

[REDACTED]

Meeting Title Quality Assurance Committee (6 December 2017)
Date of Issue 20 December 2017

Attendance

Dame Asha Khemka	Committee Chair, IfA Board member
Paul Cadman	Committee member, IfA Board member
Kate Barclay	IfA Board member (Observer)
Professor Jim Iley	Independent Committee member, Professor of Medicinal Chemistry, The Open University
Isabel Sutcliffe	Independent Committee member, Director of Isabel Sutcliffe Consultancy Ltd
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
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Apologies

None

1. Welcome and introductions

- 1.1. The Chair, welcomed members of the Quality Assurance Committee to its fifth meeting, and introduced Kate Barclay, IfA Board member who was joining the meeting as an observer. Members of the Committee then introduced themselves in turn.

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. On action 1, it was confirmed that the Institute's lawyer has now shared the Memorandum of Understanding (MoU) with Ofqual and is with them for discussion and agreement. The Committee will be provided with an update on progress with this once it's available.
- 2.3. On action 2, it was confirmed that the terms of reference for the Quality Assurance Committee will be revisited at the next meeting in January.
- 2.4. It confirmed that actions 3 - 6 from the last meeting were now complete and Committee members were provided with a copy of the Institute's Board and Committees overview document for their information.
- 2.5. The Committee asked for the twelfth bullet point at paragraph 3.3 to be updated to reflect the issue of apprenticeship progression in different employment sectors.
- 2.6. The Committee confirmed that, subject to the changes outlined above, they were content to approve the minutes.

Action 1 – The Committee to be provided 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.

3. Sign off of External Quality Assurance (EQA) providers

- 3.1. The Assessment and Quality Team talked the Committee through their paper on endorsing the recommendations for the approval of EQA providers (EQAP).
- 3.2. The Committee were informed that EQA is a key aspect of the reformed apprenticeships system, ensuring that end-point assessment (EPA) is being

delivered effectively and consistently by different end-point assessment organisations (EPAOs), and that assessment plans are fit for purpose.

- 3.3. The Institute has statutory responsibility for ensuring that EQA of apprenticeship standards is undertaken. Trailblazer groups of employers nominate a body to conduct EQA for their standard from one of five options – a.) An employer-led approach; b.) A professional body; c.) Ofqual; d.) The Institute for Apprenticeships (delivered by Open Awards on behalf of the Institute) or; e.) HEFCE for integrated degree apprenticeships. The Assessment and Quality Team also drew the Committee’s attention to the criteria the Institute will follow when reviewing nominations from options a.) or b.) above to ensure the nominated body is fit for purpose.
- 3.4. The Assessment and Quality Team confirmed that the first four proposals from potential employer-led and professional body EQA providers had been reviewed with input from ESFA, and these would be presented to the Committee today for their approval. The Assessment and Quality Team had also taken account of rigorous searches and due diligence checks undertaken by our external lawyers.
- 3.5. The Committee asked whether a reference could be added to the Institute’s criteria when considering nominations from employer-led or professional bodies that ensures that the EQAP has been proportionate and flexible in developing its robust methodology for conducting EQA.
- 3.6. The Assessment and Quality Team then talked the Committee through the first EQAP proposal.
- 3.7. The Committee confirmed it had concerns about conflicts of interest with EQAPs in general, but confirmed they were content to recognise this EQAP without conditions.
- 3.8. The Assessment and Quality Team then presented to the Committee the second EQAP proposal. The Committee agreed to reject this proposal and asked the Assessment and Quality Team to inform the Trailblazer and EQAP of the decision.
- 3.9. The Assessment and Quality Team then talked the Committee through the third EQAP proposal. The Committee were content to recognise this EQAP without conditions.
- 3.10. The Committee asked for a separate item on conflicts of interest with EQAPs to be added to the agenda for the February/March Quality Assurance Committee

and for a register of interests for EQAPs to be developed which should list any declared interests that EQAPs have and how these are to be mitigated.

Action 3 – An item on conflicts of interest with EQAPs to be added to the agenda for the February/March Quality Assurance Committee.

Action 4 – A register of interest for EQAPs to be developed which should list any declared interests that EQAPs have and how these are to be mitigated.

- 3.11. The Assessment and Quality Team then presented to the Committee the fourth and final EQAP proposal. The Committee confirmed they were content to recognise the EQAP without conditions.
- 3.12. The Committee asked whether the Institute sets a timescale for recognition of EQAPs and whether this needs to be renewed. The Assessment and Quality Team confirmed that in letters of recognition to EQAPs the Institute does not give a timescale for how long the recognition will last, but outlines that we can withdraw recognition from an EQAP at any time.
- 3.13. The Committee asked for the Assessment and Quality Team to bring a report to the next Committee meeting in January which outlines the process for reviewing the performance of EQAPs.
- 3.14. The Chair asked the secretariat to check the exact role and responsibility of the Committee with regard to the sign off of EQA providers.

Action 5 – The Assessment and Quality Team to bring a report back to the Committee in January which outlines the process for reviewing the performance of EQAPs, and to confirm the Committee’s exact role and responsibility in signing off EQA providers.

4. EQA reports

- 4.1. The Assessment and Quality Team talked the Committee through their paper on the Institute’s EQA interim service reports. The Assessment and Quality Team set the scene by explaining that EQA is a key aspect of the reformed apprenticeship system, ensuring that end-point assessment (EPA) is being delivered effectively and consistently by different end-point assessment organisations (EPAOs), and that assessment plans are fit for purpose.
- 4.2. The Quality Assurance Committee will be responsible for signing off the reports which the Institute and other EQA providers produce, and decide on any actions that are required as a result. The Institute now has reports across four

standards where the Institute undertook EQA over summer 2017. For each standard, the Institute has produced a report on the standard and assessment plan; and a report on each EPAO which has delivered EPA. The Assessment and Quality Team then presented each of these reports to the Committee and asked for their views on them.

- 4.3. The Committee confirmed they were content to approve the first report subject to a minor amendment in the recommendations section.
- 4.4. The Committee confirmed they were content to approve the second and third reports on the basis that the Institute works with the Trailblazer to revise the assessment plan.
- 4.5. The Committee confirmed they were content to approve the fourth report.
- 4.6. The Committee then decided to move on to the next agenda item due to time constraints, but had there been time Institute officials would have liked to explore with the Committee whether the content and format of the reports were as expected.

Action 6 – The Assessment and Quality Team to take forward the Committee’s requests for future EQA report sign-off, these include - clear headings for the EPAO report and standard report and the pack of papers should follow the order of agenda items; the assessment plan should be included in the pack of papers; ensure that the ‘Overall judgement’ section of the standard report includes comments about the judgement of the standard as well as the assessment plan and; outline upfront if the assessment plan is pre-IfA so Committee members understand the context of the reports, and understand why there is ambiguity, e.g. for resits/retakes.

5. Update on Approvals

- 5.1. The Committee were presented with the latest apprenticeships approval data.
- 5.2. It was confirmed that the Institute is currently in cycle 8 of the approvals process and that the numbers of submission being returned to Trailblazers at triage is going down.
- 5.3. The Committee confirmed that they were pleased to see the number of submissions being returned to Trailblazers at triage stage going down due to the hard work that is now taking place prior to submission.

6. Issues Log

- 6.1. The Committee were informed the Issues Log had been updated since the Committee’s last meeting in November and had been presented to the Quality Alliance Operational Group at their meeting two days later.

- 6.2. The Operational Group have also added their quality issues to the log, and this will now be monitored and developed further as we move forward.
- 6.3. There will be opportunities for both the Committee and Operational Group to review progress on issues and feed in additional ones at future meetings.

7. Reviews of Routes and Apprenticeships

- 7.1. The Committee was provided with a paper for information setting out how the Institute will fulfil its statutory responsibility of regularly review the 15 occupational routes and individual standards across the apprenticeship programme, to ensure that quality of provision remains high and that employer demand is being met.
- 7.2. The Chair asked Committee members to provide the Deputy Director for Quality with any comments/feedback they may have on this.

8. Future meetings and next steps

- 8.1. The next meeting of the Quality Assurance Committee will be on Tuesday 23 January 2018 from 10:30-12:00pm at Coombe Abbey Hotel, Brinklow Road, Binley, Coventry, Warwickshire, CV3 2AB. Papers and reports for the next meeting should be circulated to the Committee one week in advance.

9. AOB

- 9.1. None.




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

Action	Owner	Completed (Y/N/ In progress)	Date updated
1 – The Committee to be provided with an update on the MOU with Ofqual once available.	Nikki Christie	In progress (for January Quality Assurance Committee)	18 December

<p>2 – The Terms of Reference for the Quality Assurance Committee are to be revisited at the Committee meeting in January 2018.</p>	<p>Nikki Christie</p>	<p>In progress (for January Quality Assurance Committee)</p>	<p>18 December</p>
<p>3 – An item on conflicts of interest with EQAPs to be added to the agenda for the February/March Quality Assurance Committee.</p>	<p>Nikki Christie</p>	<p>In progress (for February/March Quality Assurance Committee)</p>	<p>18 December</p>
<p>4 – A register of interest for EQAPs to be developed which should list any declared interests that EQAPs have and how these are to be mitigated.</p>	<p>Nikki Christie</p>	<p>In progress (for February/March Quality Assurance Committee)</p>	<p>18 December</p>
<p>5 - The Assessment and Quality Team to bring a report back to the Committee in January which outlines the process for reviewing the performance of EQAPs, and to confirm the Committee’s exact role and responsibility in signing off EQA providers.</p>	<p>Nikki Christie</p>	<p>In progress (for January Quality Assurance Committee)</p>	<p>18 December</p>
<p>6 – The Quality Assurance team to take forward the Committee’s requests for future EQA report sign-off, these include - clear headings for the EPAO report and standard report and the pack of papers should follow the order of agenda items; the assessment plan should be included in the pack of papers; ensure that the ‘Overall judgement’ section of the standard report includes comments about the judgement of the standard as well as the assessment plan and; outline upfront if the assessment plan is pre-IfA so Committee members understand the context of the reports, and understand why there is ambiguity, e.g. for resits/retakes.</p>	<p>Nikki Christie / </p>	<p>In progress</p>	<p>18 December</p>