

MINUTES

Meeting Title Quality Assurance Committee (22 January 2019)
Date of Issue 19 February 2019

Attendance

Paul Cadman (Chair): Committee member, Institute Board member

Jessica Leigh Jones: Committee member, Institute Board member

Isabel Sutcliffe: Independent Committee member, Director of Isabel Sutcliffe Consultancy Ltd

Professor Jim Iley: Independent Committee member, Curriculum, Tuition & WBL Subject Matter Expert for Apprenticeships, Open University

Rob Nitsch: Chief Operating Officer, Institute for Apprenticeships

Nikki Christie: Deputy Director, Assessment & Quality Assurance, Institute for Apprenticeships

Alex Morris: Head of Apprenticeship Quality Assurance, Institute for Apprenticeships

Jane Pierce: Head of Technical Education Quality Assurance, Institute for Apprenticeships

Tanya Lawes: Senior Assessment & Quality Assurance Manager, Institute for Apprenticeships

Meg Hickmott: Senior Assessment & Quality Assurance Manager, Institute for Apprenticeships

Peter Sageman: Assessment & Quality Assurance Manager, Institute for Apprenticeships

Mohammed Ali: Assessment & Quality Assurance Manager, Institute for Apprenticeships

Diana Parsons: Programme Manager, Assessment & Quality Assurance Team, Institute for Apprenticeships

Darren Francis: Committee Secretariat, Chief of Staff's office, Institute for Apprenticeships

Apologies

1. Welcome and introductions

- 1.1. The Chair welcomed participants to the eleventh meeting of the Quality Assurance Committee, and asked new attendees to introduce themselves.
- 1.2. The Chair welcomed Jessica Leigh Jones (Institute Board member) to her first meeting of the Quality Assurance Committee.

2. Declarations of interest

- 2.1. The Chair asked members of the Committee whether they had any new conflicts of interest to declare.
- 2.2. Jessica Leigh Jones confirmed that she had new interests to declare and this was noted. The Institute's Conflict of Interest register was updated following the meeting with this information.
- 2.3. Other Committee members confirmed that they had no new declarations of interest.

Action 1 – The Committee Secretariat to update the Institute's Conflict of Interest register with details of Jessica Leigh Jones' new conflict of interest.

3. Minutes and actions from the last meeting

- 3.1. The Chair asked members of the Committee whether they had any comments on the minutes from the last meeting.
- 3.2. The Committee reviewed progress against actions from the 14 November meeting and confirmed that these had all been completed.
- 3.3. The Committee asked for a copy of the Quality Strategy to be circulated to them as soon as it is ready.
- 3.4. Jessica Leigh Jones asked for a copy of the Terms of Reference for the Quality Alliance to be sent to her.
- 3.5. The Committee confirmed they had no further comments and agreed to approve the minutes.

Action 2 – The Assessment and Quality Assurance team to circulate a copy of the Quality Strategy to the Committee once it is ready.

Action 3 – The Committee Secretariat to circulate a copy of the Terms of Reference for the Quality Alliance to Jessica Leigh Jones.

4. Approval of new EQA (External Quality Assurance) providers and status update on other EQA providers

- 4.1. The Assessment and Quality Assurance team then talked the Committee through two new proposals - one from a regulatory body and the second from a professional body to act as EQA providers. The Committee were invited to comment on the proposals.
- 4.2. The Committee provided their comments on the proposal from the regulatory body. After detailed discussion, the Committee agreed that it required greater clarity surrounding the EQA model proposed, as well as with the costs/charges for EQA and how these would be monitored. The Committee agreed to put this proposal on hold until its concerns had been addressed.
- 4.3. The Committee provided their comments on the proposal from the professional body. After detailed discussion the Committee decided to recognise and approve the proposal from the **Chartered Institution of Civil Engineering Surveyors**.
- 4.4. The Committee considered a status update on EQA providers. This outlined:
 - (1) the latest position on the number of EQA providers approved by the Committee to date,
 - (2) the number of EQA proposals it has not approved so far,
 - (3) details of potential EQA providers that have withdrawn from the process before submitting a proposal,
 - (4) details of potential EQA providers that are scheduled to bring proposals to the Committee in the coming months,
 - (5) details of potential EQA providers named in assessment plans that will be brought to the Committee over the course of 2019,
 - (6) the number of end-point assessment organisations that have registered to deliver each standard,
 - (7) the number of apprentices on programme (in the case of approved EQA providers), and
 - (8) the number of apprentices on programme and earliest possible date at which any of these will reach EPA (End-Point Assessment).

- 4.5. The Committee noted the status update on the Institute's website where organisations can apply to be an EQA provider.
- 4.6. To ensure the programme was delivering the right outcomes, the Committee requested an 'employer view' be built into the service requirements for the Invitation to Tender (ITT) for the Institute's EQA service.
- 4.7. The Committee agreed to draft a resolution outlining that where possible, the Institute would like to see EQA being provided by more employer groups and professional bodies in order to ensure that the right outcomes are generated for employers.
- 4.8. The Committee requested Ofqual's next EQA report. It was agreed that this would be made available at the next Committee meeting in March 2019.
- 4.9. The Committee also requested that future Quality Assurance Committee meetings be held either the day before or the day after, rather than the same day as, Institute Board meetings. This is to provide the Committee sufficient time for it to perform both its operational and strategic remit.

Action 4 – The Committee to draft a resolution for inclusion in the service requirements for the ITT for the Institute's EQA service outlining that the Institute would like to see EQA being provided by more employer groups.

Action 5 – The Assessment and Quality Assurance team to provide the Committee with a copy of Ofqual's latest report on their EQA activities for the next Committee meeting in March.

Action 6 – The Committee Secretariat to arrange for future Quality Assurance Committee meetings to take place on the day before or the day after the Institute's Board meetings.

5. EQA reports from Open Awards

- 5.1. The Committee then considered EQA reports on the quality of EPAs across six standards from Open Awards, paying particular attention to whether or not (i) EPAs have been delivered effectively and consistently by different EPA organisations, and (ii) assessment plans are fit for purpose.

- 5.2. The Committee discussed the reports and provided their comments to be fed back to Open Awards. The Committee agreed to email any additional feedback they may have on the reports to the Assessment and Quality Assurance team. The Committee asked to be kept informed about recommendations from Open Awards' reports that go back to EPAOs (End-Point Assessment Organisations).
- 5.3. The Committee confirmed their approval of the recommendations made in each of the EQA reports. In addition the Committee wished to be kept informed of recommendations that are not acted on with relevant reasoning.
- 5.4. Going forward, the Committee also recommended that any information or concerns about assessment plans that are raised through the EQA reports, and with which it agreed, be shared with the Approval and Funding Committee.

Action 7 – The Assessment and Quality Assurance team to arrange for information and concerns on assessment plans to be shared and exchanged between the Quality Assurance Committee and the Approval and Funding Committee.

6. Update on the procurement of the Institute's 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 talked them through appendix 2 of the Institute's EQA ITT which outlines the service requirements. The Committee were asked to provide their comments on the specific service requirements and the various deliverables.
- 6.2. The Committee provided their comments and feedback on the service requirements and deliverables. The Committee welcomed further updates in due course.

7. Update on implementing technical qualifications and the Committee's role in T Levels

- 7.1. The Assessment and Quality Assurance team provided the Committee with an update on implementing technical qualifications and what the Committee's role will be in T Levels.
- 7.2. It is envisaged that the Quality Assurance Committee will have a role in considering the draft assessment strategies and specimen assessment

materials for technical qualifications. A new technical qualification assessment group comprising of officials, education advisers and Ofqual representatives would also be established to support the Quality Assurance Committee in undertaking its role through the provision of expert advice. Members of the Quality Assurance Committee will also be able to join this new group.

7.3. The Committee noted the update and provided their comments and feedback on the project. The Committee supported the idea of establishing a new technical qualification assessment group to support the Quality Assurance Committee. The Committee requested that they be kept informed and updated on the implementation of technical qualifications and T Levels.

8. AOB

8.1. The Committee noted the following updates: (1) the approvals process data, and (2) the forward look of agenda items coming for 2019. The Committee agreed to provide any comments they may have on these documents via email to the Assessment and Quality Assurance team.

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