







**Meeting Title** Quality Assurance Committee (23 January 2018)  
**Date of Issue** 23 February 2018

### Attendance

Dame Asha Khemka	Committee Chair, IfA Board member
Paul Cadman	Committee member, IfA Board member
Sir Gerry Berragan	IfA Chief Executive (Observer)
Professor Jim Iley	Independent Committee member, Professor of Medicinal Chemistry, The Open University
Isabel Sutcliffe	Independent Committee member, Director of Isabel Sutcliffe Consultancy Ltd
Richard Guy	Deputy Director, Quality, IfA
Nikki Christie	Deputy Director, Assessment & Quality Assurance, IfA
Ana Osbourne	Deputy Director, Approvals, IfA
	
	

### Apologies

Apologies were received from Ben Blackledge, Director of Education and Skills Competitions at World Skills UK.

### 1. Welcome and introductions

- 1.1. The Chair welcomed participants, and introduced Sir Gerry Berragan, the Institute's Chief Executive who would be observing today's proceedings. Members of the Committee then introduced themselves in turn.

- 1.2. Paul Cadman declared an interest in agenda item 2 – *recognising EQA providers*. Paul agreed to excuse himself where he had a conflict of interest.

## **2. Minutes and actions from the last meeting**

- 2.1. The Chair asked members of the Committee whether they had any comments on the minutes.
- 2.2. It was highlighted that most of the actions noted from the last Committee meeting would be covered as part of today's agenda
- 2.3. The Committee questioned why the names of those organisations applying to be recognised as EQA providers, as well as those who have been rejected were not referenced in the minutes. The Committee agreed to name those organisations that have been approved but only reference the numbers that have been rejected.
- 2.4. The Committee also requested that we remove and replace the continuous reference to the word 'happy' from the Committee minutes.
- 2.5. In relation to paragraph 6.3 – the Committee sought clarification on how this Committee would be kept abreast of issues being raised by the Quality Alliance Ops Group. The Institute responded and highlighted that the Ops Group currently own an 'issues log' and that it would be prudent to perhaps consider tabling the log at every second meeting of this Committee. This would be one step to ensuring collaboration between the two groups.
- 2.6. The Committee agreed to approve the minutes subject to point 2.4 being addressed.

***Action 1 – In light of point 2.4 above, update minutes of the last Quality Assurance meeting on 20<sup>th</sup> December.***

***Action 2 – Table the 'issues log' from the Quality Alliance Ops Group at every second meeting of this Committee; and at the same time, table the Quality Alliance terms of reference.***

## **3. Recognition of new External Quality Assurance (EQA) providers**

- 3.1. The Assessment and Quality Team talked the Committee through four proposals for the approval of External Quality Assurance (EQA) Providers.
- 3.2. The Committee were invited to comment on the second wave of proposals from employer-led and professional body EQA providers – of which there were four.

3.3. The Committee made the decision to approve **The Care Apprenticeship Board/Skills for Care.**

3.4. The Committee took the decision to reject the three other proposals on the basis that:

- Two of the organisations were also End-Point Assessment organisations.
- One organisation was a recognised organisation on the Register of End-Point Assessment Organisations (RoEPAO).
- There were clear conflicts across all three of these proposals. As a result, the Committee decided to reject these proposals.

#### **4. Performance review of EQA providers**

4.1. The Assessment and Quality Team then talked the Committee through the paper on how the Institute aims to performance review EQA providers once they are operational. The Institute highlighted:

- EQA providers will provide regular performance reports to the Institute, highlight progress and risks;
- The Institute will use the performance review process to ensure that EQA organisations provide a service that ensures that standards and assessment plans are of the highest quality.
- The Institute will provide extended support to EQA providers and ensure that they have access to examples of best practice; training days; clear guidance; and regular briefing.

#### **5. Introduction to T-Levels**

5.1. Ana Osbourne from the Institute's Approvals team provided the Committee with an update on the extensive work taking place around T-Levels. Ana briefly defined what T-levels were before setting out the key design principles i.e. T-levels will be based on existing standards; and each T-level qualification will be named after pathways within in each route.

[REDACTED]

[REDACTED]

[REDACTED]

## 6. Update on approvals

6.1. Ana provided the Committee with a brief update on the outcome from the latest Approval and Funding Committee. Ana highlighted that Route Panels were settling into their role and the quality of submissions were increasing with more flowing through triage stage. The Committee were provided with a set of slides on approvals data showing the breakdown of submissions by cycle.

## 7. Quality Assurance Committee Terms of Reference

- 7.1. The Committee then reviewed its terms of reference. These were broadly agreed, however, they sought clarification on the Committee's role – is it to 'make recommendations to the Board' or 'make decisions on behalf of the Board' in relation to approving EQA providers. Dame Asha, took an action to clarify this with the Board who were meeting that afternoon.
- 7.2. The Committee also discussed the frequency of these Committee meetings. The overall consensus was to move to a bi-monthly cycle with a view to extending Committee meetings to 2 hours long where they didn't clash with a Board meeting.

***Action 3 – In relation to para 7.1 above, Dame Asha to clarify the Committee's role with the Institute Board.***

***Action 4 – Secretariat to shift the Quality Assurance Committee meeting cycle to bi-monthly.***

## 8. AOB

8.1. The next meeting of the Quality Assurance Committee will therefore convene on Wednesday 14<sup>th</sup> March 2018 from 09.00 – 10.30 at the Institute's offices, 151 Buckingham Palace Road, Victoria.

**Author**

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Cleared by Deputy Director, Assessment & Quality Assurance, IfA  
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