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**Meeting Title** Quality Assurance Committee (16 May 2018)

**Date of Issue** 11 June 2018

### Attendance

Dame Asha Khemka	Committee Chair, IfA Board member
Paul Cadman	Committee member, IfA Board member
Isabel Sutcliffe	Independent Committee member, Director of Isabel Sutcliffe Consultancy Ltd
Ben Blackledge	Independent Committee member, Director of Education and Skills Competitions at World Skills UK
Nikki Christie	Deputy Director, Assessment & Quality Assurance, IfA
Alex Morris	Head of Assessment & Quality Assurance, IfA
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Ailsa Harris (Observer)	Head of Apprenticeship Quality, Standards and Assessment team, Department for Education (DfE)
Kristofer McGhee (Observer)	Head of Legal, IfA
[REDACTED]	[REDACTED]

### Apologies

Apologies were received from Professor Jim Iley, Professor of Medicinal Chemistry, The Open University.

## **1. Welcome and introductions**

1.1. The Chair welcomed participants to the eighth meeting of the Quality Assurance Committee.

## **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. The Committee confirmed they had no comments and agreed to approve the minutes.

## **3. Quality issues**

3.1. The Chair invited members of the Committee to raise any issues or concerns they might have on apprenticeship quality.

3.2. Members of the Committee discussed a number of issues that had been raised within the sector including External Quality Assurance (EQA).

3.3. The Committee asked the Assessment and Quality Assurance team to undertake a piece of work reviewing the Institute's approach to EQA over the last year and to consider how we can revise guidance where necessary.

3.4. [REDACTED]

***Action 1 – The Assessment and Quality Assurance team to consider what amendments could be made to our EQA guidance.***

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

4.1. The Assessment and Quality Assurance team updated the Committee on the new 'case conference' process that they have recently introduced for reviewing proposals from EQA providers.

4.2. The Committee offered their support for future case conference meetings.

4.3. The Assessment and Quality Assurance team then talked the Committee through five proposals from employer-led organisations and professional bodies to act as EQA providers. The Committee were invited to comment on the proposals.

- 4.4. The Committee made the decision to recognise and approve **the Academy for Healthcare Science (AHCS), the Engineering Equipment and Materials Users' Association (EEMUA), and UK Fashion and Textiles (UKFT)**.
- 4.5. The Committee took the decision to return the two other proposals to the organisations concerned, for further work.
- 4.6. The Committee asked for these two proposals to be returned to them once issues had been addressed by the nominated bodies.

***Action 2 – The Assessment and Quality Assurance team to work with the two prospective EQA providers to address issues around their proposals and return these to the next Committee in July.***

## **5. Update on other EQA providers**

- 5.1. The Assessment and Quality Assurance team provided the Committee with an update on the two EQA proposals that they deferred in March and had asked to be returned to them.
- 5.2. The team informed the Committee that further details had now been obtained from these providers following meetings with them in April and assurances around their role as EQA providers had been received. On the basis of this new evidence the Committee were asked whether they agree to recognise and approve these two EQA providers.
- 5.3. The Committee made the decision to recognise and approve the **Construction Industry Training Board (CITB)** and the **Solicitors Regulation Authority (SRA)**.
- 5.4. The team also provided the Committee with an update on a proposal from an EQA provider that they returned in January, due to their proposed methodology and conflict of interest. The EQA provider has supplied the Institute with additional evidence which was shared with the Committee.
- 5.5. The Committee upheld its earlier decision not to recognise this EQA provider and asked the Assessment and Quality Assurance team to inform the organisation of the outcome.
- 5.6. The Assessment and Quality Assurance team provided the Committee with an update on People 1<sup>st</sup>, which entered voluntary administration in April. The team informed the Committee about the arrangements and assurances that have been put in place with the Workforce Development Trust.

- 5.7. The Committee confirmed that they were content with the arrangements and assurances that have been put in place with the Workforce Development Trust and for People 1<sup>st</sup> to continue to deliver EQA, but asked for the situation to be reviewed in six months to ensure that the governance arrangements remained appropriate.

***Action 3 – The Assessment and Quality Assurance team to work with the EQA provider from January to reconfirm the Committee’s decision.***

***Action 4 - The Assessment and Quality Assurance team to monitor governance arrangements with People 1<sup>st</sup> and review the position in six months to ensure arrangements remain appropriate.***

## **6. EQA reports from Open Awards**

- 6.1. The Assessment and Quality Assurance team then talked the Committee through two EQA reports that it had received from Open Awards across two standards.
- 6.2. Open Awards had found no significant issues of non-compliance by any of the EPAOs concerned, but continuous improvement recommendations had been made for each EPAO. Subsequent EQA visits will ensure that these changes are being made and that assessment remains robust and valid.
- 6.3. The Committee confirmed that they agreed with the recommendations made in each of the EQA reports and approved them.
- 6.4. The Committee asked for several improvements to be made to the format of future EQA reports. They asked for the recommendations section of each report to clarify who are the recommendations are for i.e. the EPAO, and for the summary of the assessment plan to be captured up front in the report.

***Action 5 – The Assessment and Quality Assurance team to improve the format of EQA reports ensuring that recommendations clearly state who the recommendation is for and the summary of the assessment plan is captured up front.***

## **7. AOB**

- 7.1. The Committee confirmed their approval of the revised Terms of Reference.
- 7.2. The Committee asked for future meetings to have a standing item on Quality issues.

- 7.3. The Committee asked if it was possible for future meetings to be extended to two hours in length.
- 7.4. The next meeting of the Quality Assurance Committee will convene on Wednesday 18<sup>th</sup> July 2018 from 09.00 – 10.30 at the Institute’s offices, 151 Buckingham Palace Road, Victoria.

***Action 6 – The secretariat to ensure that future meetings have a standing item on Quality issues.***

***Action 7 – The secretariat to explore the possibility of extending future meetings to 2 hours in length.***

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**Version** Cleared by Deputy Director, Assessment & Quality Assurance, IfA