



MINUTES

Meeting Title: Quality Assurance Committee

Meeting Date: Thursday 14 November 2019

Protective marking: Official

Attendance:

Members

Paul Cadman (Chair), Jessica Leigh Jones,

Independent Members

Professor Jim Iley, Ben Blackledge

Institute Officials

Nikki Christie, Jerome Branch, Diana Parsons, Mohammed Ali (Secretariat)

Apologies

Alex Morris, Tanya Lawes

1. Welcome, introductions and declarations of interest

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

1.2 The Chair asked members of the Committee whether they had any conflicts of interest to declare. There were no declarations made.

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



- QAC forward look
- Quality Alliance - Guidance documents
- ESFA rules on handling data
- Assessment Plans Overview
- Skills for Care – Lessons Learnt

2. Minutes and Matters Arising

2.1 The Committee considered the minutes from the previous meeting and agreed that they represented an accurate reflection of the discussion, subject to minor formatting edits. Nikki Christie provided 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 were confident with the due diligence in place within the Institute to ensure suitable EQA Providers are selected. The Committee asked officials to develop a mechanism were the Committee would take a governance role in the Institute's approval of EQA providers.



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 further strengthen future reports.
- 4.2 The Committee agreed that in future they would not undertake perusal of all EQA reports but would rather consider reports through a RAG-rated system based on risk.
- 4.3 The Committee had previously requested the EQA report from HM Forces – Tri-Service (Infantryman); however, it was noted that EPA had not as yet taken place. It was, therefore, envisaged that a report would be submitted for the QAC’s January 2020 meeting.

5. Presentation from People 1st International

- 5.1 The Committee received a presentation from People 1st in relation to its EQA activities. Members provided feedback.

6. Change Programme

- 6.1 The Committee received an update in relation to Qualitas (the digital solution for the delivery of EQA). It was noted that the vast majority of EQA reports are now being received through Qualitas.

7. T Levels Update



7.1 The Committee received an update on T Levels in relation to Wave 2.

8. Risk Register

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

AOB

- Next meeting is scheduled for 20 January 2020 in Coventry.