Institute for Apprenticeships & Technical Education

MINUTES

Meeting Title, Quality Assurance Committee
Meeting Date, Tuesday 19 January 2021
Protective marking, Official

Attendance:

Members

Paul Cadman (Chair), Jessica Leigh Jones

Independent Members

Ben Blackledge, Professor Jim Iley, Isabel Sutcliffe

Institute Officials

Nikki Christie

1.   Welcome, introductions and declarations of interest

1.1   The Chair welcomed members and officials to the Quality Assurance Committee ("the committee") meeting.

1.2   The Chair asked committee members whether they had any declarations of interest to make. Jim Iley declared an interest, as Emeritus Professor of Medicinal Chemistry at the Open University, in relation to Open University's proposal to deliver on Higher Technical Qualification (HTQ), however, he was not involved in the proposal development. Isabel Sutcliffe noted that her engagement with a T Level awarding organisation had ended. Isabel Sutcliffe also highlighted that she had been appointed Vice-Chair of Trustees for Vocational Training Charitable Trust (VTCT). The Chair noted these but was

satisfied that there was no conflict of interest arising from these relationships for the purposes of this meeting.

1.3   All committee members recognised that should a potential or actual conflict arise by virtue of their other interests (outlined in the declaration of interests) then it must be raised at the outset of the relevant meeting which deals with the issue giving rise to the actual or potential conflict.

2.   Minutes and Actions from the Last Meeting

2.1   The committee considered the minutes from the previous meeting and agreed amendments. Subject to these amendments, the committee agreed they represented an accurate reflection of the discussion. The committee requested an update on grading descriptors.

Action 1

Institute officials to provide an update to the committee on grade descriptors.

3.   Approval of arrangements for Surveying standards

3.1   The committee were briefed on a proposed quality assurance process for the assessment of Surveying standards. The Institute confirmed that the committee previously agreed to an exception to Ofqual/ Office for Students (OfS) as the regulator for a small number of standards, with the surveying standards falling into this category. The committee requested an update on the assessment for surveying standards.

Action 2

Institute officials to update the committee on the surveying standards.

4.   Update on Ethos

4.1   The committee received an update on the Ethos project, which is reviewing the progress of the Institute. It was noted that this project is aligning with other workstreams at the Institute. The committee provided feedback.

5.   Employer directory

5.1   The committee received an update on the progress of the development of the employer directory which is designed to support Ofqual and the OfS in their delivery of EQA activity. This included the communications plan to reach new organisations. The committee provided feedback, including and requesting Institute officials to explore measures of success and ideas for reaching smaller organisations.

Action 3a
Institute officials to share communications links with the committee to support promotion of the employer directory.
Action 3b
Institute officials to report back to the committee about success measures to be used for the project and actions being taken to reach smaller organisations.

6.   Transition Update

6.1   The committee were updated on the transition plans for transferring the EQA of standards from Open Awards to Ofqual, with an outline of current progress and the process for transition. The committee suggested looking into ways to support awarding organisations through the recognition process. The

committee provided feedback and recorded their formal thanks to Open Awards.

Action 4a

Institute officials to provide a regular update to the committee on EQA transition.

Action 4b

The Institute to research with Ofqual further ways to support organisations when applying for recognition, including buddying.

7. Risk register

7.1 The committee received an update on the risk register and, provided feedback in relation to identified risks.

8. Any other business

8.1 No other business was raised.

9. Next committee meeting

9.1 The committee noted that the next meeting is scheduled to take place on 25 March 2021 (remote).