

Action Notes

Present: Tom Evans (Chair), Pat Pugh, Janet Moffett, Siobhan Neary, Stacey Powell, Sian Chaloner and Liane Hambly.

Apologies: Ruth Winden (Secretary), Sue Holden and Jennie Rush.

In Attendance: Jan Ellis (CDI Chief Executive) afternoon only and Claire Johnson (CDI Professional Development Manager).

1. Action Notes from the meeting on 17th December 2014 and Matters Arising

Accuracy – The reference to NCS training budgets should read that the training budgets have been restricted and are no longer ring-fenced. Otherwise the action notes were agreed as accurate and Tom commented upon how helpful the action notes are.

Matters arising

a. Governance and Succession Planning

A Survey Monkey asking for the views of CDI Members on Governance has been sent out. Deadline is 20th February 2015.

Not covered at the PSC meeting but for information - The survey covers: President Elect; Honorary Secretary and Honorary Treasurer; elected and co-opted Board roles; constituencies and role of Council members; representations for the English regions; National Fora; election of a new President and Officers (The President, Existing Officers, Council and PSC members will remain in post until Autumn 2015); views on member benefits and areas of development for the Business Plan.

b. Directory

After lunch Jan provided an explanation of the Directory of Providers which is a means of promoting careers practitioners who are on the Register. Its purpose is to provide information to schools, colleges, training providers on which companies employ at least 85% qualified careers practitioners who are CDI members and who are also on the UK Register of Career Development Professionals. It will also contain a list of named individuals who provide career development services as private practitioners and who have given permission for their names and contact details to be listed. Careers Services in the four nations will also be listed.

The introduction to the Directory will contain information on what the Register is and the fact that it guarantees that a practitioner is qualified to a minimum of QCF Level 6 or SCQF Level 11 in a career development subject, abides by the CDI Code of Ethics and undertakes and records a minimum of 25 hours CPD per year.

People who are listed in the Directory as private practitioners may have a personal profile on the Register and users of the Directory can then go to the Register and access the profile for more information.

c. Portico Job Board

Jan reported that this was launched today. Over 100 vacancies available. www.thecdi.net/jobs

d. New Membership Database

Jan explained that mapping is currently taking place between the current and new databases and that the new system will be in place for 1st April 2015.

e. Inclusion of new qualifications for the Register

Claire reported that following the last PSC meeting that CDI Board have now approved ICCI Certification at Practitioner and Fellow Level and Master's Degrees in Occupational, Business and Organisational Psychology for inclusion on the list of qualifications approved for the Register. The listing has been amended on the CDI website and the Register pages amended so that people with these qualifications can now join.

f. Non UK Qualifications for admission to the Register

Action: Add a sentence to the Register Listing to say that Non-UK career development qualifications will be considered via the Alternative Qualifications/Fast Track route. Claire

Commission a literature review on the range of non –UK career development qualifications that are available. Information could come from ELGPN, IAEVG, ICCI, OECD reviews and NICE. After the PSC meeting in December Jan suggested that this could be a NICEC project with it being used at the International Conference or a student project.

Action: Agenda item for the next meeting to discuss setting up a virtual sub group to take this forward.

Ruth/Claire

g. Discipline and Complaints Procedure - Update

Claire reported that the Discipline and Complaints Procedure which was approved by PSC at the meeting in December had been taken to the CDI Board in January. The Board questioned if they should have a bigger role in the process. Legal advice is now being sought on this issue and will be provided for the next PSC meeting in April.

PSC Members suggested that a Board member could be involved on the Disciplinary Panel or on an Appeal Panel especially if the complaint was very serious. It was also suggested that Board Members could be asked how they would like to be involved.

Action: Update to be provided for the next PSC meeting

Claire

h. Management Training

Claire explained that plans are well underway with Liane and Siobhan for the delivery of the training for managers on how to use the NOS: CD in relation to performance and practice.

Four tenders had been received in response to the call to deliver introductory and advanced training for managers based on six of the NOS Management and Leadership functions. One tender was rejected and Claire is negotiating on price with the other people who provided a tender.

All PSC members agreed that it is important for the CDI to offer management training. Tom suggested looking at how other professional bodies offer this type of training and their costs. He also

suggested looking at if the CDI could offer an Associate type role for a Management Trainer as this may be more cost effective.

Pat and Sian suggested the use of on-line training e.g. webinars.

Liane suggested that there is also a need for training for managers from a non CIAG background to help them to understand the roles of the staff whom they manage. Pat said that this was not an issue in Scotland as managers are promoted from within the service. Sian mentioned that Careers Wales are currently offering training to their managers.

It was also suggested that setting up a Community of Interest for Managers and training Managers would provide a forum for discussion of management issues.

Actions: Claire to discuss this further with Jan and consider producing a discussion paper for a future in person PSC meeting. Claire/Jan

Claire to discuss with Jan how the need for management training is covered in the CDI Annual Training Needs Analysis. Claire/Jan

Claire to discuss with Jan setting up a Community of Interest. Claire/Jan

i. Register Criteria

Following agreement at the last PSC the section on practising on the join the Register part of the website can be changed to: Status: recently qualified; seeking work, employed, self-employed. Registrants can then be asked each year to revisit the site and update their status. Claire reported that Axia are currently working on this and it is hoped that these changes will be made by the end of February.

j. Career Development Sector Progression Pathway

Claire reported that she is working on the content pages for the Pathway and that this will be completed by April. An article explaining the Pathway will appear in the April edition of Career Matters. The Pathway will also be covered during a CDI delivered seminar on the uses of the NOS: CD at the National Career Guidance Show at Olympia on 4th March.

k. Associate Register

Claire reported that this requires further discussion and that it will be added as an agenda item for a meeting of PSC in the future.

2. Careers Education 20 Credit Qualifications

A paper, produced by Claire had been circulated prior to the meeting. This covered the content and assessment methods for a range of 20 credit qualifications in careers education at either QCF Level 5 or 6 or above. Discussion then followed on whether or not these qualifications when married to a full teaching qualification at graduate/post graduate level could be considered as covering relevant NOS: CD for the purposes of meeting the qualification requirement for the Register.

Some concerns were expressed on whether or not by allowing this route that those people qualified in career education could be listed in the Directory of Career Development Providers as offering

career guidance/development if they chose to at a later date offer this as a private practitioner. These concerns were allayed by the fact that the personal profiles for the Register will require the professional to state what qualifications they hold so that it is clear to users the area of career development in which the person is qualified. Users of the Directory will be referred to the Register profiles to seek further information about individuals and the services provided.

It was then agreed that people **who are fully qualified teachers and hold graduate/post graduate teaching qualifications** plus any of the following qualifications meet the qualification requirement for the Register.

- Leading and Managing Careers Education (20 credits London South Bank University)
- Certificate in Professional Development in Managing CEIAG (40 credits at University of Derby)
- Certificate in Careers Education and Guidance (20 credits Canterbury and Christ Church University)
- Advanced Certificate in Careers Education and Guidance (20 credits, Canterbury and Christ Church University)
- Certificate in Understanding Careers Education and Guidance (20 credits Canterbury and Christ Church University)
- Supporting Career Related Learning and Development 20 credits (Under development at University of the West of Scotland)
- CDI Level 6 Certificate in Career Leadership (Units are: *Lead and manage career development work in an organisation; Continuously improve career development work in an organisation and Plan and design career-related learning programmes*)
- Diploma in Careers Education, (60 credits Nottingham Trent University)
- Certificate of Further Professional Studies in Getting Started on CEG in Schools together with Certificate of Further Professional Studies in Leading and Managing CEG in Schools (University of Cambridge)

Action:

Produce guidelines on what to cover in the Register profile including stating the career development qualification held and a word length/number of characters. Claire.

As the Board have already agreed to sanction whatever PSC decides regarding these qualifications then the website pages and brochure can be amended to reflect the inclusion of the above qualifications. Claire

3. Ethical Dilemmas

Prior to the meeting Janet and Siobhan had supplied a range of examples from the ICG and iCeGS of Ethical Dilemma Case Studies and suggested responses.

Following discussion it was agreed that for each of the 12 Principles in the CDI Code of Ethics a number of dilemmas could be posed and then a number of suggested responses provided using a clear ethical decision making model. Presentation would need to be succinct and in the corporate style.

Liane volunteered to produce the model based on a number of models currently being used. Since the meeting Liane has circulated this to all PSC members and asked for views on the model and suggestions on generating cases for each of the 12 principles.

Action: Please reply to Liane by 26th February

All

During the discussion it was also suggested that it could be useful to involve QCG/D Course Tutors in this process. The next tutors' meeting is on 13th July and either Janet or Claire could be involved in this, if needed.

Janet Sheath from Birkbeck University has also volunteered to help and has been in touch with Ruth.

Action: To let PSC members know what Janet can offer at the next meeting.

Ruth

Suggestion was made by Stacey of setting up an on-line discussion group for Ethical Dilemmas. This would need to be moderated and a disclaimer added that views expressed there do not necessarily reflect the views or advice of the CDI. Members can already use a range of CDI LinkedIn Groups for various Communities of Interest and this may be another vehicle for discussing ethical dilemmas.

4. UWS Ethical Dilemma

Janet posed a question from a UWS student who wanted to know what the phrase "members must act in the interest of society" means in the CDI Code of Ethics. Following discussion it was suggested that this is meant in its broadest sense and that the Code cannot be changed at this stage to be any more specific.

5. How PSC can communicate with the CDI membership

It was suggested that an article on what PSC has done in the past and what it intends to do in the future would be very useful for members.

Action

To write a 1200 word article by the end of May which will then appear in the June edition of Career Matters. Article to be sent to Jan and Claire.

Tom.

6. NOS Update

Pat reported that she has produced a draft Resources Pack for Employers which explains how the NOS: CD can be used. The content includes: Introduction: What are NOS?; Career Development Functional Map and Benefits of Using Standards. How Standards Support: Personal Development; Performance Management Activities; Development of the Workforce and Developing a Role Profile. Sections on: Recruitment and Selection; Performance Management and Staff Appraisal; Supporting Continuing Professional Development and Supporting Organisational Change.

Claire is currently looking at the Pack and will add in references/links to relevant CDI information.

Action: The draft pack to be circulated to all PSC members prior to the next meeting for discussion on content and any suggested further content at the next meeting in April.

Claire

Pat shared the excellent news that the CDI, supported by Skills Development Scotland, has secured funding from UKCES for the design and development of Modern Apprenticeship Frameworks and SVQs at levels 3 & 4 in career information, advice and employability support.

This provision will increase access to the sector and help create workplace learning career pathways for the wider career development/ employability workforce in Scotland. The work will utilise the revised National Occupational Standards produced by CDI last year and will involve extensive consultation throughout Scotland in 2015/16.

Pat will be Project Manager for this work on behalf of the CDI.

7. Conference Themes and the role of PSC

Jan asked PSC members for suggestions for themes for the CDI Conference which will be held in Cardiff on Monday 9th and Tuesday 10th November 2015. Ideas were:
Neuroscience and implications for learning and coaching; Future issues for practice/lessons from other areas, e.g. career coaching, occupational psychology; international competitiveness –LMI; social justice and career development; building partnerships; supporting minority groups/inclusiveness; mid-life career review.

Tom suggested looking at the Manifestos of the three main parties to see what is mentioned and this may also generate some ideas for themes.

Symposia

It was agreed that having Symposia on the Ethical Dilemmas work would be of interest to all delegates and PSC members would be involved in delivering these Symposia.

8. AOB

Jan announced that following an in-depth interview process, David Andrews has been appointed as CDI Policy and Politics Associate. Vivienne Brown has been offered a few days per month to look at ways to grow the CDI membership in Scotland; activities in relation to the Wood Commission Report and commonality of career development services across the UK.

9. Date for next meeting

7 April 2015 – virtual. Proved to be the most popular date with those present.

Action: Confirm with everyone, including those unable to make today's meeting and then notify everyone of the arrangements. Ruth

10. Future Meetings:

9 June 2015 - in person

14 July 2015 - Cancelled

8 Sept 2015 - in person

10 Nov 2015 – virtual/or in person depending on Conference dates and if a meeting can be arranged during Conference.

11. Agenda items to date for the next meeting

- Ethical Dilemmas
- Involvement of QCG/D Course Centres and Janet Sheath in the Ethical Dilemma work
- NOS Update and consideration of the Resources Pack for Employers on NOS:CD Use
- Discipline and Complaints Procedure – update
- International qualifications – sub group?

Claire Johnson
Professional Development Manager
13th February 2015.