

MINUTES

QUALITY ASSURANCE COMMITTEE

Meeting Title	Quality Assurance Committee
Meeting Date	Thursday 19 September 2019
Protective marking	Official

Attendance:**Members**

Paul Cadman (Chair), Jessica Leigh Jones

Independent Members

Isabel Sutcliffe, Professor Jim Iley,

Institute Officials

Nikki Christie, Alex Morris, Jennifer Barr, Tanya Lawes, Diana Parsons, Mohammed Ali (Secretariat)

Guests: Barry Smith, **National Skills Academy for Rail (NSAR)**

Apologies

Ben Blackledge (Independent Member)

1. Welcome, introductions and declarations of interest

- 1.1 The Chair welcomed members and officials to the Quality Assurance Committee meeting.

MINUTES

1.2 The Chair asked members of the Committee whether they had any new conflicts of interest to declare. No further conflicts of interest were identified.

1.3 **The Committee considered the following papers – for information**

- QAC forward look
- QAA Update
- Skills for Care Update
- CILEx Readiness Report (tabled)
- Steelfixer Memo for route panel

2. **Minutes and Matters Arising**

2.1 The Committee considered the minutes from the last meeting and agreed that these were an accurate reflection of the discussion, subject to minor edits. The Committee requested the Secretariat provide a status update for the previous action points.

3. **Status update on other EQA Providers**

3.1 The Committee were advised that no new EQA proposals were being tabled at the meeting.

3.2 The Committee heard that Skills for Care had notified the Institute of its decision to exit the EQA market. The Assessment and Quality team took away an action to undertake a 'lessons learned' exercise on this and consider any findings relevant to other EQAPs exiting the EQA market.

MINUTES

4. EQA Reports

- 4.1 The Committee considered the EQA reports from Open Awards and provided feedback. In addition the Committee requested that feedback is conveyed to Open Awards in order to strengthen future reports.
- 4.2 The Committee requested that for the next meeting it would like to receive an EQA report from HM Forces – Tri-Service (Infantryman).

5. Presentation from National Skills Academy for Rail (NSAR)

- 5.1 The Committee received a presentation from NSAR in relation to its EQA activities and presented questions for clarification.

6. Change Programme

Digital Solution roll-out update

- 6.1 The Committee received an update in relation to Qualitas (the digital solution for the delivery of EQA).

7. T Levels Update

- 7.1 The Committee received an update on T Levels in relation to Wave 2. The Committee is scheduled to meet in October 2019 to specifically consider T Levels.

MINUTES

8 Risk Register

8.1 The Committee considered the risk register (including the dashboard) and provided further feedback.

AOB

- Next meeting is scheduled for 14 November 2019 in 151 Buckingham Palace Road SW1W 9ZS.