

MINUTES

Meeting Title

Quality Assurance Committee

Meeting Date

Thursday 19 November 2020

Protective marking

Official

Attendance:

Members

Paul Cadman (Chair), Jessica Leigh Jones,

Independent Members

Professor Jim Iley, Isabel Sutcliffe,

Institute Officials

Nikki Christie,

Apologies: Ben Blackledge (independent member)

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. Isabel Sutcliffe declared her engagement with a T Level awarding organisation. It was agreed that as the interest could give rise to an actual or potential conflict during the discussions on T Levels, Isabel would leave the meeting during those discussions; in addition her role does not give rise to actual or potential conflicts in respect of any of the other items on the

agenda. 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 Matters Arising

- 2.1 The committee considered the minutes from the previous meeting and agreed they represented an accurate reflection of the discussion. Nikki Christie provided a status update of the previous action points.

Action i

The committee to convene a meeting to discuss committee ToR by spring 2021, either face-to-face or virtual, depending on the Covid-19 situation.

3. End-Point Assessment (EPA) Grading

- 3.1 The committee received information in relation to the process of ensuring consistency and quality for EPA grading. The committee welcomed the robustness of the process.

4. Update on Alignment

- 4.1 The committee received an update on the Institute's work around simplifying and strengthening the EPA system by considering the alignment of EPA with statutory regulators' requirements to practice on a standard-by-standard basis.

Action ii

The Assessment and Quality team to update the Committee on the progress of the EPA alignment work.

5. Ethos

- 5.1 The committee received an update on the Ethos project. It was noted that the aim of the ethos project is to review where the Institute is relative to what was envisaged for apprenticeships and the other technical education products within the Institute's remit. The committee provided feedback.

Action iii

The Committee to revisit the work around Ethos at January 2021 meeting

6. EQA annual report and EQA Covid-19 report

- 6.1 The committee noted the External Quality Assurance (EQA) annual report and the EQA Covid-19 report and agreed to submit any comments to the Quality and Assessment team.

Action iv

Committee members to submit comments on the draft EQA Annual report to Alex Morris by close of play 26 November 2020

7. EQA Transition

- 7.1 The committee received an update on the EQA transition and provided feedback.

Action v

The Assessment and Quality team to provide details of integrated degrees to the Committee.

Action vi

The Assessment and Quality team to put in place measures to share Ofqual/ QAA (Quality Assurance Agency) EQA reports with the committee in the same manner as before the transition through Qualitas (EQA digital portal).

8. Employer Directory

8.1 The Committee received an update on the development of the employer directory, which will support Ofqual and the Office for Students (OfS) in their delivery of EQA activity. The committee provided feedback. The committee to continue to have an oversight role of the employer directory. In addition, the Institute to be more proactive in approaching professional bodies in this space.

9. EQA (alternative providers) paper

9.1 The committee agreed the approach for approving the quality assurance arrangements for a very small number of standards that will sit outside the Ofqual/ OfS EQA regime, as highlighted in the EQA consultation. The committee requested the continuation of EQA report submissions through Qualitas.

10. T Levels Update

10.1 The committee received an update [in the absence of Isabel Sutcliffe] on Wave 2 T Levels and the committee provided feedback.