

# MINUTES

**Meeting Title:** Quality Assurance Committee

**Meeting Date:** Wednesday 26 May 2021

**Protective marking:** Official

**Location:** Remotely

## **Attendance:**

### **Members**

Paul Cadman (Chair), Jessica Leigh Jones

### **Independent Members**

Ben Blackledge, Professor Jim Iley, Isabel Sutcliffe

### **Institute Officials**

Nikki Christie, Rob Nitsch

### **Guest (item 6 only)**

Ben Potter (Quality Assurance Agency (QAA) - Director of quality assessment – England)

## **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. No conflicts of interest were declared. 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.

## **2. Minutes and actions from the last meeting**

- III. The committee considered the minutes from the previous meeting and agreed that they represented an accurate reflection of the discussion subject to one iteration e.g., to amend item 6 title on the previous minutes to *transition update*.
- IV. The committee were updated on the Institute wide governance review which was agreed at the 24 March board meeting. The committee would be kept informed. Any proposals related to the evolution of the Quality Assurance Committee would be incorporated into the governance review programme.

## **3. Employer Directory**

- V. The Institute is in the process of populating the Employer Directory with professional and employer-led bodies.
- VI. Collaboration workshops have been held with Office of Qualifications and Examinations Regulation (Ofqual), Office for Students (OfS) and Quality Assurance Agency (QAA) to develop the detailed working design of the Employer Directory.

## **4. EQA Transition**

- VII. The committee were updated on the transition plans for transferring the delivery of External Quality Assurance ('EQA') from the Institute to Ofqual and

the Office for Students ('OfS'). The committee will be kept informed on EQA transition, its progress, and its long-term assurance as a regular agenda item. A longer-term framework to cover partnership working between the Institute, Ofqual and OfS is under discussion. Attention will be given to communications to stakeholders.

### **Action 1**

The Institute officials to prepare regular EQA transition communication updates reflecting Institute and Ofqual/OfS partnership working.

### **5. Approval for out of scope EQA**

- VIII. As part of the process for signing off the small number of standards/organisations that sit outside the Ofqual/OfS provision; the committee considered and approved 1 application (name redacted).

### **6. QAA**

- IX. The committee received an update on the proposals for the EQA provision for integrated degree apprenticeships, whereby QAA will work on behalf of OfS to deliver EQA. To support this discussion, the committee received an update from the QAA in relation to progress on the QAA pilot and QAA readiness. The Institute continues to work with QAA as it develops bespoke guidance based on the EQA framework<sup>1</sup>. The committee requested regular updates from QAA on its progress in EQA delivery.

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<sup>1</sup> <https://www.instituteforapprenticeships.org/quality/external-quality-assurance/>

## **Action 2**

The Institute officials to schedule agenda updates from QAA on progress in relation to EQA provision for integrated degree apprenticeships.

### **7. Update on T levels**

- X. The committee received a progress update on the development of T Levels, across waves 1-4. The Institute officials continue to work with Ofqual and DfE in relation to impact on assessment due to COVID-19.

### **8. Agree actions from the meeting**

- XI. The committee agreed in principle to the draft actions for the meeting.

### **9. Any other business**

- XII. No other business was raised.

### **10. Papers for information**

- XIII. The committee noted papers for information (a) the EQA risk register and (b) EQA dashboard.

### **11. Next committee meeting**

- XIV. The committee noted that the next meeting is scheduled to take place on 8 July 2021 (remotely).

