

## **Professional Standards Committee Meeting**

### **Action Notes**

**Jury's Inn – Birmingham, 9<sup>th</sup> April 2014**

**Present:** Tom Evans, Siobhan Neary, Pat Pugh, Janet Moffatt, Jenny Rush, Stacey Powell.

**In Attendance:** Claire Johnson                      **Apologies** – Ruth Winden

### **Action Points**

#### **1. Update on PSC membership – vacancies and election outcomes**

Claire Johnson advised that the results of the elections for PSC would be announced at AGM.

#### **Action:**

- Tom Evans to speak to Sarah Finnegan-Dehn about the need to recommend someone who can be co-opted as the representative for Wales. This is particularly important in the light of the work that needs to be done to develop the National Occupational Standards: Career Development.

#### **2. Process used for the AGM**

Concerns were raised about the transparency and clarity of the process used and the delay in sending out candidate profiles and the fact that all countries could access all UK papers.

Tom explained that as Chair of the PSC he neither nominates nor votes for potential members of PSC. All agreed that PSC members can vote for but not nominate potential PSC members.

#### **Action:**

- Tom Evans to speak to the Honorary Secretary to stress the need for a transparent process for the AGM and voting processes.

#### **3. Fitting Memorial for Dr Rodney Cox.**

All members agreed that an Award in his name should be presented each year at the CDI Annual Conference as part of the UKCDA. This could be for "Learner of the Year" or for "Research by a Learner".

All centres offering qualifications that are on the CDI Approved Qualifications for the UK Register list to be notified that this award is available and to nominate learners. The entries will then be judged.

#### **Action:**

- Claire Johnson to discuss the logistics of this with Jan Ellis.
- Siobhan Neary to forward to Claire the document which NAEGA used for a similar award. By 25<sup>th</sup> April 2014.

#### **4. Update on National Occupational Standards: Career Development**

Pat Pugh gave an overview of the work so far.

Pat stressed the need for an Expert Reference Group to be established as soon as possible as it needs to meet before the end of April. The ERG will have oversight and a Quality Assurance role and will determine the Functional Map. There will then be working groups (either 2 or 3) which will meet probably once face to face and then virtually and a series of UK wide consultations both face to face and virtually. The NOS will then be written and submitted. There are financial penalties for missing deadlines so it is crucial that this work starts on time and keeps on schedule.

##### **Action:**

- Suggestions needed for a Private Practitioner representative and a Welsh Representative.
- PSC members to email suggestions to Pat and Claire ASAP and ideally by 17<sup>th</sup> April.
- Pat to email the Project Plan to all PSC members by 17<sup>th</sup> April.
- Pat to discuss with Jenny the possibility of a Government venue for the Northern Ireland consultation event.
- Siobhan volunteered to use the iCeGS mailings to publicise NOS developments.

#### **5. Career Progression Pathway**

Claire explained that following the tendering process the CDI is now working with iCeGS. The first step is for iCeGS to produce a report based on an analysis of 200 job adverts from across the sector and across the UK. Claire will then develop the Pathway with input from an Expert Reference Group and with soundings and consultation with iCeGS. By November there will be a draft Pathway for consultation and this will be done via Symposia at the CDI Annual Conference as well as on-line.

Siobhan, Stacey and Jenny volunteered to deliver the Symposia with Claire.

##### **Action:**

- Claire to contact Ruth Winden to ask if she will co-deliver one of the Symposia.
- Jenny to send Siobhan the job specifications used in Northern Ireland for Government Careers Adviser and Career Manager roles.
- Siobhan to contact Dan Hope at Stourbridge for a list of employers who have advertised via Portico in the last year. (Done on 10/4/14).
- Claire and Pat to produce regular short emails to send to PSC to update on the development for both the NOS: CD and Career Progression Pathway projects and to ask for help when required.

#### **6. Post Graduate Diploma in Career Guidance/Development**

All members agreed that this could be listed on the Approved Qualifications list without the need to mention with or without the QCG/D

##### **Action:**

Claire will amend the listing.

## **7. Requirement for one year's experience to join the Register**

All members agreed that it was sensible to remove this requirement as it disadvantaged QCG/D completers.

### **Action:**

- Claire to amend the Register documentation and to alert Members via News by Email.

## **8. Certificate in Professional Practice**

Claire had already consulted PSC members about this via email. Given the negligible uptake of this qualification and the potential confusion in terms of its applicability to the Register, it was agreed that its continuance is no longer required.

### **Action:**

- Claire to arrange for the information about the CPP to be removed from the website, the QCG/D Handbook and for members to be alerted via News by Email.

## **9. 20 hours CPD requirement for members**

Members agreed that the 20 hour requirement for CPD for members should be removed as this was presenting as a barrier for some potential members. It was agreed that Members should commit to the principle of CPD and can still use the CPD part of the CDI site to record any CPD, but that there will be no formal monitoring of time spent on CPD.

### **Action:**

- Claire to arrange for the relevant parts of the CDI website to be amended and for members to be alerted via news by Email.

## **10. Ethical Considerations for Registrants**

Claire outlined a recent issue that had arisen with a Registrant who was working with a client with Asperger's Syndrome. Discussion ensued on whether or not the CDI has a duty of care to those people who are on the Register and who advertise their services via the Search for a Career Development Professional facility. PSC members agreed that the CDI should seek legal advice on this and also whether or not the Register needs a disclaimer to ensure that CDI is not enjoined in any potential litigation.

Suggestion also made that a future PSC meeting should look at developing case studies on ethical dilemmas and how practitioners can protect clients and themselves. These could include sources of on-line support. Examples could then go on the website and be a benefit for Members.

### **Action:**

- Claire to discuss this issue with Jan Ellis and report back to PSC members. (Post meeting – Jan has agreed to seek legal advice on this issue)
- Ruth to put Ethical Dilemma Case Studies on the next PSC Agenda

## 11. Code of Ethics

The current Code of Ethics, produced by the CPA had been distributed prior to the meeting. PSC members agreed that this requires further work and that a new version should be produced and the version used by ICG should be looked at again and used to inform the new document. Consideration needs to be made of the issue of transparency v impartiality. The Code needs to apply across the sector.

### Action:

- PSC members to send their comments on the current Code of Ethics to Claire by 25<sup>th</sup> April.
- Claire to send the ICG Code of Ethics to members and any other relevant ones.

## 12. Complaints and Discipline Process

Claire presented a Discipline Process and Complaints form that she had produced based on those used by CIPD and the Institute for Learning. PSC members suggested that the wording of the Disciplinary Process be changed to allow for any member of the PSC to be involved in any stage of the process provided that there was no conflict of interest with the member concerned. A PSC member can only be involved in one stage of the process. There is also a need for clarity in terms of the right to be accompanied at a disciplinary hearing. Point vii of the disciplinary measures needs to be moved to point i. Publication of decisions should be changed to Communication of decisions. On the Complaints form – 3b should be changed from judgement to consideration. PSC members strongly suggested that a legal view on the proposed disciplinary process and supporting documentation.

There also needs to be further discussion of what an employer needs to do if a CDI Member as an employee breaches the Code of Ethics and if the CDI needs to be informed and also if the CDI needs to inform the employer is a complaint is brought against an employee. This needs to be considered in the light of the purchase of bulk membership by an employer, to ensure that CDI does not get into conflict with individual employers.

### Actions:

- PSC members to send their comments on the documents to Claire by 17<sup>th</sup> April.
- Claire to make the above suggested changes.
- Claire to discuss the above with Jan Ellis and consider how to seek a legal view on the documents, the costs of this and also how the costs of any disciplinary hearing will be met in terms of travel, venue and any associated costs for the complainant and member.
- Post meeting – Jan has agreed to seek legal advice on the discipline process.

## 13. PSC member Profiles to promote the Register

Claire has received these from everyone except Tom and Ruth. Jenny and Leanne can now produce profiles.

### Actions:

- Tom, Ruth and Jenny to send their profiles to Claire by 24<sup>th</sup> April.
- Claire to contact Leanne about producing a profile.

## 14. Date of next meeting 3<sup>rd</sup> July in London.