

Monday 27 January 2025

9.30 am to 12.30 pm.

Action Notes

Present: John Walker, David Morgan, Cordelia Wise, Mark Yates, Sue Edwards, John Wallace, Hannah Courtney-Bennett*, Bella Doswell*, Liz Reece, Beth Urquhart, Janet Hutchinson, Luisa Moreno, Colette Cousins, David Roe

In attendance: CDI Executive Assistant (Action Notes)

*Exact timing of joining the meeting noted in the action notes.

1. Apologies:

Apologies received from, Jacqui Phipps

2. Introductions

John W welcomed everyone to the meeting and introductions were made to Colette Cousins and David Roe who recently joined the committee.

3. Declaration of interest

None

4. Action notes 8 November 2024 (Matters arising and true record)

Matters arising from the previous meeting:

Post nominals: John W met with Hannah recently and a further conversation is needed with David.

ACTION: John W and David to continue discussions on post nominals

The committee confirmed the action notes from the meeting on the 8th November is a true and accurate record.

5. Career Matters – Rolling story

Due to publishing deadlines John W's article will be published in the January edition. John W confirmed another slot has been secured for another article on reflective practice. During the last meeting, Hannah agreed to spearhead this and, to publish in the April edition. John W said it is beneficial to use Career Matters to promote reflective practice and try to encourage members to not just reflect but to bring forward any challenges in their practice.

John W asked for any suggestions for the rolling story to be sent to Hannah.

Regarding reflective practice, Beth asked whether the CDI could assist with facilitating some kind of event/discussion. David happy to look at this to facilitate and suggested holding a webinar to enable

members to make connections etc. David said the process will need to be simple to arrange the setting up and process side of the webinar. Sue and Luisa also confirmed interest in this idea.

Liz R said the community of practice on Facebook is entirely relevant. It is an informal forum which has led to numerous discussions including some on ethical issues faced by CDPs. Liz R confirmed the group is a closed group for CDI members only.

Luisa mentioned how supportive some employers can be, such as SDS who allow time for reflective practice. Luisa unfortunately said some practitioners or networks do not or cannot find the time to ensure effective reflective practice.

6. Update on Code of Ethics for young people

Luisa recapped on the work that has already taken place with the sub-group and said Code of Ethics for young people is a holding title.

Luisa shared 'Children and young people's health charter in Wales'. The sub-group feel this example is the most accessible example due to the colourful and visual content. Luisa also shared the 'What you can expect from us' document and talked through how this could be adapted to make it an accessible document. David Morgan confirmed CDI have a designer who can assist with this and ensure it is in CDI branding.

ACTION: Luisa to provide a short brief and share with David for the CDI designer to review

David R said suggested having some kind of animation/video along with versions for different languages and needs. Luisa said it may be worthwhile holding fire at this point to understand which versions need to be made available rather than having numerous versions at this stage.

Cordelia said it will be good to use this with adults too.

David agreed with having a range of languages, video, etc. and said it may need to be done in stages with an initial document which is quite simple and then do other versions depending on cost and resources, with an aim to have a suite by a certain time.

Colette said a Welsh version will be needed.

ACTION: Luisa to schedule another sub-group meeting to discuss further and circulate to EPSC

7. Career Guidance Qualification status

Luisa confirmed alignment to the employers and partners guide.

Luisa referred to the need for consistency on how qualified a Career Development Professional (CDP) needs to be. Luisa added this has come up in her constituency role in terms of separate ways CDPs are approached who are not qualified to deliver guidance but can deliver advice. This situation can be found across the sector and there is a lack of clarity to deliver one or the other. Some constituents based in England have said that schools in will employ advisers, however, that person might not have the full career guidance qualification.

David referred to the work CDI has undertaken with 'Getting Qualified' Review. The work will be presented to the Board later this week and will be shared with EPSC later. David referred to some of the key themes in terms of clarification between the various levels and the value of the levels. David added there is work to be done and this will be actioned over the coming period. CDI will collaborate

with the right people moving forward and noted importance of improving the register on the CDI website. David also noted that employers can struggle with budgets and recruitment expectations for careers adviser roles.

*Bella joined the meeting at 10.45am.

Sue referred to the register on the CDI website and mentioned the number of qualifications which people can note which enables them to register without having any practice experience. Sue said there needs to be thought given to the list of professional qualifications and suggested being more stringent about the levels people have upon registration.

David confirmed the suggested requirement is somebody should be trained to minimum level 6 to provide guidance. The CDI do champion this with the UK Government and Careers England etc and encourage employers regarding this standard.

David referred to a recent conversation with Claire Johnson regarding the register and mapping against occupational standards with the need to be clear about what the register is for. Initial discussions suggested having a concise list of current standards as well as an extensive list of historical standards to ensure this is clear. David confirmed the matter will be discussed at the next CDI Board meeting, creating a relevant action plan to support employers and the public.

8. Draft Code of Ethics Guide for employers and partners

Sue and Janet provided an overview on the discussions and work already undertaken on the draft version of the Code of Ethics Guide for employers and partners. The next stage is to progress the draft to a definitive version with the help of EPSC.

*Hannah joined the meeting at 11.21am.

Mark asked if there a way of checking qualifications for people noted on the CDI register and suggested members are asked to upload a copy of their most certificate(s) and provide a list of qualifications which are required for individuals to register. David suggested having a separate link to the qualification links (on the Code of Ethics Guide for employers and partners).

Liz R suggested the document is less wordy otherwise there is a risk it will not be read. It provides a huge amount of information and there needs to be a clear guide to how practitioners would introduce it to employers etc. Liz R added the possibility of consulting wider than EPSC. Liz R suggested reviewing the commissioning guides:

https://www.thecdi.net/CDI/media/Write/Documents/CDI_120-Career_Guidance_in_Schools-2021-FINAL.pdf

ACTION: Sue and Janet to include Liz R in future discussions

In terms of visual routes, John W liked the ethical audit idea in relation to how conversations are managed in organisations that commission guidance services

David suggested having the document as it is, along a summary in a similar style to the client version of the Code of Ethics which is more visual as a web page.

David R likes the intro and audit and agreed the document would benefit from being less wordy.

Bella said increasing engagement period from the membership and from employers to the Code of Ethics, along with increasing the traffic, is best done via video as it can actively increase engagement. David agreed that videos are an effective way of communicating, however, it might not be the best solution for this purpose. One of the ways the message will get out is by members talking to their employers along with the added value of having a document as a prompt/visual.

ACTION: David to share thoughts with Sue and Janet on the Draft Code of Ethics Guide for employers and partners

ACTION: Sue, Janet & Liz to work on this further and bring it back to the next EPSC meeting

9. Code of Ethics – Discipline and Complaints Process – review

John W reviewed the Code of Ethics – Discipline and Complaints Process at the last EPSC meeting. Subsequently the Board asked John W to tweak the wording in terms of who would make decisions as the presenting officer.

Janet feels it needs to be somebody qualified to enable two qualified individuals to be part of the process. David said this is not a concerns as the CDI would not put somebody forward who is not qualified. If the person representing CDI is a qualified professional that is the requirement.

Janet suggested the wording is changed to ...'by the CEO and one member of the Board. The rest of the committee agreed the suggested change.

ACTION: John W to amend the wording on the Code of Ethics – Discipline and Complaints Process as suggested by the committee

10. CDI Professional Development Update

David confirmed, since Claire Johnson retired, the CDI Professional Development update is now written by Sue Alder.

David referred to the 'Getting Qualified' Research undertaken during December 2024. The report will go to the CDI Boad meeting on Wednesday 29 January. With regards to the register, numbers are looking ok and have held.

The CDI website was migrated during November 2024 and major fixes undertaken in December. There are a small number of fixes ongoing due to access issues with CPD diaries.

With regards to the future arrangements for the CDI Career Development Professional awards, David mentioned changes to the panels for the awards entries. David provided a brief overview of the proposed dinner arrangements for the event. 'Carnival of Careers' is the theme for the dinner and more time will be spent on the nominees and the winners in terms of showcasing achievements.

11. Terms of reference for EPSC

John W referred to the work already undertaken with the help of Bella. John W added that there are fundamentals which need to be reviewed along with changes to governance and developments within the council role and role of Professional Standards and constituency representation/communication. John W suggested establishing a sub-group, with a CDI rep, and the group will help formulate a draft

of a new Terms of reference for EPSC and bring it back for further conversation. John W will take this to the Board for approval.

David said the last Terms of reference were updated in 2023 and it might be worthwhile to think about the key issues and word it in such a way that if a job title changes it does not need to be revised. It needs to be clear enough about what the role is etc. Bella confirmed she will happily continue to collaborate with John on this.

ACTION: EPSC volunteers to work in a subgroup with JW & DW to redevelop the TOR and EPSC members to consider and message John W by Friday 21st February.

ACTION: There needs to be a communication piece of work via Career Matters and John W will talk to Olly about a slot for this.

ACTION: John W to draft an outline in terms of the proposed article and circulate it to EPSC