

MINUTES

Meeting Title: Quality Assurance Committee (19th September 2018)

Date of Issue: 4th October 2018

Attendance

- Dame Asha Khemka (Chair): Committee member, IfA Board member
- Paul Cadman: Committee member, IfA Board member
- Isabel Sutcliffe: Independent Committee member, Director of IsabelSutcliffe Consultancy Ltd
- Professor Jim Iley: Independent Committee member, Curriculum, Tuition & WBL Subject Matter Expert for Apprenticeships, Open University
- Nikki Christie: Deputy Director, Assessment & Quality Assurance, IfA
- Alex Morris: Head of Apprenticeship Quality Assurance, IfA
- Darren Shaw: Head of Apprenticeship Assessment, IfA
- [REDACTED] ::
- [REDACTED] ::
- [REDACTED] ::
- [REDACTED] ::

Apologies

Ben Blackledge: Independent Committee member, Director of Education and Skills Competitions at World Skills UK

1. Welcome and introductions

- 1.1. The Chair welcomed participants to the ninth meeting of the Quality Assurance Committee, and asked new attendees to introduce themselves.

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 Committee reviewed progress against actions from the 18th July meeting and confirmed that these had all been completed.
- 2.3. The Committee asked members of the Assessment and Quality Assurance team to draw up a risk register to record quality issues in the apprenticeships system. The register will allow the Committee to assess risks, RAG rate them, identify mitigating actions and review risks at each meeting.
- 2.4. The Committee asked the secretariat to allow more time for Committee meetings going forward so they are 2 hours in length, and for 2 extraordinary meetings to be held each year in order to look at quality issues in more detail.
- 2.5. The Committee asked the secretariat to circulate the agenda and minutes from previous meetings further in advance and to get input from all Committee members on future agenda items.
- 2.6. The Committee asked for future meetings to have the following standing items – declarations of any conflicts of interest, an update on Approvals data and an update on issues/conditions that have been set for EQA providers.
- 2.7. The Committee asked for a typographical error on page 2 of the July minutes to be corrected and for the action on circulating the Ofqual memorandum of understanding to Committee members to be recorded more clearly. These corrections were made following the meeting. The Committee confirmed they had no further comments and agreed to approve the minutes.

Action 1 – The Assessment and Quality Assurance team to draw up a quality issues risk register for the next meeting of the Quality Assurance Committee in November.

Action 2 – The secretariat to extend Quality Assurance Committee meetings to 2 hours in length and to arrange for two extraordinary meetings to be held each year to look at quality issues in more detail.

Action 3 – The secretariat to ensure that the agenda and minutes from previous meetings are circulated further in advance and to get input from all Committee members on future agenda items.

Action 4 – The secretariat to ensure that the following standing items are included at future Quality Assurance Committee meetings - declarations of any conflicts of interest, an update on Approvals data and an update on issues/conditions that have been set for EQA providers.

3. Recognition of new EQA providers

- 3.1. The Assessment and Quality Assurance team then talked the Committee through five proposals from employer-led organisations and professional bodies to act as EQA providers. The first of these was a new proposal, and the other four were all updates where the Committee had deferred their decision and had asked for further detail and evaluation to take place. The Committee were invited to comment on the proposals.
- 3.2. The Committee provided detailed comments on the proposals and made the decision to recognise and approve the new proposal from **the College of Policing**.
- 3.3. The Committee also provided detailed comments on the other four proposals and made the following decisions:
 - **CILEx Regulation Ltd** - recognised and approved with conditions.
 - **Engineering and Construction Industry Training Board (ECITB)** - recognised and approved.
 - **HM Forces (Public Services) Apprenticeship Trailblazer Steering Group (HMFA TSG)** - recognised and approved with conditions.
 - **National Skills Academy for Rail (NSAR)** - recognised and approved.

4. EQA reports from Open Awards

- 4.1. The Committee then considered EQA reports across three standards from Open Awards on the quality of end-point assessments, paying particular attention to whether or not (i) these have been delivered effectively and consistently by different end-point assessment organisations, and (ii) assessment plans are fit for purpose.
- 4.2. The Committee discussed the reports at length and made the following observations – feedback in the reports should be consistent and should include suggestions for continuous improvement; a glossary of terms needs to be provided to ensure that terms are used and understood consistently; a running table should be devised that shows what EQA's by Open Awards have taken place and which ones are in the pipeline; and any recommendations for action that the Committee agrees upon should be associated with an appropriate timescale.
- 4.3. After a detailed discussion, the Committee confirmed that they agreed with the recommendations made in each of the EQA reports and approved them.

Action 5 – The Assessment and Quality Assurance team to ensure that feedback in EQA reports is consistent and includes suggestions for continuous improvement, that the Institute's glossary of terms is provided, that a running table is devised showing what EQA's have been completed by Open Awards and which ones are in the pipeline, and any recommendations for action agreed by the Committee should be associated with an appropriate timescale.

Action 6 – The Assessment and Quality Assurance team to produce a table that records all of the Committees outcomes, decisions and recommendations to date on EQA providers, reports from Open Awards and quality issues.

5. Quality issues

- 5.1. The Committee asked for a timeline to be produced for developing a standard operating procedure, which would outline how templates are to be used, how

information is gathered and presented to the Committee and for this to be in train for April 2019.

Action 7 – The Assessment and Quality Assurance team to produce a timeline for developing a standard operating procedure, which would outline how templates are to be used and how information is gathered and presented to the Committee, and for this to be in train for April 2019.

6. AOB

The Committee asked for an agenda item on the Committee's role in T-Levels to be added to the agenda for a future Committee meeting.

Action 8 – An agenda item on the Committee's role in T-Levels to be added to the agenda for a future Committee meeting.

Author: Committee Secretariat

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Version: Cleared by the Quality Assurance Committee and Deputy Director, Assessment and Quality Assurance, IfA