

Thursday 17th April 2025

9.30 am to 12.30 pm.

Action Notes

Present: John Walker, David Morgan, Sue Alder, Sue Edwards, Hannah Courtney-Bennett*, Bella Doswell, Liz Reece, Beth Urquhart, Janet Hutchinson, Luisa Moreno, Colette Cousins, David Roe, Jacqui Phipps

In attendance: CDI Executive Assistant (Action Notes)

1. Apologies:

Apologies received from, Cordelia Wise, John Wallace, Hannah Courtney-Bennett

2. Introductions

John W welcomed Sue Alder to the meeting following Sue's appointment to the role of Head of Professional Development and Standards at the CDI. Introductions were made and Sue explained her role will focus on team leadership and management and delivery of qualifications, training, and contracts.

3. Declaration of interest

The only declaration of interest noted was for committee members operating in a QCD environment as QCD's will form part of the meeting discussion.

4. Action notes 27 January 2025 (Matters arising and true record)

Matters arising from the previous meeting:

Webinar on reflective practice: Beth confirmed the webinar will be organised for September.

Post nominals: Covered under David M's agenda item.

The committee confirmed the action notes from the meeting on the 27th January is a true and accurate record.

5. Career Matters – Rolling story

John W referred to Hannah's recent article which continues the theme on how EPSC can help members to reflect on ethical dilemmas. John confirmed another article by Hannah is scheduled for the April edition along with case studies to ensure the rolling story continues. David M said the June edition of Career Matters is full with a small amount of space available for the October edition. David M suggested John W contacts Olly Jenkins quickly to secure space for October.

ACTION: David M to include Career Matters rolling story in 'News by email' update.

ACTION: John W to contact Olly Jenkins regarding space in the October edition of Career Matters

6. Update on Code of Ethics for young people along with the design element

Luisa confirmed that the first draft of the Code of Ethics for young people has been received from the designer. The first draft has also been reviewed by the sub-group. Luisa went through the

improvements and changes the sub-group would like to be made to the design. Main points noted as follows:

- The second design was preferred out of the three, but there is too much space for the background and the blocks are too small. The blocks can take up much more of the space.

- While there needs to be a link to the CDI branding, can it be less 'corporate' and more aimed at young people as well as adults.

ACTION: Luisa to share an example of the charter from Wales which can be used as a base/template for the way the Code of Ethics for young people needs to be designed

- Icons to be made less corporate and more informal.

- Clouds or bubbles more appropriate and softer than the squares used on the current design.

- Ensure colour schemes are good for accessibility

- Increase text size to make it more legible in poster format.

- Maybe have the CDI logo as a watermark rather than it being at the centre of the document.

- Edit the text that says, 'This is a client version'. Just keep the section which says, 'Please visit the CDI website'.

- Portrait and landscape version to be created.

ACTION: DM to go back to the designer with the requested amendments

7. Update on the Code of Ethics for Career Services

Sue, Janet & Liz R have been working on the Code of Ethics for Career Services. Following the last EPSC meeting the audit questions have been refined and the group have reviewed it in terms of the areas that are useful and ensure the message comes across quickly and succinctly. Liz R said there was a lot of going back and forth with the heading as to whether it gives a feel it can apply to schools, colleges etc.

The following feedback was provided/briefly discussed.

- The use of the word 'staff' and whether this needs more clarity

- 'Keep learning and stay up to date and skilled' feels a little clunky. Can something more streamlined be used.

- The instruction at the bottom of the first page feels a little instructional. Can it be softened slightly.

Sue thanked the committee for the feedback and confirmed further tweaking will be done and a further conversation will take

David R asked how things like this are covered in terms of communicating to members. David M said notifications are noted on the CDI website members area, EPSC section as well as news by email. The consensus was for the document to be shared to a wider audience.

8. Code of Ethics – Discipline and Complaints process – review

John W confirmed that, following the last meeting, some of the wording has been tweaked and subsequently reviewed by the Board. The Board requested no changes to the document.

9. QCD and Register project update

David M provided a brief overview to confirm the Board agreed to a series of projects (two papers). David M added both issues can be managed together as there is some connection between the two.

David M confirmed Pete Robertson, Chair of the CDI Board has reviewed the documents and the idea is to use them as a discussion tool and produce a series of potential options for both areas. A deeper dive is now required for each area to gain a better understanding. The overarching aim is to make getting qualified clearer, simpler and better understood as well as maintaining a level of professionalism. Next steps will be talking to specific stakeholders. For the register it will be useful to talk to a wider stakeholder group, as relevant.

QCD

David M asked the committee whether there is anything in the paper that requires clarification. A brief discussion occurred around the different options and changes needed etc.

Responses to question 1

- Bella wanted to say thanks to those who have put the documents together.
- Sue asked to what extent are the committee/register held in terms of government accountability. DM said consultation and engagement takes place with government as it is in the statutory guidance.

Responses to question 2

Sue said there may be something to gain from viewing the QTS (QCD) and PGCE (PGDip) relationship David said one of the further projects further down the line is post qualification.

Register

David M said the format and layout of the register has been under review for a while following the changes to the CDI website. David M mentioned the register on the website will have further fixes and upgrades done.

John W mentioned page 2 where it lists several qualifications and said it may be helpful to note base qualifications such as LDSS. John W also referred to links to page 8 'should the register have a level 4 section' as John W said an individual approached recently with a qualification gained in 2009 asking to undertake three units so that they become a qualified careers adviser. Sue Alder said it may be worth the CDI talking to OCR about the three units and the top up to check whether there is a need to do student interviews etc.

Colette said, from a Welsh perspective there are staff who are upskilled (3 units) and it is important to think about the context in which it was done. Constant observation takes place as Careers Wales offer continuous support.

Bella said it is worth thinking about who the register is for. Is it worth having a separate register for career leaders.

Janet said consideration does need to be given to post nominals and the level of experience and capacity.

Jacqui asked whether there are any statistics on how much the register is used to secure guidance/practitioner engagement. David M said this is part of the reason the exercise needs to take place to understand user engagement.

John W said there appears to be three mini registers – fully qualified career guidance professional practitioner, career guidance, and career leaders.

Sue said the register comes down to professional competence as well as being a member of the CDI and the need to start with a holistic overview.

Luisa said in Skills Development Scotland queries are received from people looking to apply for roles, however, they do not know whether their qualification(s) allows them to work in Scotland. This example sums up the confusion.

John W said the subject matter will be discussed again at a future EPSC meeting.

10. CDI Professional Development update

Sue A referred to the main highlights within the report and confirmed a recruitment process is currently in place for a Senior Professional Development & Standards Manager at the CDI.

Sue referred to the CDI Academy which continues to grow with lots of bespoke programmes ongoing. The CPD plan will be updated and there will be an annual CPD plan which will have topics. This will start with the newsletter and work all the way through in terms of obtaining a structured and available CPD plan. This can also be aligned with events in schools and colleges. Sue A said the CDI did deliver a careers coaches course; however, this will be reviewed and conversations are currently ongoing with Dr Cathy Brown about how this can progress as a solid course.

Sue A confirmed the SEND course is growing and Careers Wales had a bespoke course created along with Tower Hamlets. Another bespoke course was recently requested by an organisation called 'Be with You' to support them with a good format. The company offer drug, alcohol, and mental health support.

Sue A concluded by stating the CEC contract bid has been submitted and the outcome is awaited.

11. Terms of Reference for EPSC

John W confirmed the sub-group met on the 16th April and talked about whether the Terms of Reference need any redevelopment or tweaking. As the meeting occurred in close proximity to the EPSC meeting, John W will provide a short paper.

ACTION: John W to draft a short paper to feedback on the sub-group meeting to EPSC

John W added, the purpose of the sub-group meeting was to consider whether the current Terms of Reference clarifies the role and the scope for members and stakeholders. John W said five key actions came up:

- i. How do we make members more aware of EPSC and how EPSC works, who we are and what we can do

- ii. Look at the current Terms of Reference and make sure it covers the above.
- iii. Some tweaks needed to broaden the understanding from EPSC's perspective and John W to review the Terms of Reference to broaden the understanding of all aspects of EPSC function.

ACTION: John W to make recommendations and bring back to the next EPSC meeting

- iv. Big Listen Survey/Summer Survey – the possibility of including questions around Ethics and Professional Standards.
- v. Add questions/interactive platform to include information and have a much more interactive page on the CDI website which is supported by the sub-group. This would benefit from a video clip to encourage members to use the website. Also looked at using the Facebook platform for members to share their experiences.

John W said the sub-group also discussed the challenge of representation for constituencies. John W to give this more thought and bring it back to the next EPSC meeting.

ACTION: John W to give more thought to the challenge of representation for constituencies and circulate a paper on boundaries, split of support between EPSC and the CDI etc. for review

David M said it is useful to have the committee providing information and tools and Sue and the team can support members.

12. AOB

Jacqui referred to the proposed standard change for Apprenticeships. Jacqui said the standard is being changed and the main difference is to the components i.e. a student cannot pass level 6 or other until they have gone through Gateway, and becomes EPA, and the observation is from their training provider. At this moment in time Level 7 qualification is not going to be included in the apprenticeship offer. Funding and the timeline will also be reviewed. The original live date was July this year, however, it now looks like the changes will take effect from January 2026.

David M gave thanks to the committee members involved in the UKCDA. David M shortlists have been announced and valuable feedback has been received about how the process can be improved for next year.

John thanked everyone for their time attending the meeting.