

# MINUTES

**Meeting Title:** Quality Assurance Committee (QAC)

**Meeting Date:** Thursday 17 September 2020

**Protective marking:** Official

Location: Remote

## **Attendance:**

### **Members**

Paul Cadman (Chair), Jessica Leigh Jones,

### **Independent Members**

Professor Jim Iley, Isabel Sutcliffe, Ben Blackledge

### **Institute Officials**

Nikki Christie

## **Apologies:**

## **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 that she was currently doing some work with NCFE. It was agreed that as the interest could give rise to an actual or potential conflict during the discussion on the T Level item, Isabel would leave the meeting during that discussion. The committee was satisfied that there was no other current conflict of interest, including in connection with the content of the meeting. 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. No other conflicts of interest (actual or potential) were declared.

## **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 on the previous action points.

## **3. Terms of Reference**

3.1 The committee considered the revised terms of reference (ToR). The committee requested that the functions of an advisory committee for quality evaluation as set out in the Enterprise Act legislation be included. The committee agreed to meet in October 2020 to substantively consider the terms of reference.

### **Action 1**

The committee to hold a strategy day to substantively consider the Committee's ToR.

### **Action 2**

The committee members to submit ToR related comments to the Chair ahead of the strategy meeting.

### **Action 3**

Secretariat to finalise dates/ location for the ToR Strategic meeting (scheduled early October 2020)

3.2 The committee will retain oversight of the External Quality Assurance (EQA) Framework, as part of the continuous improvement exercises and quality assurance of EPA. As part of the strategic meeting in October, the committee will assess its role in the context of the wider quality landscape.

#### **4. EQA Annual Report**

- 4.1 The committee welcomed official's update in relation to the EQA annual report. It was noted that a set of individual reports will be presented at November 2020 committee.

#### **Action 4**

Assessment and Quality team to provide a substantive EQA report detailing summary and trends at the next committee meeting

#### **5. EQA Transition**

- 5.1 The committee received an update in relation to EQA transition and reviewed the draft revised EQA Framework document.

#### **6. T Level Assessment Approach**

- 6.1 The committee received an update from Chris Morgan on the approach to T Level TQ Assessment and the potential impact of COVID-19. The committee provided feedback and advice.

#### **7. Employer Directory (EQA)**

- 7.1 The committee received an update in relation to the employer directory. The committee provided feedback, including strongly supporting the Institute's intention to continue to safeguard employer voice. In addition, the committee noted it will retain continued oversight of this process.

#### **Action 5**

In relation to employer directory, the Assessment and Quality team to provide the committee with further updates and seek advice on, (a) the process and (b) the selection criteria to ensure committee oversight.

## **8. Comparability of Standards**

8.1 The committee received a presentation on how the Institute ensures consistent levels of assessment demand across standards/levels/routes and appropriate differentiation between levels, e.g. level 3 and 5.

### **Action 6**

The committee to consider grading at a future meeting (grade differentiation)

### **Action 7**

Assessment and Quality team to request the Quality Alliance to consider producing guidance on comparability of Standards, utilising the work the team had undertaken.

### **Action 8.**

Secretariat to share slides on Comparability of Standards with the Quality Alliance.

## **9. T Levels Update**

9.1 The committee received an update in Isabel Sutcliffe's absence on Wave 2 T Levels and the committee provided feedback.

## **10. AOB**

- Next meeting is scheduled for 19 November 2020 - Remote.