium, called for a seconder – Claire Johnson seconded Ryan’s nomination. He asked if there were any other nominations. None was forthcoming so he invited the Board to vote on the proposal. Ryan Gibson was unanimously elected as Vice-Chair.

11/2022: Welcome by Ryan Gibson as the Acting Chairman

- (i) The Acting Chairman welcomed everyone to the online meeting, thanking everyone for their confidence in appointing him as Vice-Chair. He asked Paul to send Barrie the Board’s best wishes.
- (ii) He welcomed Deepa Jethwa (SFCA) back from her maternity leave and thanked Jony Isaacs for his service. He also recorded thanks to Catherine Sezen (AoC) for her service on the Board and welcomed Matthew Rhodes as her successor.
- (iii) He advised 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 decision” (i.e. requiring Board approval to be implemented).

12/2022: Notes of Meeting

The Notes of the previous meeting (22nd March 2022) were approved with no matters arising.

13/2022: Quality in Careers Director's report: for information

13.1 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 2022 since his report to the March Board. In the period these involved:

(i) **Reporting to the DfE:** PAC advised that DfE now requires Quarterly Written Reviews of performance under the Grant Funding Agreement. He had submitted Quarter 1 (April-June 2022) and Quarter 2 (July-September 2022) reports to DfE and attended review meetings with the DfE Careers team and Commercial team colleagues. Both of these Quarterly Reviews were presented to the Board for information.

(ii) **The DfE-funded Virtual Events for Schools and Colleges:** he advised that as of 30th October 228 visitors had registered to attend our second virtual event which we launched in February. We planned to update the event in the early part of 2023.

(iii) **Major work on school and college Case Studies:** He advised that a major push had been made to review all of the Case Studies on our website. [Case Studies of Best Practice Around The Country \(qualityincareers.org.uk\)](http://qualityincareers.org.uk). He aimed to ensure all Case Studies were no more than 3 years old. Some had been updated. Some removed. Thanks to DfE's GFA support, during 2022 we had worked well with Award Holders and had added 14 new case studies [NEWS: School & College CASE STUDIES added in 2022 \(qualityincareers.org.uk\)](http://qualityincareers.org.uk). The Board welcomed these Case Studies as a key marketing and promotional drive - and resolved that PAC would provide text about the Case Studies for the CDI's next News By Email (which has circa 5000 recipients), and the four School & College Leaders associations would also seek to publicise the Case Studies to their members. The CEC also agreed to provide details of the Case Studies to all eight providers of Career Leader training via its Resources Directory.

(iii) **Liaison with the Careers & Enterprise Company:** PAC advised that he had submitted details of all Award Holders of the Standard to the CEC as agreed for this autumn's analysis of their "Compass" scores. He reported that regular online keep-in-touch meetings were held with Rachel Green. He added that we had also been able to set up regular reviews with Marie Jobson and the CEC team leading on the pilot "Careers Impact Review System" which Anthony Barnes, Kathryn Lea-Williams and he now have scheduled for each month for the coming year. The Board noted that working with the CEC on the CIRS we had reached an agreement that as part of the presentations to schools about the pilot system these words appear:

"The careers impact review system is not an inspection; they are intended to support more informed, thought-through Compass judgements. It is not intended to provide validation of Compass scoring self-evaluation. It may stimulate greater confidence in schools and colleges to act upon the DfE's "strong recommendation" in its statutory guidance that "all schools and colleges" work towards the accreditation of their careers provision under the Quality in Careers Standard."

(iv) **Relicensing Panels & CQIRs with Awarding Bodies:** he advised that all of the required Relicensing Panels and annual CQIRs to date had been completed. Meetings had also been held with new lead personnel at CSW Group and Positive Steps (2 of our 4 largest Awarding Bodies). Jenny Longstaffe at Complete Careers had also worked with him on preparing two PowerPoint presentations at major

events, where she had presented on our behalf – he added that she was an asset to our capability to present.

(iv) **National Endorsement of primary school quality awards for careers education:** After successfully completing a Panel with C+K he advised that we were able to provide them with our National Endorsement for their Quality Award for careers education in primary schools. Two further applications had been received: Complete Careers would have its Panel on 15th November, and Positive Steps would have its Panel on 7th December.

(v) **CDI “Career Matters” magazine:** PAC advised that he had written a progress report on the Standard for the October edition and he thanked CDI for the opportunity.

13.2 Time recording: 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 2022. He advised that COVID-19 had continued to significantly change how business was conducted but the time commitment remained constant. From 1st April 2022- 31st October 2022 he recorded 34.06 x 8-hour days of work for the Consortium (the DfE funds 50 of these in the full year). *{see also Note 16/2022 below}*

{at 1230 Eleanor Perkins left the meeting}

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

13.4 The Board thanked PAC and noted the report.

14/2022: Work Plans for 2023

(i) The Board received and noted the detailed schedule of confirmed revised work plans for the Standard in 2023.

(ii) The Board noted that the 5 Panels due during the calendar year 2022 successfully took place in the period April-September and that only 2 Panels were due in the calendar year of 2023 – Career Seekers Direct (potential full licence) and Career Connect (relicensing).

(iii) The Board considered the proposal to introduce a short reflective one-2-one “post panel review” with each Licensed Awarding Body, to be conducted by the allocated member of the core Professional team. The proposal was approved by the Board and was referred to the Consultative Group for its meeting on 6th December for comment before a trial implementation with the 2 Panels in 2023.

15/2022: Accountancy Report

(i) The Board formally noted that the annual accounts for 2021-22 for the Consortium had been approved electronically earlier in the summer to permit submission to the DfE alongside the confirmation from the CDI’s external auditor that the DfE GFA funds had been used according to the GFA.

(ii) The Board reaffirmed its commitment to the previously agreed “exit plan” required by the DfE should GFA funding not be renewed at a future date.

(iii) The Board reviewed the fees it requires Awarding Bodies to pay for their licences (via a fee every 3 years for the licensing Panel and the annual CQIR in years 1 and 2 after licensing). The Board resolved to retain fees at the 2015 rates (i.e. £2000 + VAT per Panel and £250 + VAT per CQIR).

(iv) The Board thanked the DfE for its GFA support and thanked the CDI for its accountancy services provided under the annual service level agreement with the Consortium.

16/2022: Grant funding from the DfE

(i) The Board received the summary provided by PAC of the record of time worked for the Consortium as its Quality in Careers Director during the three years of Grant funding from the DfE (2019-2022): 76 x 8 hour days in 2019-20, 78.2 x 8 hour days in 2020-21 and 77.9 x 8 hour days in 2021-22. The Board noted that DfE funding covered 50 days p.a.

(ii) He reported that in 2022-23 to date (1.4 – 30.10.22) he had recorded 34.06 x 8-hour days.

(iii) The Board welcomed the report on the GFA supporting the work of the core Professional team (Anthony, Claire, Kath & Roger) alongside the Director.

(iv) The Board resolved to authorise PAC (subject to advice from the DfE) to prepare a submission for Grant funding for 2023-24 based upon a continuation of the underpinning principles of the 2022-23 GFA.

17/2022: Updating the Quality in Careers Standard national criteria

(i) The Board was advised that Anthony Barnes and PAC had already undertaken significant work to update the national criteria for the Standard (and the [Guide to the Standard \(qualityincareers.org.uk\)](http://qualityincareers.org.uk)) in the light of recent legislative changes (principally extending careers statutory duty to Year 7 and prescribing 'provider access' for post-16 opportunity providers to have encounters with students up to year 11).

(ii) The proposed revision presented to the Board also took account of the DfE's September 2022 [Careers statutory guidance \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

(iii) PAC advised that the DfE had been consulted on the proposed revision and that the version presented to the Board was supported by the Department (which the DfE confirmed).

(iv) The Board resolved that the proposed revision should be presented to the Consultative Group on 6th December for comment and, subject to that meeting, authorised PAC and AB to complete the revision and to publish it as the revised *Guide to the Standard* and to update the *Assessment Guide* (which flows from the Guide) for publication and adoption in January 2023.

18/2022: Next Meeting: The Board confirmed that the next meeting would be scheduled to be **Tuesday 21st March 2023 via ZOOM PRO 1230-1400.**

*Notes prepared by Paul A Chubb,
Quality in Careers Director & Consortium Organising Secretary 24.11.2022*