INSTITUTE FOR APPRENTICESHIPS

MINUTES

Meeting Title	Quality Assurance Committee (15 November 2017)
Date of Issue	29 November 2017

Attendance

Dame Asha Khemka	Committee Chair, IfA Board member
Paul Cadman	Committee member, IfA Board member
Professor Jim Iley	Independent Committee member, Professor of Medicinal Chemistry, The Open University
Ben Blackledge	Independent Committee member, Director of Education and Skills Competitions at WorldSkills UK
Richard Guy	Deputy Director, Quality, IfA
Nikki Christie	Deputy Director, Assessment & Quality Assurance, IfA
Ana Osbourne	Deputy Director, Approvals, IfA
Alex Morris	Assessment & Quality Assurance, IfA
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Apologies

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

1.   Welcome and introductions

1.1.   The Chair, welcomed members of the Quality Assurance Committee to its fourth meeting, and noted apologies from Isabel Sutcliffe. The Chair provided the Committee with a verbal report on the AOC Conference which she had attended the day before.

2. Minutes and actions from the last meeting

2.1. The Chair asked members of the Committee whether they had any comments on the minutes.

2.2. The Deputy Director for Assessment and Quality Assurance confirmed that on action 1 the Institute's lawyer is now working with the Head of Assessment and Quality Assurance to develop the Memorandum of Understanding (MoU) with Ofqual.

2.3. The Committee agreed that the Terms of Reference should be revisited at the meeting in January 2018.

2.4. The Committee will decide during today's meeting whether there is a need to hold a quality workshop at the end of November.

2.5. The Deputy Director for Quality agreed to provide Committee members with an update on the Quality Strategy as part of today's discussions.

2.6. The Committee asked for a rogue comma to be removed in the final sentence of paragraph 4.1 of the minutes.

2.7. The Committee confirmed, that subject to the changes outlined above, that they were happy to approve the minutes.

Action 1 – The Deputy Director for Assessment and Quality Assurance to provide the Committee with an update on the MOU with Ofqual once available.

Action 2 – The Terms of Reference for the Quality Assurance Committee are to be revisited at the Committee meeting in January 2018.

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[REDACTED]

Action 3 – The Deputy Director for Assessment and Quality Assurance to produce a brief note for the Chair on the quality issues discussed by the Committee today for her to bring to the Board's attention. The Deputy Director for Quality to build the more significant issues into the Quality Strategy.

Action 4 – All quality issues raised during today's workshop session to be fed into the quality issues log being produced by the Quality Alliance Operational Group. The updated issues log is to be brought back to the next Quality Assurance Committee with updates on progress.

3.4. Members of the Committee asked to have sight of how the Quality Assurance Committee fits into the broader world of the Institute's Board and Committee structure and to consider the linkages/connections that may exist with other Committees. They also asked to have sight of what standards and assessment plans have been discussed/agreed by the Approval and Funding Committee.

3.5. The Deputy Director for Approvals confirmed with the Committee that the Institute now has ownership of the occupational maps for technical education and will be managing these going forward. Route Panels are already using them and have become very good at identify these.

Action 5 – A copy of the Institute's Board and Committees overview to be circulated to all Quality Assurance Committee members.

3.6. The Committee agreed to cancel the placeholder in diaries on 29 November for a further workshop to discuss/identify quality issues.

Action 6 – The placeholder in Committee members' diaries for a further workshop on quality issues on 29 November to be cancelled.

4. Future meetings and next steps

4.1. The next meeting of the Quality Assurance Committee will be on Wednesday 6 December 2017 from 09:00-10:30am at 151 Buckingham Palace Road, London, SW1W 9SZ. Papers and reports for the next meeting should be circulated to the Committee one week in advance.

5. AOB

5.1. None.

██████   ███████████

Date created   20 November 2017

Version   Cleared by Deputy Director, Assessment & Quality Assurance, IFA

Cleared by Deputy Director, Quality, IFA

Agreed Actions

Action	Owner	Completed (Y/N/ In progress)	Date updated
1 – Nikki Christie to provide the Committee with an update on the MOU with Ofqual once available.	Nikki Christie	In progress (for December Quality Assurance Committee)	20 November
2 – The Terms of Reference for the Quality Assurance Committee are to be revisited at the Committee meeting in January 2018.	Nikki Christie	In progress (for January Quality Assurance Committee)	20 November
3 – Nikki Christie to produce a brief note for Dame Asha Khemka on the quality issues discussed by the Committee for her to bring to the Board's attention. Richard Guy to build the more significant issues into the Quality Strategy	Nikki Christie	Complete	20 November

4 - All quality issues raised during today's workshop session to be fed into the quality issues log being produced by the Quality Alliance Operational Group. The updated issues log is to be brought back to the next Quality Assurance Committee with updates on progress.	Alex Morris	In progress (for December Quality Assurance Committee)	20 November
5 - A copy of the Institute's Board and Committees overview to be circulated to all Quality Assurance Committee members.	███████	Complete (sent out with the minutes)	20 November
6 – The placeholder in Committee members' diaries for a further workshop on quality issues on 29 November to be cancelled.	███████	Complete	20 November