

# MINUTES

Meeting Title	Quality Assurance Committee
Meeting Date	20 March 2019
Protective marking	Official

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

## 1. Welcome and introductions

- 1.1. The Chair welcomed participants before a round of introductions.
- 1.2. The Chair asked members of the Committee whether they had any new conflicts of interest to declare. The Chair observed that his relationships and work within the butchery community may cause a perceived conflict; consequently he excused himself from the decision process relating to the Worshipful Company of Butchers, regarding their EQA. This section of the meeting will be chaired by Jessica Leigh Jones. No other conflicts of interest were identified.

## 2. Minutes and Matters Arising

- 2.1. The Committee considered the minutes from the last meeting on 22 January and agreed that they were a true record.

**Action 1 – The Assessment and Quality Assurance team to ensure that issues and risks on assessment plans be shared and exchanged with the Quality Assurance Committee and the Approval and Funding Committee.**

**Action 2a – The Assessment and Quality Assurance team to consider how information on minor changes to assessment plans is relayed to key stakeholders (EPAOs, EQAPs, Trailblazers and Training Providers) and how this could be strengthened.**

**Action 2b - The Assessment and Quality Assurance team to consider definitions as to what constitutes minor and major changes to assessment plans and in addition to look into issues of version control for published assessment plans.**

### **3. Approval of new EQA providers and status update on other EQA providers The Worshipful Company of Butchers**

- 3.1. The Committee made the decision to recognise and approve the Worshipful Company of Butchers to deliver EQA. The Committee further noted that the Worshipful Company would make a good case study for promoting the involvement of other Worshipful Companies in the EQA of apprenticeships .

**Action 3 – The QA team to engage with the Worshipful Company of Butchers in the possibility of a case study.**

**Action 4 – The Assessment and Quality Assurance team to draft a memorandum of understanding (MoU) between Office for Students and the Institute in relation to the EQA provision for integrated degree apprenticeships.**

### **4. Updated reports on other EQAPs and Open Awards**

- 4.1. The Committee considered EQA reports from Open Awards. These reports related to Standards approved prior to the Institute, and therefore included a number of issues that would not meet current Institute requirements.
- 4.2. The Committee expressed some concern that older assessment plans continue to pose deliverability issues for EPAOs. The Committee was informed that these would be picked up through both regular amendments and revisions and, longer term, through more formal reviews.

- 4.3. The Committee requested that the Quality and Assurance team draft a proposal for updating assessment plans.

**Action 5 – The Assessment and Quality Assurance team to draft a proposal in relation to assessment plans that need updating ‘in flight’.**

## **5. Update on T Levels**

- 5.1 The Committee received an update on the Institute’s implementation of Technical Qualifications (TQs) in readiness for first teaching in September 2020.

- 5.2 The Committee approved the draft Terms of Reference for QAC and the new TQ Assessment Group.

- 5.2. As agreed in January 2019, the Committee will have a role in considering the draft Assessment Strategies and Exemplification Materials, and will make recommendations to the Technical Education TQ Board where relevant. A new TQ Assessment Group, comprising officials, education advisers, and Ofqual representatives as required will be established to support the Committee in undertaking this role. It was agreed that Paul Cadman would attend the Technical Education Board and Isabel Sutcliffe would attend the TQ Assessment Group when possible..

**Action 6 – The Assessment and Quality Assurance team to circulate the Quality Framework in relation to T-Levels to the Committee.**

**Action 7 – The Assessment and Quality Assurance team to circulate the Technical Qualification Risk Register to the Committee ahead of its substantive consideration on 17<sup>th</sup> June 2019.**

## **6. Procurement of the Institute’s EQA provider**

- 6.1. The Committee heard that the procurement exercise for the contract to deliver EQA on behalf of the Institute is still underway. A final decision will be taken in early April.

Members were reminded that Open Awards current contract has been extended by 3 months to ensure a seamless handover/continuation.

**7. An update/presentation from Ignite and Viewdeck**

7.1 The Committee received a presentations from Ignite who are working with the Institute to develop the EQA Framework.

7.2 The Committee received an update from Viewdeck who are working with the Institute to develop the digital solution to support EQA delivery.

**8. AOB**

8.1. The Committee queried the status of term renewals.

**Action 8 – The secretariat to contact co-opted Committee members in relation to the renewal of their term in office.**

The next meeting of the QAC will take place on Tuesday 14 May 2019 at the Institute’s offices in Coventry.