

Present: Avril Hannon, Pat Pugh, Susanne Christian, Lydia Lauder, Elaine Newell, Janet Davies, Ruth Winden and Becky Towner.

In attendance: Claire Johnson (PDM and PSC Secretary) and Jan Ellis (Chief Executive) arrived at 11.30 am.

- 1. Apologies:** Liane Hambly and Siobhan Neary.
- 2. Declarations of Interest:** Elaine mentioned that she does work for another OCR Approved Centre so wondered if this would be a conflict of interest with the CDI's intention to become one. All agreed that this would not be an issue.

3. Introductions

As this was the first face to face meeting of this Professional Standards Committee, the Chair invited all members and Claire to introduce themselves.

4. Action notes of the meeting held on 19th April 2016

These were agreed as a true record and will now be added to the CDI website.

Matters arising

- i. Board Summaries:* At the August Board meeting it was agreed that Board Summaries excluding the financial information would be added to the CDI website from the November Board onwards. Avril mentioned that she had been invited to attend the Annual General Meeting in London in November. This prompted some questions about the AGM and who could attend. The answer to this was deferred until Jan arrived at the meeting and is covered under AOB below.
- ii. Competency Route:* Claire will be piloting this with Ruth Winden from January 2017 with a view to this being ready to launch in the new financial year.
- iii. Mentoring Framework –* Avril thanked Becky for the notes she had sent through on her experiences of mentoring. These will be used when it comes to producing the guidelines on being a mentor/mentee.
- iv. Professional Development Opportunities -* Ruth and Claire will soon be discussing Ruth's list of 12 webinars from international colleagues. This will be a useful way of encouraging more ex ACPI members to consider joining the CDI and also as a means of encouraging more international members.
- v. New PSC members –* Avril explained that she had discussed and agreed with Monica Lemecha a process for appointing PSC members to vacant posts on the Committee. The process is now the same as that for elected posts, i.e. completion of the same documentation including submission of a Personal Statement and the support of five CDI members.. Ruth Winden has now been appointed to PSC for a period of three years as

has Janet Davies. Ruth, having been through this process before, was not required to do so again but Janet was required to complete the documentation, as she would have done had she stood for election. PSC members then looked at the document and agreed that she could join PSC.

There is still a vacancy for Northern Ireland. The person who is interested is struggling to find five Northern Ireland members to nominate her.

Avril also explained that PSC can co-opt a further two members for specific functions should we wish to do so in the future.

Actions:

To have Professional Development Opportunities as a standing agenda item from the PSC meeting in January 2107 onwards. Claire

To use News by Email to alert Northern Ireland members to the opportunity to join PSC. Claire

5. Update on the Blueprint of Learning Outcomes and Qualification in Career Development

Prior to the meeting PSC members had been sent a paper, produced by Claire, which explains the background, rationale and purpose of the Blueprint of Learning Outcomes for Professional Roles in the Career Development Sector and a copy of the final version of the Blueprint which was approved by the Board at their meeting in August.

At the meeting Claire explained how the Blueprint has now been used to inform the Learning Outcomes and Recommended Content for the new Qualification in Career Development (QCD) which will be offered by the current QCG/D Centres plus the University of Derby, subject to their successful validation on 7th October from 2017. Together with the National Occupational Standards: Career Development it will be used to inform any revisions to the QCF qualifications and will also inform any development of the Higher Apprenticeship Standard: Career Development in England.

Claire is also producing a brochure which can be used with employers, stakeholders, Governments/Assemblies, prospective students et al which explains the Blueprint, the QCD and the value of undertaking the QCD as part of a post graduate qualification in a career development subject.

Claire will be meeting with David Summers from OCR to discuss QCF qualification revisions. She explained that she is attending the Careers England Workforce Development Task group on 21st October to explain how the Higher Apprenticeship Standard work can be taken forward and that Michelle Stewart (formerly LSBU) will be helping the CDI on a pro bono basis with this development. The first step will be to see what demand there is for a Higher Apprenticeship and subject to there being one, this work will then be taken forward to produce an Expression of Interest, produce and consult upon the Standard and then decide on the Assessment Strategy.

Susanne suggested that engaging NHS employers and LEAs in the need for and development of the Standard would be useful.

Lydia suggested that the National Apprenticeship Service could be worth consulting with.

It will also be worth consulting with Skills Development Scotland about the benefits they have found in having apprentices.

Jan suggested that Denise Bertucci at Unison would also be a useful contact and that Unison should be kept informed of Apprenticeship developments.

Ruth said that the production of the Blueprint and its consultation was a “brilliant piece of work” and Avril asked that Claire be congratulated on a “formidable piece of work”. She said that it was excellent that all parts of the sector are now represented under the Blueprint and that the QCD now reflects this.

6. CDI becoming an OCR Approved Assessment Centre for the CDI Certificate in Careers Leadership

Prior to the meeting PSC members had been sent a paper, produced by Claire, which explains the background and rationale for the CDI decision to become an approved assessment centre. At the meeting Claire explained that this development now has Board approval and that she will be completing the detailed OCR approval documentation by the end of December with a view to seeking OCR approval in early 2017. Subject to being approved, the CDI will then deliver the three units comprising the CDI Certificate in Careers Leadership from April 2017. It may also deliver the three units which people who hold the old NVQ Level 4 in Advice and Guidance need in order to join the Register. Although approval will need to be sought to deliver the full QCF Level 6 Diploma in Career Guidance and Development it is not the intention of the CDI to deliver the full Diploma.

Delivery of the CDI Certificate in Careers Leadership will focus on cold spot areas where there is currently no OCR centre provision and that care will be taken to not being in direct competition with existing OCR providers.

Jan mentioned that she had spoken to Richard Spear, CEO of Careers Wales to promote the CDI Certificate in Careers Leadership to schools in Wales.

Pat suggested that a Professional Development Award in Scotland in this subject area via SQA could be a useful future development.

Elaine mentioned that she is an assessor for one of the Quality in Careers Awards and that this aligns well with the evidence requirements for the CDI Certificate in Careers Leadership. Claire explained that she is in the process of producing a document that explains and promotes this. The document will also contain some case studies of people who have the certificate and have used the evidence to help them with a QiC Award. Claire reminded PSC members that qualified teachers who hold the certificate meet the qualification requirement for the Register.

Elaine emphasised the need for assessors who assess on the Certificate in Careers Leadership to have the relevant careers education expertise.

Action:

To develop the QiC/CDI Certificate in Careers Leadership document and share the draft with Elaine and Becky. **Claire**

To update PSC members on progress made towards OCR approval at the next meeting. **Claire**

7. Ethical Case Studies

In the absence of Liane, Claire explained the work that had been done by the previous PSC on the development of a Framework and the production of some case studies relating to some of the principles in the CDI Code of Ethics (Impartiality, Duty of Care, Autonomy and CPD). Ruth is currently working on one on Confidentiality and Elaine has produced one on Accountability.

Avril emphasised the fact that it is important that case studies are produced to demonstrate how the Code of Ethics can work in practice. She also said that we should be aiming to cover all aspects of the Code of Ethics in part or in whole by the case studies we produce, and we also need to try to produce case studies that have a relevance to a range of work contexts, and different aspects of practice.

Susanne who had volunteered to produce a case study asked for advice about under which principle a case study on how private practitioners price themselves would fit. It was agreed that this could fit under either Transparency or Duty of Care and that a case study could mention both and then concentrate on one in particular.

Lydia said that the issue of pricing contacts was also applicable to the National Careers Service and the issue of contracts and claims for outcomes.

PSC members then agreed that as it can be difficult to come up with a scenario and attribute a relevant principle that for the next meeting all PSC members should think of some scenarios and decisions can be taken on which scenarios to use, which principles apply and which PSC members would be best suited to writing them. As Lydia has already produced scenarios on Fundamental British Values and the Prevent Agenda this would count as her contribution.

Janet mentioned that in Careers Wales they use interactive storyboarding and that having a means by which members can look at ethical dilemmas and discuss these with each other would be a useful development. Claire agreed that this would be useful but cautioned that someone would need to monitor these discussions in case members suggested inappropriate actions that may bring the CDI into disrepute.

Prior to the meeting PSC members had been sent the draft case study on Accountability produced by Elaine. All agreed that this was an excellent piece of work. As time did not allow for further discussion PSC members were asked to send their comments by email to Elaine.

Actions:

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| To produce her case study and send to Claire for the next PSC meeting. | Susanne |
| To send two scenarios to Claire by end of November. | All except Lydia |
| To explain/demonstrate Career Wales storyboarding at a future meeting. | Janet |
| To consider having a Community of Interest for Ethical Dilemmas. | Claire and Jan |
| To send comments on the Accountability Case Study to Elaine by end of October. | All |
| To amend the case study and send to Claire before the January PSC meeting. | Elaine |

8. UK Career Development Awards

Jan said that all of the information is now on the CDI website including a website banner. The closing date is 30th December. The Award Ceremony will take place on 8th March 2017 at the Hilton Hotel in Leeds which is the night before the National Career Guidance Show in Leeds. There are ten separate awards including a new award of Career Manager of the Year and awards aimed at encouraging entries from HE. 80% of the awards already have a sponsor and we are still looking for an overall Awards Sponsor.

Jan thanked PSC sub group members for their help in making suggestions on improvements to the process and documentation including making the instructions clearer. People can nominate others or can self-nominate.

Jan explained that the Board shortlist the entries down to three or four and then in February virtual panels of PSC members and Council members “meet” to decide on the winner for each award. All shortlisted entrants must attend the Awards ceremony.

Action:

As she has contacts at the University of Leeds, Ruth will ask them about sponsorship. **Ruth**

9. Mentoring Framework

Prior to the meeting PSC members had been sent a paper, produced by Claire, which explains the proposed process, initial numbers and timescales for establishing this member benefit.

Claire explained that as this will have cost implications that the CDI may not be able to offer this member benefit immediately but PSC could start the process of thinking through how this might work in practice.

All PSC members agreed that this is a great idea and that something similar could be set up for Supervision in due course.

Ruth suggested that reverse mentoring should also be encouraged whereby younger members can be mentors, especially in the use of technology etc.

All agreed that the process and documentation needs to be clear, with live training for mentors and virtual training for mentees, mentor and mentee application forms, agreements on boundaries and time allocations and a mentor/mentee contract. Claire mentioned that the Royal Pharmaceutical Society has a well-established mentoring scheme and that some of their documentation can serve as inspiration.

The first step will be to establish via a Survey Monkey if there is a demand and if members would be willing to pay for this benefit.

Action:

To meet virtually to discuss the questions for the Survey Monkey and a document to go out with the Survey which explains the proposed process. **Claire, Ruth, Becky and Susanne**

(Claire will contact Ruth, Becky and Susanne with some dates.)

10. PSC Regular Update for Career Matters

In order to publicise who the members of PSC are, encourage members to contact their PSC representative and report on current and future PSC activities, Avril and Claire agreed to produce a 300 word article for each edition.

Action:

To produce an article for the copy deadline of 18th December. **Avril and Claire**

11. Prevent Agenda and Fundamental British Values

Lydia provided an excellent explanation of what these are, their policy context, legal duties and the fact that Ofsted are looking at how these are being implemented as part of their inspections. These sit alongside the Equalities Act 2010.

Lydia has mapped the Fundamental British values to the CDI Code of Ethics and it is very clear where these could be covered. It would be beneficial to use some of the scenarios she has produced as the basis for some of the Ethical Case Studies so that members can see how these work in practice.

The Prevent Strategy is to prevent people from being drawn in to terrorism and authorities have to pay due regard to this.

Prior to the meeting PSC members had been sent a Training Catalogue for the Prevent Agenda and a document explaining Fundamental British Values.

PSC members agreed that it had been very useful to learn from Lydia more about this and that it is certainly a topic about which CDI members need to know more. Claire reported that it is already covered in the new Blueprint and QCD Learning Outcomes. All agreed that it would be useful to have an article in Career Matters, an item in News by Email, the catalogue and further information on the CDI website

Action:

To discuss further at the January PSC meeting including producing a brief guide on what the Prevent Agenda is, what are Fundamental British Values and where members can find further information.

Claire.

To find out how the above is covered by Careers Wales and Skills Development Scotland

Janet and Pat

12. Discipline and Complaints Procedure

Avril drew the attention of new PSC members to the Discipline and Complaints procedure which had previously been circulated and asked that everyone familiarise themselves with this. As the document makes reference to a Deputy Chair of PSC, Avril will speak with Monica about the protocol for selecting a person for this role. There is also a need to look at the document again regarding the specified roles of the Professional Development Manager and the Presenting Officer.

Actions:

To speak to Monica about the PSC Deputy Chair role.

Avril

To discuss the PDM and Presenting Officer roles.

Avril and Claire

13. AOB

The Annual General Meeting is an open meeting but only Voting Members of the CDI have voting rights. These Voting Members are four Directors of the CDI and the Chair of PSC. This is different to the CDI membership of currently 4800 members. In response to concerns expressed by Pat that the membership should be invited to attend the AGM, Jan said that there are plans to have an open session at the National Career Guidance Show in Leeds where the membership can meet the CDI President and CEO. Jan will produce an Annual Report for the AGM which will subsequently be made available to the membership via the website. After the meeting Jan and Claire discussed the

possibility of having two webinars at which the membership who are unable to attend the NCGS could also discuss CDI matters with the CDI President and CEO.

As time was pressing and that this topic is beyond the remit of PSC, Avril suggested that if anyone has any further views on this topic that they raise these with Jan outside of the meeting.

Action:

To discuss the need for a PSC Report for the AGM with Monica.

Avril

14. Date of next meeting

As PSC is the only Standing Committee of the Board, selected Board members would like to attend the next PSC meeting. This will be an in person meeting rather than a virtual one.

Likely venue - Writers' Association in London.

Provisional date Wednesday 25th January 2017

Agenda items for the next meeting:

Apologies/Declaration of Interest/ Action Notes and Matters Arising/Professional Development Update/Mentoring Framework Update/OCR Centre Update /Discussion of Professional Development Opportunities/ UK Career Development Awards Update/Prevent Agenda and British Values/Ethical Case Study –scenarios/ Update on Apprenticeships/ Confidentiality and what this means in principle and practice /AOB and date of next virtual meeting.

Action:

To suggest any further agenda items to Claire by 14th December.

All

Claire Johnson: Professional Development Manager

3rd October 2016