

Present: Tom Evans, Ruth Winden, Pat Pugh, Liane Hambly, Janet Moffett, Siobhan Neary, Sue Holden and Stacey Powell.

In attendance: Claire Johnson (Professional Development Manager)

1. Apologies: Sian Challoner, Jenny Rush and Jan Ellis

2. Declarations of Interest

Janet Moffett and Sue Holden declared an interest in the item on Qualification in Career Guidance/Development Issues but as this was not a pecuniary interest or one which would provide an advantage to the universities they represent it was agreed that their insights would be valuable for this item.

3. Action notes of the meeting held on 9th June and matters arising

These were agreed as a true record. Apart from p2: where it should say Stirling rather than Sterling and p3: Terms of office where it should be “states three plus two” rather than stays.

a) PSC Communication with CDI Membership

Claire reported that the Action Notes of PSC meetings since April 2014 are now on the CDI website in the About Us section. Council summaries will also be made available on the site.

Tom reported that he is writing an article for the October edition of Career Matters. He asked for a suggestion for a title. Claire suggested, *PSC: Past, Present and Future* which was agreed by all PSC members.

Action: To check with Monica about Board summaries appearing on the site

Claire

b) Membership Database

Claire reported that the Stourbridge Team have now all received training in the use of the new database and it is hoped that this will be up and running in October.

c) Register Profiles

Claire reported that a qualifications section is in the process of being added to the Personal Profiles section and that guidelines on how to complete a profile will be written once this is available.

d) CDI Manifesto

Claire reported that David Andrews has written a very useful article for the October edition of Career Matters on *Career development support in the UK: a post-Election plan of action*.

e) CDI meeting in Belfast

Liane is doing some work in Northern Ireland during the Autumn and Claire will advise Jan of this to see if any help is needed with the CDI plans to contact NISCA et al.

Action: To talk to Jan about this.

Claire

f) Governance

- i. Claire reported that a summary of PSC views from the last meeting was sent as a paper to the last Board meeting. Tom reported that earlier in the summer he had a conversation with the President concerning representation at AGM and EGM and that the Chair of PSC will now be invited to these. The President agreed to issue a note about this.
- ii. Claire reported that Career Coaching had now been added to the third constituency and that this is now Career Consultancy and Career Coaching (with adults and organisations mainly in the private sector). PSC members expressed views that this is confusing and would prefer that the constituencies stayed as agreed at the last PSC meeting: Career Education; Career Guidance and Career Coaching; Career Consultancy. They also expressed their concern that this change to the constituency title had not been consulted upon further.
- iii. PSC members sought clarification from the Honorary Secretary on why PSC elections are in early 2016 when Board and Council who were presumably elected at the same time in 2014 are having elections now. The view was also expressed that if an existing PSC member wants to stand for Board or Council then they cannot do so as a person cannot be on both PSC and Council or PSC and Board. It was also felt that having PSC elections after the others diminished the role of PSC and that members could be suffering from election fatigue when the PSC elections are held.
- iv. Claire asked Ruth to let her know the dates when current members joined PSC so that she could meet the Honorary Secretary's request for this information.
- v. PSC members would also like clarification on: the need for a person to work in the constituency they represent.
- vi. They also suggested working more closely with the various Communities of interest.
- vii. PSC members agreed that the suggestion from the Honorary Secretary that people say if they wish to stand for PSC for one, two or three years is not practical and that "life" will mean that a natural churn will occur. Stating that a candidate would stand for a year or two years could be seen as a disadvantage if a different candidate stated that they were standing for three years. Two current members were elected later than the others so will remain on PSC.
- viii. PSC members questioned why, when the PDM is not a member of PSC, that the PDM is now, according to the new rules, the Secretary of PSC. As the Honorary Secretary who is a member of both Council and Board provides the Secretary function at those meetings – why is there this inconsistency with PSC?

Actions: To seek clarification on the above points from Honorary Secretary and to ask the President about the note about Chair of PSC and A/EGM.

Claire

To let Claire know the dates when current members joined PSC.

Ruth

To seek further clarification from Jan and Honorary Secretary concerning the constituencies. Claire

g) Competency Route to the Register

Claire reported that she is still working on this and it is hoped that this will be available early in 2016.

h) QCF Level 4 Diploma in Career Information and Advice

Claire reported that members and Centres offering the qualification have now been notified of this addition to the qualifications accepted for conditional entry to the Register.

i) Management Training

Claire reported that sadly these events have not recruited well and rather than offering the events in both London and Birmingham that they will now only be offered in one venue. The events can also now be offered to specific employers if they can guarantee a minimum number of delegates and provide the venue and lunch.

Tom suggested that it would be worth re-advertising the events nearer to the end of the financial year when services may have some underspend.

Liane suggested contacting ILM to see if the events could be tied into accreditation being offered.

4. Qualification in Career Guidance/Development Issues

Claire presented this paper which had previously been circulated to PSC members. The paper covered various issues raised by John Gough on behalf of QCG/D Tutors following their meeting on 13th July. The paper also included a response from the PDM as Lead Moderator and the Moderator Team.

Before discussion of the paper took place concerns were raised by Janet Moffett concerning

- the number of qualifications which are now allowed for the Register some of which are not at post graduate level and none of which are approved/accredited by the CDI,
- why the QCG/D is the only qualification on the Register which is awarded by the CDI,
- the fact that universities offering the QCG/D nested within the Post Graduate Diploma in Career Guidance/Development do not need to be “micro-managed” by the CDI by the need for students to produce a portfolio.

She also expressed the view that it is beneficial for universities to have links with the CDI as the *professional body*.

Sue Holden expressed the view that the CDI assessment requirements for the QCG/D place a strain on centres. It should also be considered that the QCG/D is initial training and that employers are not as able to offer placements as they once were.

Claire responded and said that other professions have professional qualifications which are run within post graduate qualifications and that their students produce evidence for the professional qualification alongside their post graduate studies. She added that it was always the intention to broaden the range of qualifications accepted for the Register and that all these cover the NOS: CD and are at least at QCF level 6 and of 60 credits in size. She also stated that the QCG/D fees provide an important source of income to the CDI which is mainly funded by membership fees.

Pat suggested that the CDI could accredit the other qualifications on the Register or approve the centres to deliver these. This had previously been suggested by Rodney Cox.

Claire explained that universities/centres offering the qualifications would be reluctant to do this as they are already approved/accredited by QAA, OCR et al. Financially, even if they were willing to pay for this, the fee for having the approval/accreditation done and then the ongoing fees needed to counteract the deficit from not having the QCG/D fees would be unsustainable for the CDI.

Janet suggested putting up the membership fees to counteract the deficit from the QCG/D fees. Claire replied that although this could possibly work for a year it would not be sustainable as the membership fees would need to be increased each year to make this a viable option.

PSC Members agreed that all of this required much further discussion and that Claire should produce a paper for the next meeting on the benefits and disadvantages of continuing to award the QCG/D and ways in which the playing field can be levelled with the other qualifications accepted for the register.

Action: To produce a discussion paper for the next meeting (to talk to PSC members about possible discussion points) **Claire.**

Discussion of the Qualification in Career Guidance/Development Issues Paper

Claire explained that the views of PSC would be taken by her to the Moderators' Meeting on 9th September.

The views of PSC were to:

- i. Reduce the number of summative interviews required from six to four and to also request two developmental interviews. All must also include a personal reflection by the student.
- ii. State that one of the assessed interaction must be by a means other than face to face and if this is not possible the university must provide good reason. E.g. in SDS the majority of interviews are all face to face.
- iii. Retain the term "portfolio" in spite of the fact that some universities think this has NVQ/QCF connotations.
- iv. Insist that universities map the QCG/D Learning Outcomes and Indicative Statements to the Post Graduate Diploma in Career Guidance/Development and the assessment methods used.
- v. Change the term Placement to Practice-Based Learning.
- vi. Agree with the Portfolio requirements as given on page 6 of the paper.
- vii. State that university staff teaching and assessing on the QCG/D must hold the Dip CG or QCG/D, be CDI members and should be encouraged to join the Register as a mark of ongoing professional competence and CPD.

Action: To discuss the views of PSC with the Moderators.

Claire

5. Qualification in Career Development – Future Ideas

In the light of the above discussions it was agreed to defer this paper to the next meeting.

6. PSC – the next three years – discussion of a 3 year strategy and ideas for future developments

PSC members suggested that as PSC is a Committee of the Board that it would be useful if a member of the Board or the President could attend the PSC meeting once the new PSC is in place to give a steer on what is expected from PSC.

It was agreed that at the PSC meeting in December members will agree those items that have been completed by the current PSC and which may require further work and also suggest some ideas for future direction which could include: Mentoring Scheme; more Ethical Case Studies; QCG/D developments and other qualifications approved for the Register. It was also suggested that inviting guest attendees such as John Gough and Janet Sheath would be useful. New Board and PSC members may also have ideas which could be added to the list.

Action: To add this to the agenda for the next meeting and ask the Board/President about attendance at PSC
Claire/ Ruth

7. Working Conference: Career Development Policy and Quality Assurance

A paper outlining the programme had been previously circulated to PSC members. All agreed that this is a very good idea and that this event should cover the whole sector.

PSC would like clarification on how the Nation teams will be selected and stressed that it is important for this process to be transparent so that the CDI is not accused of just “choosing its mates”. Scoping of who the key players are in each nation would be useful in this regard.

PSC would also like to know if representatives from the different Government/Assemblies will be invited.

Action: Seek answers to these questions from Jan and report back to PSC. **Claire.**

Tom mentioned that Northern Ireland may be in the middle of an election in January 2016.

At this point, 2 pm, Tom left the meeting due to a prior engagement and Ruth took over as Chair.

8. SVQ/MA Update

Pat reported that the project is going well. The face to face consultation was well attended and that two draft structures for the SVQ 3 and SVQ 4 and Modern/Technical Apprenticeships are now being consulted upon via an on-line consultation. Deadline 18th September. Pat has recently completed the Core Skills signposting and is currently working on the assessment strategies. Following the outcome of the on-line consultation she will then do the Core Skills mapping for the SVQ 3.

9. UKCDA

Claire reported that Jan will be in touch with PSC members about the judging process which will be very similar to last year. Ruth said that she will be submitting an entry for Career Development in a Large Organisation so will be unable to be involved in the judging of that category.

Claire reported that over 50 proposals had been received for the Conference Workshops.

Janet, Tom and Pat are unable to attend Conference this year.

10. CDI Resources Area

Claire reported that development of this by Lyn Barham is going well in spite of not being overwhelmed by responses from those who had been contacted for suggestions of material to include as CPD on-line resources, publications and face to face events. This was perhaps due to the holidays.

Claire encouraged PSC members who had not replied already to send any suggestions to her as soon as possible. Expected launch will be during October 2015.

Action: Send CPD ideas to Claire

All

11. Ethical dilemmas

The Ethical Case Studies which have been produced so far are on: Autonomy, Confidentiality, CPD, Duty of Care and Impartiality. There is also one on STEM which could be framed to cover Equality.

Ruth has sent these to Janet Sheath and asked her to comment upon them by 14th September and will then send the final versions to Claire by 8th October which will allow Ruth and Jill Collins time to complete the STEM one. Janet will also suggest which three are the strongest and most broad-based and then these three will be used at the Conference Symposia.

Actions: Send case studies to Claire by 8th October

Ruth

Add the names of all PSC members to the Case Studies and not the individual author so that readers can contact PSC as a whole if they have questions.

Ruth

Add deciding on who writes the remaining case studies on: Accessibility, Accountability, Justice, Transparency, Trustworthiness and Competence to the Agenda for the first meeting of the new PSC and involving any volunteers who may offer to write any at the Symposia. **Ruth/ Claire**

To also add to the agenda discussing any crossover of ethical principle between the Case Studies

Ruth/Claire

Symposia

Liane and Siobhan will be co-delivering the Symposia with Claire. Claire reported that following a meeting with Siobhan and Liane the following format for the Symposia had been agreed.

Introduction	CJ (Both days)
Brief explanation of the Code of Ethics/Discipline and Complaints Procedure <i>Delegates provided with copy</i>	CJ
Explanation of the Ethical Framework and process for producing the Case Studies, how it was developed and a brief talk through of one of the examples <i>Liane producing some PowerPoint slides</i>	LH (Monday) SN (Tuesday)
Delegates in small groups to look at two Case studies which have had the Options removed and decide on what they would do. Feedback and then looking at the completed Case Studies	Both
Delegates to complete a proforma asking them: <ul style="list-style-type: none"> • Ideas on how the Case Studies could be used • What further support members might like on ethical issues • Volunteers to write any of the remaining ones: Accessibility, Accountability, Justice, Transparency, Trustworthiness and Competence. They can request the Framework and send replies to Claire 	Delegates
Questions/Comments?	Both

12. Next meeting: Tuesday 8th December in Birmingham. The next meeting after that to be virtual to save on costs. *Claire Johnson, Professional Development Manager, 13th September 2015.*

