



MINUTES

Meeting Title, Quality Assurance Committee

Meeting Date, Thursday 26 March 2020

Protective marking, Official

Attendance:

Members

Paul Cadman (Chair), Jessica Leigh Jones,

Independent Members Professor

Jim Iley, Isabel Sutcliffe

Institute Officials

Nikki Christie, Bella Cameron, Diana Parsons, Mohammed Ali, Rob Nitsch, Jane Pierce, Simon Love, Jennifer Barr, Carmel Grant, Matthew Quelch, Sophia Goodway, Kabay Silla.

Apologies:

Ben Blackledge,

1. Welcome, introductions and declarations of interest

1.1 The Chair welcomed members and officials to the Quality Assurance Committee meeting.

1.2 The Chair asked members of the Committee whether they had any conflicts of interest to declare. There were no declarations made.



2. Minutes and Matters Arising

2.1 The Committee considered the minutes from the previous meeting and agreed that they represented an accurate reflection of the discussion, subject to minor corrections. Nikki Christie provided a status update for the previous action points. Outstanding actions were carried forward.

2.2 It was confirmed that the Committee will receive an update on QAA's EQA provision at the next Committee.

2.3 The Committee considered the following papers for information:

- EQA Reports
- EPA
- Forward Look (EQA)
- Risk Register (EQA)

3. EQA Consultation

3.1 The Committee noted that the Institute had published a consultation on the future delivery of external quality assurance. The Institute was undertaking external engagement with the sector in relation to EQA. This consultation was launched on 27 February 2020, however, was extended by 6 weeks and will now close on Thursday 21 May 2020.



4. Status Update on EQA Providers

4.1 The Committee noted that the Quality and Assessment team is working to fully on-board remaining EQAPs on to Qualitas.

5 Status updates on EQA providers

5.1 Members were informed that the Institute has now 18 EQAPs using Qualitas and uploading their respective reports on the digital portal.

5.2 The Committee was asked to consider the findings contained in the reports which the Institute (via Open Awards) and other EQA providers produce.

5.3 It was agreed that in future the Assessment and Quality team will list all the EQA reports that come through on Qualitas alongside their designated RAG-rating. In additional more detail will be provided around actions through summary boxes.

5.4 It was noted that there has been an impact on the apprenticeship landscape due to Coronavirus and the Institute is exploring potential adjustments to the delivery of EPA.

6. T Levels Content

6.1 The Committee considered assessment submissions for T Levels at Wave 1 Milestone 3 and Wave 2 Milestone 1.



7. Forward Look

7.1 The Committee heard that given the on-going situation with respect to the coronavirus epidemic, the focus of the Assessment and Quality team will remain in supporting flexibilities and discretions and ensure assessments are able to continue.

AOB

- The Committee noted that the internal Government auditors had audited the EQA Framework. The outcomes of the audit will be shared with the Committee in due course.
- Next meeting is scheduled for 14 May 2020 in London.