

# MINUTES

**Meeting Title** Quality Assurance Committee 14 May 2019  
**Date of Issue** 9 June 2019

**Attendance:** Paul Cadman (Chair), Ben Blackledge, Isabel Sutcliffe, Professor Jim Iley, Nikki Christie, Alex Morris, Tanya Lawes, Meg Hickmott, Peter Sageman, Jenny Barr, Mohammed Ali (secretariat)

**Apologies:** Jessica Leigh Jones

## **1. Welcome, introductions & Declarations of interest**

1.1 Paul Cadman (Chair) welcomed participants to the meeting before a round of introductions. Apologies were noted from Board member, Jessica Leigh Jones.

## **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 from the last meeting on 20 March. It was agreed that the minutes of the meeting held on 20 March be approved as a true record.

## **3. Approval of new EQA providers and status update on other EQA providers**

3.1. The Committee made the decision to recognise and approve **(a) the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)**, **(b) Vision UK** and **(c) Institute of Outdoor Learning (IOL)** to deliver EQA.

***ACTION 1: In relation to new EQA delivery proposals, the Assessment and Quality Assurance Team to design a template for Providers to set out budgets and costing breakdown to ensure consistency.***

#### **4. Ofqual Update**

4.1. The Committee discussed the update from Ofqual and fed back comments. The Committee agreed that in future they would like to see Ofqual updates every quarter via the Institute's EQAP digital portal. It was agreed that updates in future would be taken based on route/sector to ensure robust consideration.

**Action 2: The Committee requested that Ofqual provide a detailed summary of non-compliance by EPAOs. The Committee also asked for a brief on how Ofqual addresses problem areas in EPAO delivery.**

**Action 3: The Assessment and Quality Assurance team to update the memorandum of understanding (MoU) between the Institute and Ofqual in line with the new EQA Framework.**

**Action 4: The Assessment and Quality Assurance Team to arrange presentations at future Committee meetings from all EQA providers. Starting with those with the largest footprint.**

#### **5. EQA reports and Open Awards**

The Committee asked for EQA reports to be circulated as soon as they have been submitted to the Institute and that all EQAPs use the same reporting templates.

#### **6. Update on the commencement of the Institute's new EQA provider.**

6.1. The Assessment and Quality Assurance team provided the Committee with an update on work to date to procure the Institute's EQA provider and confirmed that Open Awards had been successful at securing the contract. Open Awards are currently delivering EQA under a three month extension to their current contract. Work under the new contract will start from 1 July 2019.

## **7. Change Programme**

7.1. The Assessment and Quality Assurance team provided the Committee with an update on implementing the new EQA Framework. In addition the Committee received details of the EQA digital solution.

## **8. T Levels**

8.1. The Committee noted the following updates on: (1) wave 1 submission, (2) Technical Qualification Assessment Group. The Committee in addition noted that the QAC Extraordinary Technical Education meeting will take place on 17<sup>th</sup> June.

**Author:** Secretariat, Chief of Staff's Office, Institute for Apprenticeships

**Date created:** 20May 2019

Action	Owner	Completed (Y/N/ In progress)	Date to be completed
<b>Action 1: In relation to new EQA delivery proposals, the Assessment and Quality Assurance Team to design a template for Providers to set out budgets and costing breakdown to ensure consistency.</b>	<b>Assessment and Quality Assurance team</b>  <b>Tanya Lawes</b>	<b>Y</b>	<b>10/07/19</b>
<b>Action 2: The Committee requested that Ofqual provide a detailed summary of non-compliance by EPAOs. The Committee also asked for a brief on how Ofqual addresses problem areas in EPAO delivery.</b>	<b>Assessment and Quality Assurance team</b>  <b>Tanya Lawes</b>	<b>In progress</b>	<b>18/07/19</b>
<b>Action 3: The Assessment and Quality Assurance team to update the memorandum of understanding (MoU) between the Institute and Ofqual in line with the new EQA Framework.</b>	<b>Assessment and Quality Assurance team</b>  <b>Tanya Lawes</b>	<b>In progress-</b>	<b>TBC</b>
<b>Action 4: The Assessment and Quality Assurance Team to arrange presentations at future Committee meetings from all EQA providers, starting with those with the largest footprint.</b>	<b>Assessment and Quality Assurance team</b>  <b>Alex Morris</b>	<b>In progress – first with Open Awards</b>	<b>TBC</b>