

Action Notes

Present: Tom Evans (Chair), Ruth Winden (Secretary), Pat Pugh, Janet Moffett, Siobhan Neary, Stacey Powell, Jennie Rush.

- 1. Apologies:** Sue Holden, Sian Chaloner and Liane Hambly

In Attendance: Jan Ellis (CDI Chief Executive) and Claire Johnson (CDI Professional Development Manager).

2. Action Notes from the meeting on 29th October 2014 and Matters Arising

These were agreed as a true record.

Matters arising

a. Governance and Succession Planning

Tom reported that he attended the Members' Meeting at the CDI Conference and has subsequently had emails from Karen O'Donoghue. He said that nothing had been decided at the Members' Meeting and that a Survey Monkey questionnaire to solicit members' views is being sent out and that this needs to be done before March 2015.

Tom said that existing members of PSC will serve until November 2015 and that the issue of serving for a second term if desired is being considered.

PSC members who attended the Members' Meeting said:

- Members need to understand what the situation is now before they can make an informed decision about the way forward and that a document covering this should form part of the Survey Monkey
- Members' questions at the meeting were not adequately addressed
- Governance of the CDI needs to be transparent
- More clarification is needed on the role of President Elect
- PSC need to be clear about succession planning and to consider the representation for the constituencies. It would also be useful to know which current PSC members would like to stand for a second term.

b. UKCDA

All PSC members who attended Conference said how well the UKCDA event went and that Susan Calman was brilliant.

c. Register Profiles

Claire explained that these can be done by PSC members to promote the Register even though they may not be a Registrant. Tom agreed to produce one by early January.

Action

Remind Sian and Liane to produce Profiles.

Claire

d. Directory

Jan said that the Royal Bank of Scotland has agreed to sponsor the Directory and that plans are underway for its production early in 2015.

e. Portico Job Board

Jan reported that this will now be launched on 5th January 2015.

f. New Membership Database

Jan explained that mapping is currently taking place between the current and new databases and that the new system will be in place for 1st April 2015.

3. Inclusion of new qualifications for the Register

Detailed papers on ICCI Certification, MSc in Occupational Psychology and the University of Cambridge Certificates of Further Professional Studies in Getting Started on CEG in Schools and Leading and Managing CEG in Schools had been circulated prior to the meeting.

a. ICCI Certification

PSC members discussed the paper and with input on the ICCI Certification from Ruth on the rigour of the portfolio, the coverage of direct work with clients via the competences and Fellow interview process it was agreed that ICCI Certification at the levels of Practitioner and Fellow should be accepted without further conditions for inclusion on the list of qualifications/certification allowed for the Register. Associate level would not be accepted but these people would be advised to apply for the Practitioner level. Everyone liked this approach to certification and its rigour and welcomed the fact that we can now welcome people with this to the Register.

Action

Recommend ICCI Fellow and Practitioner Certification to the CDI Board for ratification. *Claire.*

b. MSc Occupational Psychology

Tom knows the course at the University of Ulster very well and was able to vouch for the rigour of these qualifications. The paper presented on all the MSc Occupational Psychology qualifications referenced that their size, content and level more than meet the criteria for inclusion on the Register list. It was agreed by all PSC members that this qualification and those which also have Organisational or Business Psychology in the title are approved for the Register.

Action

Recommend to the Board for ratification.

Claire.

c. University of Cambridge Certificates of Further Professional Studies in Getting Started on CEG in Schools and Leading and Managing CEG in Schools

The main point of the discussion was to determine if qualified teachers who in addition to their teaching qualification hold a 20 credit qualification in a careers education subject at QCF level 6 or above should be required to undertake a further 10 credits to make their credit level the same as someone who has a full Level 6 qualification of 60 credits, a minimum of 30 of which would be at level 6.

It was agreed that Careers teachers who are professionally qualified would not want to jump through additional hoops and that it would be useful to know more about the range of qualifications at 20 credits at level 6 and above which are/were available and what is covered. PSC could then give consideration to the fact that people who hold a teaching qualification at QCF level 7 could combine this with a 20 credit qualification at QCF level 6 in careers education and then be allowed on to the Register. Teachers already do cover a number of the topics covered in career development qualifications e.g. Reflective Practice, Advocacy, Group work etc. and will already have studied these as part of their teaching qualification.

Action

To prepare a paper for the next PSC meeting in February on the qualifications and their content, before taking to the Board for final ratification in March.

Claire.

To have as a future agenda item in Spring 2015 looking at a means by which careers teachers can evidence their competence by a non-qualification route e.g. case studies etc. similar to the ICCI Certification process.

Claire.

4. Non UK Qualifications for Admission to the Register

Claire explained that she is sometimes asked to consider people who have non-UK career development qualifications and who are practising in the UK for inclusion on the Register.

Following discussion it was decided that these people should be offered the Fast Track Route to the Register once it has been revised to replace the Competency Framework with the revised and expanded NOS: CD. Following their completion of the document which shows how their qualifications cover the NOS and a Professional Guided Discussion with the Professional Development Manager it can then be determined if the qualification meets the requirement for the Register in terms of career development coverage, level and size. For those people whose qualification is not accepted the PDM could suggest the ICCI Certification as a possible means of accessing the Register alongside the qualifications currently accepted.

Action

Add consideration of non-UK career development qualifications to the booklet which lists qualifications accepted for the Register.

Claire.

It was also suggested by PSC that it would be useful to commission a literature review on the range of non –UK career development qualifications that are available. Information could come from ELGPN, IAEVG, ICCI, OECD reviews and NICE. Post meeting Jan suggested that this could be a NICEC project with it being used at the International Conference or a student project.

Action

Agenda item for the next meeting to discuss setting up a virtual sub group to take this forward.

5. Discipline and Complaints Procedure - Update

At the previous meeting PSC members voiced a number of concerns about the paragraph relating to notifying a member's employer if a complaint of a breach of the CDI Code of Ethics had been received by the CDI and it was suggested that legal advice was sought on this.

Following the meeting legal advice was sought and a paper containing the advice and some further amendments suggested by the legal adviser to the procedure was circulated prior to this meeting.

Following further discussion the PSC agreed that the Discipline Procedure is now acceptable and can go forward to the CDI Board for ratification and subsequent inclusion on the CDI website. Members will also be notified of its availability on the website.

Action

Notify the January 2015 Board of the PSC decision. Place Discipline Procedure and Complaints form on the website and alert members.

Claire.

6. Update on and Uses of the National Occupational Standards: Career Development

Pat reported that NOS: CD are now approved and have been published on the UKCES site. Jan mentioned that there is also information on the CDI website together with a very clear explanation written by Pat about the project and the proposed uses of NOS: CD. Pat has also written an article for the January edition of Career Matters.

The CDI is now looking at ways of promoting the NOS: CD and Pat will be working on a Resources Pack for Employers containing example case studies; templates for job specifications; ideas on using for CPD etc. PSC members suggested that it would be useful to have introductory information for each nation on how NOS: CD can help underpin the various initiatives being undertaken in each nation.

Pat also mentioned the UKCES in-year submissions that may be available for the development in Scotland of Modern Apprenticeships. Jennie mentioned that this is the last year for the QCG in Northern Ireland and that there may be interest in having an Apprenticeship up to Post Graduate level. There is also the Northern Ireland Careers Review and Jennie will be talking to Frances about this.

Ruth, Siobhan and Pat volunteered to be members of a virtual sub group to look at developing case studies of how practitioners can use NOS: CD in their daily work.

Tom suggested talking to CBI, IoD, Chamber of Commerce and Union about how employers use NOS.

Actions

NOS: CD developments to be a standing agenda item for future PSC Meetings. *Ruth/Claire*
If *Sue, Sian or Liane* would like to be involved in the virtual sub-group to let Claire know.

7. Management Training

A paper had previously been circulated explaining the Manager Training being developed by the CDI on using NOS: CD to manage performance, practice and professionalism. The paper also covered Management Training based on the NOS: Leadership and Management which has gone out to tender.

PSC members welcomed these developments and the need to provide training for managers as part of the CDI offer. Stacey mentioned that the training budgets for NCS have been withdrawn so NCS may well be looking to external providers to deliver this type of training. As Jan is meeting with Louise Procter from SFA on 18th December she said that she would mention this to her. The SFA has a Best Practice Project for Practitioners and this type of training could help managers to support practitioners.

8. Register Criteria

Claire explained that having a currently practising criteria for the Register was preventing some people from joining who are recently qualified and have not yet found a job or who have recently been made redundant.

Following discussion PSC members agreed that the section on practising on the join the Register part of the website can be changed to: Status: recently qualified; seeking work, employed, self-employed. Registrants can then be asked each year to revisit the site and update their status.

Action

Contact Axia to have this wording implemented and change the wording in relevant publications and other parts of the website. *Claire*

9. Career Progression Pathway

A paper explaining the Pathway and the outcomes from the two Symposia held at the CDI Conference had been previously circulated. PSC members agreed the various recommendations from the Symposia analysis and in addition suggested the following:

- Use a link to sources of salary information rather than actually citing salaries which will become out of date. E.g. Payscale.com, and include a link to new Portico Job Board as a source of information on salaries.
- Signpost to the NOS on Employability and Enterprise if relevant but no need to use these as part of the Pathway.
- Have a selection of job titles at the appropriate level with a caveat that some job titles are used at different levels.
- Add additional detail re careers education and curriculum and strategy to the contents pages rather than the diagram in order to keep the diagram as simple as possible.
- Keep the Career Guidance/Development line and the Career Coaching/Talent Management line as separate lines at the moment to aid understanding by the public and employers. Consider amalgamation at a later date if appropriate.

Action

To action the above plus the other Symposia recommendations.

Claire.

10. Ethical Dilemmas

This item was deferred to the next meeting in February.

Actions

Ruth, Tom and Claire will discuss before the next meeting how best to handle this item.

To send the example case studies she mentioned to Ruth and Claire.

Siobhan.

Ask people for real life examples of ethical dilemmas and appropriate strategies and send through to Ruth and Claire.

ALL

Ask for what is an ethical dilemma via News by Email and for people to send their replies to Ruth's email.

Jan and Ruth.

11. Associate Register

Claire explained that the CDI was considering setting up an Associate Register for people holding QCF Level 4 and Scottish equivalent qualifications but wanted to seek PSC views before taking this idea to the Board.

PSC members expressed a number of concerns including whether this legitimises the requirement for QCF Level 4 by NCS when the CDI preferred qualification level is QCF Level 6. It may be better at this time to have targeted marketing campaigns for different parts of the sector to promote membership and then see what the demand may be for Associate Register.

Some people are still confused between the Register and Membership and adding in another level of registration could cause further confusion. It may be better in the fullness of time to have Associate Membership and Registered Membership.

Action

Have this as an agenda item at the next meeting for fuller discussion.

Ruth/Claire.

12. Feedback on CDI Conference and October Career Matters

Very positive feedback received on both from PSC members. Jan and the team were commended on the organisation needed for Conference and how well it all worked.

Action

Please send any ideas for themes for the 2015 Conference in Cardiff to Jan

ALL

13. Dates for future meetings

10 Feb 2015 - in person

7 April 2015 – virtual (Easter week so people may be on leave); as it's virtual, it can be recorded.

Alternatively – 14 April 2015

9 June 2015 - in person

14 July 2015 - virtual (only a month after the last one but then we won't meet in August)

8 Sept 2015 - in person

10 Nov 2015 – virtual (depending on next year's conference dates, date could be moved and turned into an in person meeting?).

Action

Please let Ruth now of your availability for the above dates

ALL

14. AOB

Janet said that one of UWS students had asked why in the Code of Ethics it says that members *should act in the interests of society at all times?*

Action

Agenda item for next meeting

Ruth/Claire.

15. Next meeting

10th February – venue to be advised.

Agenda items to date

- Ethical Dilemmas
- Careers Education Qualifications
- How PSC can communicate with the CDI membership, what has been achieved so far and future plans.
- NOS Update on uses
- Associate Register
- Code of Ethics – UWS question.
- International qualifications – sub group?

Claire Johnson
Professional Development Manager
18th December 2014.