



**Meeting Title** Quality Assurance Committee (18 July 2018)

**Date of Issue** 12<sup>th</sup> September 2018

**Attendance**

Paul Cadman (Chair for this meeting)	Committee member, IfA Board member
Dame Asha Khemka	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
Jim Iley	Independent Committee member, Professor of Medicinal Chemistry, Open University
Rob Nitsch	Chief Operating Officer, IfA
Nikki Christie	Deputy Director, Assessment & Quality Assurance, IfA
Alex Morris	Head of Assessment & Quality Assurance, IfA
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**In attendance for Item 4 only.**

Catherine Large	Director of Vocational Qualifications, Ofqual
Steve Walker	Senior Manager, Vocational Technical Qualifications, Ofqual

## **Apologies**

No apologies.

### **1. Welcome and introductions**

1.1. The Chair welcomed participants to the eighth meeting of the Quality Assurance Committee. Paul Cadman had kindly agreed to Chair this meeting in person as Dame Asha Khemka was joining by phone.

### **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 reviewed progress against actions from the 16 May meeting and noted:

- Action 3 (The Assessment and Quality Assurance team to work with the EQA provider from May to reconfirm the Committee's decision) – the Committee asked for a written report rather than a verbal update.
- Action 7 (The secretariat to explore the possibility of extending future meetings to 2 hours in length) - the Committee asked the secretariat to also convene a separate meeting to take stock of apprenticeship quality issues in more detail. To take place in August if diaries allow.

2.3. Dame Asha asked that in future the action points from meetings should include a line on when they are expected to be completed. The Committee agreed.

2.4. The Committee confirmed they had no further comments and agreed to approve the minutes.

***Action 1 – The Assessment and Quality Assurance team to provide an update on specific EQA providers as discussed at the May QAC.***

***Action 2 – The secretariat to explore the possibility of convening a half-day consultative meeting to focus on EQA issues in more depth, liaising with Dame Asha's office and Committee members on meeting options.***

***Action 3 – The secretariat to ensure that action points from meetings should include a column on when they are expected to be completed.***

**3. Quality issues/EQA review**

- 3.1. The Committee reviewed a paper that would be presented to the Institute's Board on External Quality Assurance (EQA).
- 3.2. The Committee noted that end-point assessment (EPA) and therefore EQA will increase significantly in scale over the next year and this posed a number of challenges in bringing consistency of EQA so that it is not overly burdensome for end-point assessment organisations (EPAOs). Members of the Committee also discussed a number of issues that had been raised within the sector including risk factors and the management of risk in regard to the different approaches to EQA. The Committee agreed to return to these issues at the half-day consultative meeting.
- 3.3. The Committee noted that the Institute had set out a framework for what EQA is on the Institute website and congratulated members of the Assessment and Quality Assurance Team for their work communicating EQA to stakeholders. The team are now working on a 'glossary of terms' so that there is a shared language across EQA providers.

**4. Ofqual's EQA approach**

- 4.1. Ofqual presented the Committee with a summary of how Ofqual, statutory regulator for qualifications in England, provides EQA of EPAs for some Apprenticeship standards.
- 4.2. Ofqual acknowledged the role of the Institute in driving EQA quality and set out the key considerations and statutory objectives that inform Ofqual's approach to providing EQA:
  - To secure qualifications standards.
  - To promote public confidence in regulated qualifications
  - To promote awareness of the range and benefits of regulated qualifications.
- 4.3. The Committee noted that the Institute has worked closely with Ofqual to ensure their approval of EPA plans docks into the Institute's procedures and approaches. Ofqual confirmed that like all EQA providers, they will provide, at

minimum, an annual report to the Institute. Ofqual also confirmed they hoped to publish their updated approach to regulating apprenticeships shortly.

- 4.4. The Committee asked that the memorandum of understanding between the Institute and Ofqual should be circulated to Committee members.
- 4.5. The Committee thanked Ofqual for providing an insightful and helpful summary of Ofqual's approach to EQA.

***Action 4 – The memorandum of understanding between the Institute and Ofqual to be circulated to Committee members.***

## **5. Recognition of new EQA providers**

- 5.1. The Committee considered two proposals from organisations to deliver EQA, and were invited to comment on the proposals. The Committee provided detailed comments on the proposals and made the decision to recognise and approve **the Institute of Groundsmanship (IOG) and the Institution of Railway Operators (IRO)**.
- 5.2. The Committee deferred a decision on three further proposed EQA providers until their next meeting.

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

- 6.1. The Committee considered reports from Open Awards on the EPA of three separate standards. The Committee asked for further commentary on the distribution of grades between different EPAOs on the same standard to be included in future EQA reports.

***Action 5 – The Assessment and Quality Assurance Team to ensure that future EQA reports include commentary on the distribution of grades between different EPAOs on the same standard.***

## **7. AOB**

- 7.1. Dame Asha offered to host the half-day consultative meeting to focus on EQA issues in more depth.

**Author**                      Committee Secretariat

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