



Quality in Careers >>>>

QUALITY IN CAREERS CONSORTIUM BOARD

Public Notes of the Board meeting

ONLINE "ZOOM PRO MEETING" FOR THE BOARD

1230, Tuesday 21st March 2023

Board Members present online:

Dr Barrie Hopson (Chairman), , Paul Chubb (Quality in Careers Director - *PAC in the notes below*), Janet Colledge (CDI), Kevin Gilmartin (ASCL), Deepa Jethwa (SFCA), Claire Johnson (CDI), Eleanor Perkins (HMC), Matthew Rhodes (AoC), and Cathy Thompson (Independent CEG invitee).

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

Apologies: Kelly Baxendale (Chair of the Quality in Careers Consultative Group), Tim Bowen (NAHT), Ryan Gibson (Independent CEG invitee), Kieran Gordon (Careers England), Martin Ngotho (DfE) and Clare Worsdale (DfE).

1/2023: Introduction and welcome Dr Hopson

- (i) The Chairman welcomed everyone to the online meeting, thanking everyone for their kind wishes during his absence due to ill-health. He welcomed Matthew Rhodes to his first meeting.
- (ii) 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).

2/2023: Notes of Meeting

The Notes of the previous meeting (15th November 2022) were approved with no matters arising.

3/2023: Quality in Careers Director's report: for information

3.1 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 2022-23 since his report to the November Board. In the period these involved:

(i) **Reporting to the DfE:** PAC advised that as DfE now requires Quarterly Written Reviews of performance under the Grant Funding Agreement, he had submitted the Quarter 3 (October – December 2022) report to DfE and attended review meetings with the DfE Careers team and Commercial team colleagues. This Quarterly Review was presented to the Board for information.

(ii) **The two key documents on the national criteria for the Standard:** these had been revised towards the end of 2022 and in the first 2 weeks of 2023 by PAC and Anthony Barnes. These revisions took full account of the new legislation affecting in particular “provider access” and its implications for careers education and guidance. The two documents were agreed with the DfE and with the Careers and Enterprise Company. They were published on 14th January 2023 [January 2023: Revised editions of \(i\) The Guide to the Standard and \(ii\) The Assessment Guide \(qualityincareers.org.uk\)](#).

(iii) **The 2023 DfE-funded Virtual Event for Schools and Colleges:** PAC advised that the Event went live this morning at 0900. [2023 Virtual Event - Quality in Careers](#). Both Cathy Thompson & Deepa Jethwa advised that they had viewed the Event and reported that they believed it was the best of the three we have held. PAC thanked CT and DJ and asked that the Board note the tremendous contribution made in preparing the Event by Alta Justus. The Board also recorded its thanks to the Consultative Group for what had become the downloadable PowerPoint on the Event.

(iii) **Continued major work on school and college Case Studies:** He advised that the major push which had seen all of the Case Studies on our website reviewed and either revised or deleted had continued. [Case Studies of Best Practice Around The Country \(qualityincareers.org.uk\)](#). All Case Studies were now no more than 3 years old. He thanked DJ (SFCA) for securing a new SFC Case Study from the Farnborough SFC (which also led to a video testimony in the 2023 Virtual Event). A 2023 Case Study on Bradford College had been completed and work was in hand to add a Case Study on Derby College. DJ offered to source further SFC Case Studies – PAC advised he would confirm the Regions from which it would be useful to add these. The Board welcomed this news.

(iii) **Liaison with the Careers & Enterprise Company:** PAC advised that after he had submitted details of all Award Holders of the Standard last autumn to the CEC as agreed for analysis of their “Compass” scores, he was awaiting the analysis. Rachel Green¹ advised that she should know more on this in the coming week. He also reported that regular online keep-in-touch meetings were held with Rachel, and that regular reviews were taking place with Marie Jobson and the CEC team leading on the pilot “Careers Impact Review System” also involving Anthony Barnes and Kathryn Lea-Williams. These were now have scheduled for each month for the coming year. The Board welcomed this and the “Endnote” which appears in the 2023 updated “Guide to the Standard” and the “Assessment Guide” (*copied into these Notes as an Appendix for reference*).

(iv) **National Endorsement of primary school quality for careers education:** After successfully completing Panels with C+K and Complete Careers (both of whom we were able to provide with

¹ Secretarial note: the CEC analysis was provided later that day. Thanks to RG for her help on this. It was published on our website on 22nd March by our Chairman [Quality in Careers Award Holders achieve highest Compass scores nationally - Quality in Careers](#)

our National Endorsement for their Quality Award for careers education in primary schools), Positive Steps had its Panel on 17th January – it too had secured our National Endorsement for its Quality Award for careers education in primary schools. So we had 3 of the Quality Awards successfully endorsed. 3 more Awards were committed to work towards National Endorsement as shown here: [Primary-School-Careers-Education-Quality-Award-Providers-19.1.2023.pdf \(qualityincareers.org.uk\)](https://qualityincareers.org.uk/Primary-School-Careers-Education-Quality-Award-Providers-19.1.2023.pdf). 1 more additional Award (provided by the Licensed Awarding Body “Career Connect”) was also expected to make the commitment shortly. The Board welcomed this pioneering work which was strongly supported by NAHT and welcomed by DfE.

(v) **House of Commons Education Select Committee:** On 10th January 2023, our Professional Adviser, Anthony Barnes, had represented us at the Oral Evidence Session. This weblink [The House of Commons Education Committee 2022: our submission and the oral evidence session 10.1.23 \(qualityincareers.org.uk\)](https://qualityincareers.org.uk/The-House-of-Commons-Education-Committee-2022-our-submission-and-the-oral-evidence-session-10.1.23) includes the full transcript from the session.

(vi) **Work involving Awarding Bodies: The Quality in Careers Consultative Group** had met twice since our last Board meeting and had been instrumental in the production of an Introductory PowerPoint about the Standard. This PP features in the 2023 Virtual Event and is downloadable so that a Careers Leader viewing the Virtual Event and perhaps needing to make a presentation to the Senior Leadership Team (SLT) or the Governors can use the PP.

(vii) **Stoke on Trent City Council:** had closed all of its non-statutory services. This included the Careers team who had provided the Licensed Awarding Body. Sadly this Awarding Body had to close at the end of February. The team worked with PAC to introduce schools and colleges working with the Awarding Body and current Award Holders awarded though SOT. This was most helpful, and we were hopeful that engaged schools and colleges will be successfully retained.

(viii) **Entrust Education:** a joint venture between Staffordshire County Council and Capita, had provided education services in Staffordshire for several years. The County Council was now taking a number of services back “in-house”, one of which involved the Careers and Employability team which was a Licensed Awarding Body. Thanks to the commitment of Shaun Riley and his team, SCC had agreed to continue the Awarding Body work. The existing Licence to Entrust would novate to SCC on 1.4.2023.

(ix) **Gatsby Benchmarks: next phase “Over the next ten years”:** PAC reported that he had been invited to contribute to a significant programme of stakeholder engagement, consultation, and research, with the results published in late 2024. The Board and our Awarding Bodies would be invited to contribute – this was welcomed.

3.2 Time recording: To ensure the Board was aware of the time commitment involved, he reported that (as in 2019-20, 2020-21 and 2021-22) he had continued to keep a time-sheet record throughout 2022 and into 2023. From 1st April 2022- 13 March 2023 he had recorded 538 hours = **67.25 x 8 hour days equivalent** - the DfE funds 50 of these in the full year).

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

3.4 The Board thanked PAC for his work and noted the report.

4/2023: Promotion Strategy - The Virtual Event 2023 and other opportunities to “present” the Standard

4.1 **Promotion strategy:** PAC advised that -

(i) Although this report was primarily for information, the Board was invited to comment upon the strategy which we had begun to implement where, in addition to the Virtual Event (which remains accessible on our website for 11 months of each year), we were encouraging a representative of an Awarding Body to represent the national Standard at events organised /funded by others - examples were:

- The CDI Career Leaders annual conference at the University of Derby – last year Jenny Longstaffe (from Complete Careers) represented us; this year we hope the CDI would invite Kathryn Lea-Williams (C+K Careers) & Jo Sykes (Coop MAT) to promote the benefits of the Standard.
- The National Guidance Show in London – this month Michele Squire (Ixion) represented us.
- Careers Live in Leeds – this month Kathryn Lea-Williams represented us.

(ii) The Board supported this strategy, noting that whilst there had been some suggestions that live face-to-face “on the road” events should be reconsidered for reintroduction. The counter argument was one of cost, time and unless the live event (or events) were recorded there would be no ‘event’ accessible on our website throughout the year – the evidence was that the Virtual Events were viewed not solely in the month of going live but across the year.

4.2 **Virtual Event 2023:** PAC advised that -

(i) This year we had worked closely again with Alta Justus (the virtual marketer with much experience of virtual events for schools). He paid tribute to her commitment and her expertise. We had also used the editing expertise of Andrew Tomlinson of Communicate Video Production.

(ii) Based upon the experiences of 2021 and 2022, we had decided to make access easier for schools and colleges. We had removed the pre-registration password protection for the Event which some saw as a barrier. Making the Event readily accessible would immediately speed up access for already often over-stretched busy Careers Leaders in schools and colleges. With the help of our webhosts we had installed new software providing much improved access via “accordions” and a hidden tracker to enable us to monitor numbers of visitors.

(iii) We had also added, as suggested by our Awarding Bodies through the Consultative Group (see 3/2023 vi above) a PowerPoint on the Standard which was available as a download so that a Careers Leader viewing the Virtual Event and perhaps needing to make a presentation to the Senior Leadership Team (SLT), or the Governors could use the PP.

(iv) Whilst we had welcome support from schools and colleges with written case studies this past 12 months, it had been more than ‘a bit of a struggle’ to get the recordings promised for the Event. This reflected how busy and over-stretched school and college colleagues were. That said the new recordings were much welcomed by the Board.

5/2023 Work Plans for 2023-24

(i) The Board received and noted the detailed schedule of confirmed revised work plans for the Standard in 2023-24.

(ii) The Board noted that only 2 Panels were due in the business plan year 2023-24 calendar year of 2023 –Career Connect and HEYLEP (both are relicensing panels). Cathy Thompson volunteered to serve - which was welcomed.

6/2023: Register of Interests

(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 31.3.23.

7/2023: Grant funding from the DfE:

(i) PAC advised that the application submitted to DfE had received approval from officials and was awaiting Ministerial approval. The Board welcomed the Aims, Objectives and Key Performance Indicators agreed thus far with DfE officials for the proposed GFA 2023-24.

(ii) The Board noted that, as was the case in previous years when the GFA for the forthcoming year had not been fully approved by the date of the March meeting of the Consortium Board, the Board was advised that if the GFA for 2023-24 was not agreed to by the Minister, the Board’s “exit plan” would be implemented.

(iii) The Board, therefore, authorised PAC either to finalise the GFA 2023-24 with the DfE if it receives Ministerial approval to proceed; and to put in place a 2023-24 SLA with the CDI for financial services to support the proposed 2023-24 GFA and the Board’s other financial services

as required (as per the previous 4 years); or to initiate the 'exit plan' arrangements (through a year's transition plan) during 2023-24 if the DfE does not receive Ministerial approval for the 2023-24 GFA to proceed.

8/2023 Professional Adviser Team:

- (i) PAC advised the Board that, following its earlier resolution that it would be wise to seek to return the team to four members, there was a potential candidate with a long pedigree of work in careers education and guidance who was retiring from her Careers Leader training business in the summer.
- (ii) The Board authorised PAC to engage in further discussions with her and, if she were ready to be invited to join the team, he would circulate her CV to the Board for confirmation of her appointment to be formally approved.

9/2023 Revising the Terms of Reference of the Consultative Group

- (i) PAC advised the Board that, regrettably, Kelly Baxendale had to resign from the position of appointed Independent Chair of the Group due to pressure of work commitments. The Board accepted her resignation with sadness, thanked for her service, and wished her good fortune in the future.
- (ii) After considering the options of either trying to find another Independent Chair or amending the TOR of the Group, the Board resolved to amend the TOR removing the need for an Independent Chair. The Board resolved that the elected nominee from the 11 Licensed Awarding Bodies, who attends Board meetings as a participant observer, would be the Chair of the Group.
- (iii) PAC was instructed to revise the TOR.

10/2023: Next Meeting:

The Board confirmed that the next meeting would be scheduled to be **Tuesday 28th November 2023 via ZOOM PRO 1230-1400.**

*Notes prepared by Paul A Chubb,
Quality in Careers Director & Consortium Organising Secretary 21.3.2023.*

APPENDIX: An endnote about the 'Careers Impact Review System' pilot

The 'Careers Impact Review System' pilot has been designed to support secondary schools, special schools and colleges on a journey towards a progressive and differentiated careers provision, underpinned by relevant learning outcomes, that is embedded within whole school, special school or college improvement.

The pilot is testing a framework that represents a maturity model for careers leadership in secondary schools, special schools and colleges. The pilot is testing two approaches: peer to peer reviews and expert reviews. There are six themes within the framework that will be explored in both types of review within the pilot and the Gatsby Benchmarks are central to these themes:

Theme 1	Theme 2	Theme 3
Resource and Support for Careers Leadership	Strategic careers planning, addressing the needs of all students & impact evaluation: (Benchmarks 1 & 3)	Access to high quality information about future study options and labour market opportunities and encounters with further education, higher education, and training providers (Benchmarks 2 & 7)
Theme 4	Theme 5	Theme 6
Linking curriculum learning to careers (Benchmark 4)	Encounters with employers/employees & experiences of the workplace (Benchmarks 5 & 6)	Personal Guidance (Benchmark 8)

Secondary schools, special schools and colleges read four statements for each sub-theme and select the one that best fits their practice according to the organisation's level of maturity in careers leadership. It is based on a systems approach to educational management with a strong focus on strengthening the careers leadership role, engaging senior leaders, reinforcing strategic career planning and combining support and challenge to stimulate improvement and change.

The DfE and Gatsby are funding the Careers Impact Review System pilot and the DfE hopes that it will encourage more schools and colleges to consider working towards the Quality in Careers Standard by increasing their confidence to seek external assessment. Working with the Careers & Enterprise Company, the Consortium will be analysing its data to track this..

There is much commonality and synergy, as would be expected, between the Careers Impact Review System pilot and the Quality in Careers Standard. Secondary schools, special schools and colleges that are working towards or have achieved the Quality in Careers Standard, for example, will be well-placed to make accurate, substantiated self-evaluation judgements about their practice.

Assessors for the Quality in Careers Standard who carry out assessments in a secondary school, special school or college participating in the pilot should take any indicators or learning from the Careers Impact Review System pilot into account and continue to make their independent judgements on the quality of the careers provision irrespective of how well the school, special school or college rates itself within the Careers Impact Review System pilot.