

Thursday 3rd July 2025

9.30 am to 12.30 pm.

Action Notes

Present: John Walker, David Morgan (for agenda items 1-4), Sue Alder, Liz Reece, Janet Hutchinson, Luisa Moreno, Colette Cousins (upto and including agenda item 7), David Roe, Jacqui Phipps, Oliver Jenkin

In attendance: CDI Executive Assistant (Action Notes)

1. Apologies:

Apologies received from, Sue Edwards, Cordelia Wise, John Wallace, Hannah Courtney-Bennett, Bella Doswell, Beth Urquhart

John introduced and Welcomed Olly Jenkin, newly appointed CDI Senior Professional Development and Standards Manager to EPSC. Introductions were made to Olly by committee members.

2. Declaration of interest

None declared by committee members.

John referred to the 2030 Strategy input strategy document agenda item which links to John's Directorship of a training company, however, there are no commercial or private advantages in relation to this.

3. Action Notes 17th April 2025 (matters arising and a true record)

John referred to action points from the last meeting in relation to the Terms of Reference for the recommendations on the changes to the Terms of Reference. John confirmed the action points are ongoing and will be completed over the summer followed by a discussion at the next EPSC meeting for comment and approval. This will then go to the Board and the AGM.

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

Jacqui referred to a point noted in the AOB section of the previous minutes in relation to apprenticeships and confirmed the apprenticeship route is now shown on the CDI website.

The committee confirmed the minutes are an accurate account of the meeting.

ACTION: Liz to arrange for the approved minutes to be uploaded to the CDI website

4. 2030 Strategy input

David confirmed the strategy was presented to the CDI Board on Wednesday 2nd July and is at the testing stage to consider high level thinking and the articulation of it, with a plan to review it over the summer. Sign off will take place by the Board at the next meeting scheduled for the 6th November. David added the CDI conference on the 18th and 19th November will be themed around the strategy.

David has been working with some of the Board and the CDI Team to develop the current phase which will be tested again with a view to develop the final piece for sign off.

David asked for EPSC feedback on the overall direction. Feedback from the Board is very positive. Yesterday with the overarching strategic element noted as professionalism in Career Development as well as enhancing professionalism on members, society, employment etc.

David reviewed the 'Strategic direction for 2030' slide and asked for feedback.

Liz R mentioned the valued by member section and suggested rewording the highly beneficial section. Olly suggested rewording this to show '*Membership supports a sense of professional identity and is valued by individuals*'. Liz R suggested it simply states, '*The benefits of being a member*'.

David R commented on the continuous development section and suggested rewording the sentence to ensure it captures everything.

Janet mentioned using the phrase 'The register' in terms of how individuals can be on the register and not qualified to undertake guidance. Janet suggested having online register filters.

Jacqui asked how success will be measured. David said, at this stage, the measures are not in place, however, the strategy scorecard will come into play along with other measures.

Luisa asked what is meant with regards to evolving the Code of ethics. David said it's making sure the Code of Ethics remains relevant, it's not changing its purpose, it's more about making it relevant and up to date.

Olly said one of the issues in recent academic and policy discourse is that 'career guidance' has been used differently, now encompassing information, education, advice and guidance. The downside is, at times, the erasure of personal career counselling, which has traditionally called 'guidance' in the UK. John agreed the guidance area is very important as it's about what it is and what it looks like as well as what it results in.

Liz R agreed with regards to use of 'career guidance' to encompass all career-related activities in England is unhelpful. Liz R said it alters how many differentiate the activities in CEIAG and career education. Therefore we need to be even clearer about what the definitions mean and include.

Janet noted concern regarding Career Education or learning is in danger of disappearing in many documents. Career learning or education is hugely important for learners and society.

John suggested having workshop or a desk available to update members on the use of the Code of Ethics in terms of how people are using it. This would enable conversations to take place with members on the usage and understanding of the Code of Ethics. David said it would be good to have EPSC on a stand/table set-up (like last year's event). David confirmed workshops may be a bit more limited and he will have a think about this around value-based practice and how it links to the unique offer of CDI and CDI members.

ACTION: David to consider a Code of Ethics style workshop/discussion at the next CDI conference

Olly suggested having an Ethics surgery to which members can take their dilemmas.

David asked for any other comments to be directed via email.

ACTION: EPSC to forward any further comments on the 2030 Strategy input to David via email

5. Report on EPSC Terms of Reference

John referred to the verbal update at the last EPSC meeting along with the paper available for review at today's meeting. John expressed a desire for the committee to review the wording which summaries some of the things discussed in April.

John said both Bella and David have been working on the CDI website making it more interactive for EPSC. Olly asked for more clarification on this. John said it means making it more visual and creating a page on the CDI EPSC part of the website with contact details and information in terms of dilemmas etc.

John referred to point 4 in relation to a short video clip on EPSC's work. John utilised information from a recent Regional Reps meeting inviting CDI members to have greater contact with EPSC members and where to find relevant information.

John has arranged a video clip to be used on the Facebook page which will be sent to Liz R for upload.

ACTION: John to forward video clip to Liz R for upload to the Facebook page

John confirmed the purpose section of the Terms of Reference is to be looked at to make sure it includes all aspects of EPSC advice role and then will be brought back to EPSC followed by the Board. This is as well as a review of constituency feedback mechanisms.

ACTION: John to review the purpose section of the Terms of Reference

ACTION: John to review constituency feedback mechanisms and how the whole constituency representation works

6. Case study and Careers Matters update

John confirmed the agenda item relates to case studies around Careers Matters and added that Liz R and Janet have been working on a case study around a piece of work Hannah had received as a potential ethical dilemma from a CDI member.

From the ethical dilemma it has become clear there are aspects of the case study that fall more into professional practice and Janet and Liz aren't quite sure whether they are actual ethical dilemmas to solve in Career Matters. John will continue to meet with Liz and Janet.

Liz R reviewed the summary of the discussion from the last EPSC meeting in terms what was agreed. Liz wished to highlight whether the committee has enough time as well as enough expertise required as the time required could equate to quite a lot.

John said he has reflected on the direct link around reflective practice and Code of Ethics and vice versa. Olly asked if they dilemmas are real life situations. John confirmed they are. Olly suggested continuing to use the Facebook group chat and reiterated the possibility of having a surgery/pop up at events.

Luisa said there will be something that will align it to the Code of Ethics and said it is a way of someone else being in the space to help the practitioner to reflect on what they've done and what could be done differently. Luisa said maybe calling it an ethical dilemma is the wrong way and could be called professional practice dilemma. Jacqui said In Hannah's recent article it is called Community of Reflection in terms of on reader's practical dilemmas.

ACTION: Liz R & John to meet to take the case studies on the website to create structure and guidance for future dilemmas. John to also continue to work with Liz R & Janet.

Olly suggested having a rotational set-up whereby it doesn't have to be 1100 words it could be an article about alternative ways about dealing with an issue. Olly also said not everyone goes to the website and some members read the magazine. New dilemmas will come up.

ACTION: John to consider guidelines around when a case study comes in along with notes on how to structure a reply

7. CoP Facebook group update

Liz R provided a brief overview of how and why the CoP Facebook group was originally set up. Five years ago the previous CEO asked Liz R & Dave Cordle to set up a community practice. The Facebook page is a closed group. Liz R said it provides a reasonable platform to inform and raise awareness to gather member issues with good responses received which are very supportive.

Liz R and Dave Cordle have discussed the possibility of having a weekly focus subject to take on various issues, raising the profile and understanding. Liz R and John have also spoken about posting a video summary of EPSC meetings. Liz R wanted to gauge the thoughts from the rest of the committee on these points and whether it's appropriate to post a request on the CoP Facebook page to ask for subject matters that members would like EPSC to raise on their behalf. Liz R also noted it's a good space to introduce each EPSC member to say what each committee member's role is to make it an interactive group.

Olly said it's another way to get everything transparent and is also a quick way to receive updates. It's very proactive.

Janet referred to members who do not use social media and the need to have a range of forums such as online, written, and verbal.

Sue said new members and learners are encouraged to join the Facebook group as they can hear about the Code of Ethics and understand there's a team behind the group who can help. The idea of making EPSC more visible is a great way to direct new learners etc. Should they have any questions, this is the place to go if they don't feel comfortable asking somebody in their own workplace.

Jacqui said the career leader group has a higher number of followers compared to the CDI group but they're not all members. Olly said The Career Leaders group probably has a lot of inactive members, so not necessarily 9,000 people actively using it. Olly suggested signposting the CoP Facebook group to individuals in the career leader group to encourage registration.

John suggested having a bio and picture available for EPSC committee members. Liz R said she will circulate an email to confirm what is needed etc, using John's video as a kick-off and check whether there are key things coming up which need to be communicated to the community.

ACTION Liz R to send an email for guidance in terms of bio etc.

8. Code of Ethics for career services

John confirmed this still needs to be reviewed.

ACTION: John to review the Code of Ethics for career services

9. Update on the client version of the Code of Ethics

Luisa presented the updated client version of the Code of Ethics and mentioned that Skills Development Scotland (SDS) are keen to launch it in tandem with a CDI launch. SDS plan to incorporate it into CPD activity and learning. Luisa said the version is ready to be launched with the possibility of asking for thoughts from a young person. Luisa suggested the CDI have an actual date. Alternatively, it can be launched at the CDI Conference but suggested it would be good to launch before the schools go back.

A couple of typos/observations noted such as Equity rather than Equality and a typo for the word impartiality. David R mentioned the numbers noted on the document and whether it's best to remove them to make the document easier to view. Janet quite likes the numbers but can see the point in removing them.

Sue agreed that it would be good to launch the version as soon as possible although the conference is still an ideal opportunity. Sue also mentioned the launch of the new Careers Leader training and how the two could be combined.

ACTION: Sue to follow up on the possible launch of the client version of the Code of Ethics on the CDI website etc and discussed at the next Team Development Day

ACTION: Luisa and sub-group/EPSC to decide on launch date for the client version of the Code of Ethics

ACTION: Olly to send a separate email to start looking at a suitable time/date for an article Career Matters

ACTION: Colette to explore the possibility of translating the document into the Welsh language

Following a lengthy discussion the committee agreed to remove the numbers and leave both sets of text for each section.

10. CDI Professional Development Update

Sue said following the research project by iCeGS meetings on 'Qualifying to Work in the Career Development Sector' meetings have taken place with all the relevant universities as well as Skills Development Scotland. Feedback was presented to the CDI Board on Wednesday 2nd July.

Sue confirmed the preferred option is option 6 - *Moving away from the current QCD structure towards CDI approval of university programmes based on national or occupational standards. Welcomed a simplified, flexible model grounded in either the National Occupational Standard (NOS) or Occupational Standard (OS), with reduced duplication and university-led quality assurance.*

Skills Development Scotland emphasised the non-negotiable need for assessed professional practice, especially 1:1 career guidance interview, regardless of qualification format along with support for any new model that ensures visible competence in guidance and professional readiness.

Sue said support will be reviewed to support learners going forward with work placements and also look at mentoring and supervision to give new practitioners the part two feel so they have somebody who can answer questions. The qualification will be made a more robust qualification with the mentoring and supervision in place by September 2026. Sue will have further meetings with universities and will meet with Skills Development Scotland to ensure everybody is kept updated. Sue said this aligns with the register in making sure the people on the register have the support in place.

With regards to the Academy Sue confirmed bookings are being taken for October and November. Also making sure that a clear picture of alternative options and support from other organisations.

Sue said there's been an upturn in more Level 4 requests. This follows on from a group based in Northern Ireland who recently did a non-credited course at Level 4. They have confirmed they would like to make this a credited course now. There are few independent organisations who would also like to do this along with one or two colleges who are looking at accredited Level 4 courses. Colleges are trying to align the funding for this alongside T Levels so this is ongoing now.

The SEND courses are going well. Sue mentioned Sam Everard is doing a free CPD session on entrepreneurial skills.

With regards to CEC, Sue said John has been asked to run one for 21 people. The results from the bid have been received and the CDI will continue to deliver 5 days, however, the team are mindful of how this is done and will be writing the new material to go alongside this.

Sue confirmed Olly will be looking at the CPD offer. EPSC will be kept updated in terms of the overview of the CPD to make sure everything's covered in terms of ethical dilemmas etc. The plan has got themes but it will not rigidly stick to the themes as the plan is for it to be much more fluid. Aware it's not just schools or colleges; it's about covering all so there will be layers to each of the months to ensure all areas are covered.

Luisa referred to Sue's comments on Skills Development Scotland for clarification. Sue confirmed it is a set standard and is very much if you want to be part of this you must follow the same standards as other universities. Importance of professional practice and actual vocational side is of equal importance and this will not be dumbed down. It's about the learners being at the centre of the qualification. When learners leave the course, they have mentoring and have somebody to rely on. The CDI would not endorse and accredit a course that has less interviews than currently takes place on QCD.

10. AOB

John referred to the recent UKCDA awards recently held in London. John felt the categories worked much better and it felt like a real celebration. John plans to meet with David about this and will feedback at the next meeting.

Janet was unsure how the committee were involved in the awards and noted some expressions of dissatisfaction amongst the finalists with regards to who received awards and the allocation of them with regards to having a clear criterion. Jacqui felt unable to answer any questions about how the awards were allocated. John said the judging criteria is very transparent and different to how things have worked before. John said it wasn't clear who was on the judging panel and he plans to obtain clarity on this when meeting with David.

John W confirmed two EPSC vacancies will be going live to recruit for both the private sector and public sector. They will go out at the end of this week.

ACTION: John to arrange for EPSC vacancies to be advertised

Next meeting Thursday 23rd October. Zoom details to be confirmed nearer to the meeting date.