

MINUTES

Meeting Title: Quality Assurance Committee

Meeting Date: Thursday 8 July 2021 - 10:30 – 14:00 hours

Location: Remote

Protective marking: Official

Attendance:

Members

Paul Cadman (Chair), Jessica Leigh Jones

Independent Members

Ben Blackledge, Professor Jim Iley, Isabel Sutcliffe

Institute Officials

Nikki Christie

Guests (item 4- 5 only)

Ofqual representatives :

1. Welcome, introductions and declarations of interest

- I. The Chair welcomed members and officials to the Quality Assurance Committee (“the committee”) meeting.

- II. The Chair asked committee members whether they had any declarations of interest to make. 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. Jessica declared that she had been appointed Chair of the Centre for Digital Public Services (Wales). The Chair noted this but was satisfied that

there was no conflict of interest arising from this relationship for the purposes of this meeting. No other actual or potential conflicts of interest were declared.

2. Minutes of the previous meetings held on 26 May 2021

- III. The committee agreed the minutes from the previous meeting held on 26 May 2021 date as an accurate record.
- IV. The committee discussed consistency around grading and specifically grades awarded to apprentices by end-point assessment organisations (EPAO's). The committee requested that this issue be considered as a substantive agenda item at the next meeting.

Action 1

The committee to substantively consider EPAO grading at the next meeting.

3. Office for Students (OfS) Transition / Quality Assurance Agency (QAA) update

- V. The committee received an update on the OfS and their role as an External Quality Assurance (EQA) provider for integrated degree apprenticeships. Work will commence shortly, and we anticipate receiving a recruitment and delivery plan working on a governance structure over the next month. The committee noted the update and was pleased to see progress. The committee requested sight of OfS/ QAA EQA reports prior to the end of 2021 through the Qualitas digital portal.

Action 2

The Institute to work with QAA to receive update reports at the appropriate committee meeting.

- 4. **Ofqual EQA Annual Report and**
- 5. **Ofqual transition update**

VI. The committee received the Ofqual EQA Annual report and received a presentation from Ofqual officials in relation to progress on the EQA transition and the EQA annual report. The committee discussed the Ofqual recognition process and requested further information for clarification. The Institute will continue to work with Ofqual on the transition phase and wider EQA delivery. The committee requested regular progress updates on EQA delivery from Ofqual.

Action 3

The Institute to provide a further update on behalf of Ofqual at the next meeting on Ofqual EQA transition.

- 6. **Out of scope EQA**

VII. As part of the process for signing off the small number of standards that sit outside the Ofqual/OfS provision; the committee considered and approved one application (name redacted due to commercial sensitivity).

- 7. **Covid flexibilities**

VIII. The committee received the latest update on Covid flexibilities. They were updated on the results from the latest survey and research and final outcomes will be discussed at a future meeting.

Action 4

The Institute to provide a further update on COVID-19 flexibilities at the next meeting, building on the previous information.

8. Any other business

IX. No other business was raised.

9. Papers for information

X. The committee noted two papers for information: (a) the EQA risk register; and (b) EQA dashboard.

10. Next committee meeting

XI. The committee requested the Institute to revisit the date of the next meeting due to committee member availability. *Post meeting note:* the next meeting will take place remotely on 21 September 2021 at 10:30 am.