

MINUTES

Meeting Title: Quality Assurance Committee

Meeting Date: Tuesday 9 November 2021

Location: Remote

Protective marking: Official

Attendance:

Members

Paul Cadman (Chair)

Independent Members

Professor Jim Iley, Isabel Sutcliffe, Ben Blackledge

Institute Officials

Rob Nitsch

Guests for item 4 only

Quality Assurance Agency (QAA) and Office for Students (OfS) representatives

Apologies

Jessica Leigh Jones, Nikki Christie

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 of the previous meeting held on 21 September 2021

- III. The committee agreed the minutes from the previous meeting held on 21 September 2021 date as an accurate record.

3. External Quality Assurance (EQA) updates on phases 1 and 2 of transition for Ofqual

- IV. The committee received an update on the process of EQA transition of phases 1 (from the Institute) and 2 (all other EQA providers) for Ofqual. Revised timelines were confirmed: Phase 1 of transition was extended from 16 Dec to 16 May 22 to allow EPAOs a second attempt at recognition if needed. The Phase 2 deadline for EPAO initial submissions has been moved from April to May 16 2022 and Ofqual will now have until December 2022 to recognise the EPAOs in phase 2.
- V. The committee noted the extended deadline and suggested the need of a communications strategy on why timelines were being revised and benefits this has for relevant stakeholders and the wider transition programme.

Action 1

The Institute to develop a communications strategy on why timelines were being revised and benefits this has for relevant stakeholders and the wider transition programme.

4. Update from OfS and QAA

- VI. The committee received an update on the progress being made in connection with the transition of EQA for some standards from the Institute to OfS and QAA. The OfS has contracted with the QAA to undertake EQA of integrated degree standards for them. The QAA have put a governance and reporting process in place and aim to deliver EQA activity from April 2022.
- VII. The committee thanked QAA and OfS representatives for their progress update. The committee asked what processes QAA has in place for Higher Education Institutions (HEIs) to make the changes requested of them. QAA confirmed if they do not get the necessary assurance required from HEIs to implement the suggested changes, they will engage with the Institute's Employer Directory to gain an independent review. The Employer Directory is a new way for industry voices to promote quality in apprenticeships, shaping the future of their sector. Members of the Employer Directory will work with Ofqual and the OfS and advise on apprenticeship EQA from an employer perspective.
- VIII. The committee fully support QAA and OfS use of the Employer Directory. Institute officials to report use of Employer Directory by QAA and OfS to the committee. The committee agreed QAA and OfS to commence EQA activity by April 2022 and fully utilise the Qualitas system. (Qualitas is a customer relationship management system supporting the EQA framework and is used for reporting and data quality purposes). The committee would like to be updated on whether the transition timetable remains the same and whether there have been any issues with keeping to it.

Action 2

Institute officials to report use of Employer Directory by QAA/OfS and make this data available to the committee, along with that for Ofqual, from March 2022

Action 3

The Institute to update QAC if QAA/OfS have not begun EQA activity by April 2022

Action 4

The committee looks forward to receiving further information about the use of Qualitas by QAA/OfS in due course

5. Long Term Assurance Model (LTAM) of Technical Education Qualifications (TEQs)

- IX. The committee received a presentation on the LTAM. LTAM aims to give a better definition of the purpose of TEQs and the roles, responsibilities, and relationships between various public bodies that assure them. LTAM wants to develop a stronger partnership with a shared sense of purpose and commitment to continuous improvement and the focus is on long-term evaluation of success of TEQs, as well as on continuous improvement and better use of evidence to support this. The Institute will work with partners to implement the model, continue to develop, refine and evaluate this over subsequent year.
- X. The committee also received an update on the Quality in Technical Education Conference on 2 December. The conference will be held by the Institute to create more of a community of practice around what 'quality' means in technical education. Guest speakers and employer groups, assessment providers and academics have been invited to discuss some of the big issues.
- XI. The committee thanked Institute officials for the update on LTAM and suggested the LTAM team presentation to reflect Institute, Ofqual and Ofsted's role in employer voice.
- XII. The committee welcomed an opportunity to feed into the conference questions and requested a further update on the progress of LTAM at the next QAC meeting.

Action 5

The Institute is to provide QAC members that are available to attend 2 December conference with a pre-brief

Action 6

The Institute is to share draft questions for the 2 December conference with QAC

members to give an opportunity to comment beforehand

Action 7

The Institute to provide an update on the development of LTAM at the QAC next meeting

Action 8

Amend the LTAM diagram on presentation to reflect the employer voice in the Institute, Ofqual and Ofsted

6. Update on the Institute governance review

- XIII. The committee received an update on the proposed restructure of the Approvals and Funding Committee (AFC) and QAC to help strengthen the Institute's approval and scrutiny process. The committee noted and welcomed the update. The committee will receive a further update on the development of the Institute governance review at the next QAC meeting.

Action 10

Update on the Institute governance review to be provided to the next QAC.

8. Any other business

- XIV. No other business was raised.

9. Papers for information

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

10. Next committee meeting

XVI. The committee noted that the next meeting is scheduled to take place on 13 January 2022 (remote).