

MINUTES

Meeting Title: Quality Assurance Committee (14th November 2018)

Date of Issue: 15th January 2019

Attendance

- Paul Cadman (Chair): Committee member, IfA 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
- Ben Blackledge: Independent Committee member, Director of Education and Skills Competitions at World Skills UK
- Nikki Christie: Deputy Director, Assessment & Quality Assurance, IfA
- Alex Morris: Head of Apprenticeship Quality Assurance, IfA
- Meg Hickmott: Senior Assessment & Quality Assurance Manager, IfA
- Diana Parsons: Programme Manager, Assessment & Quality Assurance Team, IfA
- Darren Francis: Committee Secretariat, Chief of Staff's office, IfA

Apologies

None

1. Welcome and introductions

- 1.1. The Chair welcomed participants to the tenth meeting of the Quality Assurance Committee, and asked new attendees to introduce themselves.
- 1.2. The Chair also recorded the Committee's thanks to Dame Asha Khemka for her services to the Institute and the Quality Assurance Committee, following her recent resignation.

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. Committee members confirmed that they had no new declarations 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 19th September meeting and confirmed that these had all been completed.
- 3.3. The Committee asked members of the Assessment and Quality Assurance team to follow up on Jim Iley's additional feedback on Open Awards' EQA reports from the September meeting for the next Committee meeting in January.
- 3.4. The Committee confirmed they had no further comments and agreed to approve the minutes.

Action 1 – The Assessment and Quality Assurance team to follow up on Jim Iley's additional feedback on Open Awards' EQA reports from the September meeting for the next Committee meeting in January.

4. Recognition of new EQA providers and status update on other EQA providers

- 4.1. The Assessment and Quality Assurance team then talked the Committee through a new proposal from a professional body to act as an EQA provider in partnership with the Institute. The Committee were invited to comment on the proposal.

- 4.2. The Committee provided their comments on the proposal and after a detailed discussion felt that the partnership model could create duplication for EPAOs and increase costs. The decision was therefore made to ask the Institute to go back to the professional body and advise them to develop a proposal to deliver EQA without the Institute acting as a partner organisation.
- 4.3. The Committee also 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 rejected so far,
 - (3) details of potential EQA providers that have pulled out of 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, and
 - (5) details of potential EQA providers named in assessment plans that will be brought to the Committee over the course of 2019.
- 4.4. The Committee noted the status update and asked the Assessment and Quality Assurance team to check whether those EQA providers that are approved are on track with their readiness checks of end-point assessment organisations (EPAOs).
- 4.5. The Committee also asked for future status updates to include: (1) details of the number of standards covered by EQA providers, (2) the number of EPAOs covered by EQA providers, and (3) the number of apprentices that are on programme for each of the standards.

Action 2 – The Assessment and Quality Assurance team to check whether those EQA providers that are approved are on track with their readiness checks of end-point assessment organisations (EPAOs).

Action 3 – The Assessment and Quality Assurance team to ensure that future status updates include details of the number of standards covered by EQA providers, the number of EPAOs

covered by EQA providers and the number of apprentices that are on programme for each of the standards.

5. EQA reports from Open Awards

- 5.1. The Committee then considered EQA reports on the quality of end-point assessments across five standards from Open Awards, paying particular attention to whether or not (i) these have been delivered effectively and consistently by different end-point assessment organisations, and (ii) assessment plans are fit for purpose.
- 5.2. The Committee discussed the reports at length and provided their comments on each of the reports to be fed back to Open Awards. The Committee asked to be kept informed about recommendations from Open Awards' reports that go back to EPAOs.
- 5.3. The Assessment and Quality Assurance team also informed the Committee that they have recently reviewed the Institute's standard and EPAO reporting templates to the Committee and have additionally devised a glossary and style-guide which should help EQA providers maintain a consistent style and approach when reporting to the Institute. These will be circulated to the Committee in the coming weeks for them to provide their comments and feedback.
- 5.4. After a detailed discussion, the Committee confirmed their approval of the recommendations made in each of the EQA reports.

6. Update on the Quality Strategy

- 6.1. The Assessment and Quality Assurance team provided the Committee with an update on work to date to develop the Quality Strategy, the details of the Strategy's best practice statements, and how the Strategy will be taken forward. The Institute intends to publish the strategy in February 2019.
- 6.2. The Committee discussed the strategy at length and provided their comments and feedback on the best practice statements. The Committee welcomed further updates in due course.

7. Update on EQA Change Project

7.1. The Assessment and Quality Assurance team provided the Committee with an update on the EQA Change Project which the Institute has instigated.

- 7.2. The Committee noted the update and provided their comments and feedback on the project. The Committee also requested that they be kept informed and updated on the EQA delivery tender process.

Action 4 – The Assessment and Quality Assurance team to ensure that the Quality Assurance Committee is kept informed and updated on the EQA delivery tender process.

8. AOB

- 8.1. The Committee were provided with an update on the recent Education Select Committee report “*The apprenticeship ladder of opportunity: quality not quantity*”, the recommendations in the latter, and the Institute’s proposed response. The Committee noted the update and provided comments on the Institute’s proposed response which they requested be fed back to the Institute Board meeting later in the day.
- 8.2. The Committee considered the EQA risk register, which they reviewed in detail and provided amendments. Committee members also agreed to provide the Assessment and Quality Assurance team with details of any additional risks they wanted adding to the register.
- 8.3. The Committee noted and discussed the following updates: (i) approvals data, and (ii) the full procurement exercise to deliver an EQA service on behalf of the Institute, which is about to commence.
- 8.4. The Committee also noted and discussed the forward look of agenda items coming to it in 2019.

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Date created 16th November 2018
Version Cleared by the Quality Assurance Committee and Deputy Director, Assessment and Quality Assurance, IfA