

## **Professional Standards Committee Meeting**

### **Action Notes**

**Tuesday 9<sup>th</sup> June 2015**

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

**In attendance:** Claire Johnson and Jan Ellis

#### **1. Apologies for absence**

Sue Holden, Jenny Rush and Sian Challoner

#### **2. Action Notes from the meeting on 7<sup>th</sup> April 2015**

These were agreed as accurate apart from a change of date from January 2015 to 2016 in relation to the dates for the management training.

#### **3. Matters arising from the Action Notes**

##### **a) PSC Communication with the CDI membership**

###### **Actions:**

Send all Action Notes from all previous CDI PSC Meetings to Jan so that these can now go on the website. (Ruth/Jan)

Write an article for the October edition of Career Matters. (Tom)

PSC members suggested that Council and Board minutes should also be made available on the CDI website.

Post meeting – Council Summaries are available on the site: <http://www.thecdi.net/Governance>

To check with Jan/Monica about having Board Meeting Summaries on the site

(Claire)

##### **b) Membership Database**

In response to a question from Tom asking if the database was now up and running Claire reported that there had been a further delay in the transfer of data to the new database. Staff training will take place hopefully in July.

###### **Action:**

To report on progress at the next meeting.

(Claire)

##### **c) Register Profiles**

Claire reported that she has not as yet produced any guidelines on what to cover in a Register Profile including stating the qualifications held and a word length/number of characters.

###### **Action:**

Report progress at the next meeting.

(Claire)

#### d) CDI Manifesto

Jan reported that Vivienne Brown is working on the Scotland Manifesto and David Andrews will be working with Wales and Northern Ireland. It is important that CDI members feel that they can voice their views independently via the CDI. Tom suggested targeting key political parties in Northern Ireland and looking at their websites to see what levers can be used to align CDI objectives with relevant policies. In the future the Careers Service will be part of the Dept. for the Economy.

#### e) CDI meeting in Belfast

Tom reported that a positive members' meeting had been held in Belfast at which the Career Development Sector Progression Pathway had been launched. The meeting which was attended by the President, CE and PDM allowed members the opportunity to hear about CDI developments, including those of PSC and to look at ways in which CDI activities could be held in Northern Ireland. Jan mentioned that Careers Advisers working in the FE sector are keen to become more involved with the CDI and that this is a well-resourced part of the sector.

PSC members said that it would be useful to promote the work of PSC with all of the regions and nations. Pat mentioned the Scottish FE Conference in Sterling on 10<sup>th</sup> June at which she is presenting on the SVQs and Modern Apprenticeship work and that this provides a further opportunity to promote the CDI with practitioners who work with adults. Liane said that she is doing some work in Northern Ireland in the Autumn but would be happy to be involved in an evening meeting on a relevant topic, e.g. ethics.

#### Action:

To contact Jan and Claire about this when returns from leave.

(Liane)

#### 4. Governance

Monica Lemecha in her role as Honorary Secretary had produced three papers on CDI Draft Rules, Rules for the PSC and Rules for the Governance of the CDI all of which had been circulated to PSC members prior to the meeting. PSC Members Jennie Rush and Sue Holden had sent their views to Ruth and Claire.

In response to the requested Actions a lively and lengthy debate ensued. In respect of the Actions the following **emboldened** points were agreed but with some issues/points for further consideration given in brackets and separate notes post meeting from PDM in italics.

#### There should be three constituencies:

1. Career Education/ Career Guidance and Career Coaching/ Career Consultancy OR
2. Career Education/Career Guidance/Career Coaching and Consulting.

A slight majority of PSC members favoured option 1.

(There was debate about if the titles of the latter two constituencies were appropriate and if instead the constituencies should reflect the context in which the practice occurs rather than the type or practice.) *It may be useful to include a definition for each constituency.*

There was also discussion on:

whether or not we actually need to have different constituencies but instead have the Communities of Interest.

whether or not membership of PSC should be of those people suited to the activities of PSC, e.g. a rep from a qualification provider.

**Quorum – should be a minimum of 50% and expresses as a percentage.**

**People elected to serve on PSC including the Chair to be elected by the whole membership rather than a constituency only membership.**

**Two people per constituency and one person per nation.** (discussion on size of constituency and if realistic for one person to represent larger nations) **to be elected by whole membership.**  
*Secretary to the Committee to be the Professional Development Manager (not Associate as it says in the rules).*

**Terms of office to be an initial three years with a possible subsequent three years.** (There does need to be consistency in the CDI rules where it stays three plus two and whatever terms of office apply to PSC should also be the same for Council. It should also be made clear if someone could stand for three years and then have a break of a number of years and then have a further three year term.)

**Agreed the terms of individual membership including undertaking regular Continuing Professional Development as prescribed by the UK Register of Career Development Professional requirements of 25 hours CPD per year.**

*Duties and responsibilities of PSC – rules need to be amended as Board and Council have no role in the Disciplinary and Complaints Process. Could be changed from Disciplinary panels shall be chaired by a member of the Committee, assisted by panel members drawn from the membership of the Board and/or Council to Disciplinary panels shall be run in accordance with the CDI Discipline and Complaints Procedure.*

**Procedures at Meetings – agreed** (suggestion that declaration of interest becomes a standing agenda item at the start of meetings).

**Procedures for appointment – agreed.** (would be useful to use a document which explains what PSC does, what activities are planned for the next year/three years, time commitment in terms of meetings but also work outside of the meeting).

Co-option – it would be useful to have the facility for co-option to meet specific needs over time, e.g. the co-option of someone to represent providers who offer qualifications accepted for the Register as well as a QCG/D provider.

*Maternity leave – a current PSC member will be on maternity leave from September 2015. Should the rules have provision for what happens to cover people on maternity leave?*

#### **Comments on the Draft Rules**

PSC members voiced some surprise and concern about the restrictive nature of the voting arrangements; the fact that all voting members are also Board members and the lack of communication with the membership about the recent Extraordinary General Meeting. They also asked what the tenure is of voting members, why the membership are no longer asked to vote and if voting members are representative of the membership and its different constituencies.

#### **Action:**

To discuss these issues further with the President and Board.

(Jan and Tom)

## 5. Competency Route to the Register

A paper produced by the PDM had been circulated prior to the meeting.

PSC members agreed with the proposal and stated that there is no need for these Registrants to be reviewed every five years and that meeting the 25 hours annual CPD requirement would be sufficient to maintain competence. PSC members agreed to help the PDM look at initial applications to ensure that the documentation works and to ensure rigour of the process.

### Action:

To make the assessment by direct observation a mandatory requirement and to add in the maximum number of PDCs allowed for this validation method. (Claire)

Develop the application form and assessment criteria to be used. (Claire)

## 6. SVQ/Modern Apprenticeship Update

Pat explained that a Steering Group, Working Group and Task Force Group meeting have all taken place and have been very productive. It has been heartening to see that such a wide range of people have been keen to be involved. A consultation event will be held in Edinburgh on 26<sup>th</sup> June and there will also be an on-line consultation. Once the SVQs in Career Information, Advice and Employability Skills are agreed then next phase is to develop the Modern Apprenticeship Frameworks which will include Core Skills mapping. The project is ahead of schedule.

Jan commented that this has all been an excellent example of networking and encouraging the sector to work together.

### Action:

To write an article for Career Matters on the value of bringing all parties together, the stages of the project and what will be achieved. Contact Jan to discuss which edition.

(Pat)

## 7. UKCDA and Conference

A paper detailing the categories and process for 2015 had previously been circulated to PSC members. Jan mentioned that the judging criteria had been tightened in the light of experience in 2014 and that all documentation will be on the CDI website w/c 15<sup>th</sup> June 2015. It is important that the timescale is adhered to.

### Actions:

Add the limit to the page numbers to the documentation. (Jan –now done)

Tighten the criteria re sustainability to the relevant categories. (Jan –now done)

## 8. QCF Level 4 Diploma in Career Information and Advice

A paper detailing the rationale for accepting the QCF Level 4 Diploma in Career Information and Advice plus completion of the three specified QCF Level 6 units on Career Guidance Theory, Reflective Practice and Using LMI with Clients for conditional entry to the Register had been previously circulated to PSC members.

All agreed that this is acceptable and that conditional registrants could apply for full registration on completion of the rest of the QCF Level 6 Diploma in Career Guidance and Development.

The reason why people who have a NVQ Level 4 in Advice and Guidance or LDSS are allowed onto the Register as conditional entrants whilst undertaking the three specified units is that their NVQ qualification covered the three areas on theory, reflective practice and LMI in greater depth than is covered by the QCF level 4 in Career Information and Advice and these three units top up their knowledge.

**Action:**

To notify members of this addition to conditional entry requirements via News by Email and to the centre which initially made this suggestion. (Claire)

Ruth said how delighted she was about ICCI Certification being accepted for the Register and said that John Lees had now joined the Register and said how easy the registration process was to complete.

**Action:**

Ask the Community of Interest- Private Practitioners if someone (perhaps Dave Cordle) could write an article for Career Matters on why the Register is important for their work.

(Ruth)

## 9. Ethical dilemmas

Six of the twelve case studies have been written or are very nearly complete. Everyone has used the agreed Framework. Tom thanked Liane for her work in producing the Framework and for co-ordinating this work.

**Actions:**

Outstanding case studies to be completed and sent to Ruth by end of June. (Ruth and Sian)

For the case studies which have already been circulated please provide feedback direct to their author by 17<sup>th</sup> July. (All)

Send case studies on 24<sup>th</sup> July to Janet Sheath for her comments. (Ruth)

Bring Janet Sheath's comments for discussion to next PSC meeting on 8<sup>th</sup> September.

(Ruth)

### Future Use of the Ethical Case Studies

The completed case studies can be used at the Symposia at Annual Conference. The Symposia to include: the importance of the Code of Ethics, why these case studies have been produced; using the framework. Then discussion with participants on the types of ethical dilemmas they face and how they can use the framework. Important to ensure that the case studies used at the Symposia have appeal across the whole sector and are not simply career guidance specific. It would be good to get examples from participants for the six principles which haven't as yet been covered by case studies.

**Actions:**

Once the case studies are completed they can go in the Resources area of the website once this is available.

(Claire)

Add producing an ethical issue case study to the list of CPD examples which people can use. (Claire)

Look at having a STEM issue in one of the case studies and contact Jill Collins (Council member)

(Ruth)

Allocate the remaining principles as case studies. Agenda item for 8<sup>th</sup> September

(Claire)

After the Symposia write an article for Career Matters on the Case Studies to promote their use to members (Volunteer?)

### 10. Real Life Ethical Issue

Claire had previously circulated to PSC members an ethical issue from a CDI member concerning confidentiality and sharing of information with a school. PSC members discussed the issue and advised Claire on the response to be made to the member. Tom and Stacey offered to look at Claire's response before she sends it as it is not straightforward.

### 11. Management Training – Discussion Paper previously circulated

Send any thoughts or comments to Claire by end of June

(All)

#### AOB

*Promoting the training on using the NOS: CD to manage performance/practice and promote professionalism and partnership working.*

As these events are not recruiting well Claire asked for suggestions on ways in which they could be promoted.

Tom suggested looking at working directly with companies to meet their holistic training needs rather than expecting staff to attend external training.

Liane suggested a web based approach to the training or using webinars as a teaser for the full event.

Stacey suggested contacting HR Depts. and Siobhan suggested that after Ofsted there may be better demand for training.

#### Action:

Send podcasts to Claire.

(Liane)

### 12. Next Meeting

8<sup>th</sup> September 2015, London, Institute of Arbitrators TBC. 11am until 3.30pm.

*If you require overnight accommodation please contact Sarah Garratt.*

#### Agenda Items so far:

- Declaration of Interest (Standing Agenda Item)
- Legacy Planning for PSC and a Corporate PSC Plan for next three years (e.g. CPD Recording and where this is done; Mentoring for Members; CDI Certification of other career development qualifications; moving the Register so everything is all on one website)
- Conference – Symposia arrangements
- Ethical Dilemmas – sharing and discussion of case studies – feedback from Janet Sheath
- Allocation of remaining ethical principles as case studies
- SVQ/MA Update
- UKCDA

Claire Johnson, Professional Development Manager, 23<sup>rd</sup> June 2015.