

Professional Standards Committee Meeting

Action Notes

Tuesday 7th April 2015

Present: Tom Evans, Ruth Winden, Pat Pugh, Liane Hambly, Janet Moffett

In attendance: Claire Johnson.

1. Apologies for absence

Sue Holden, Jenny Rush, Siobhan Neary, Stacey Powell, Sian Challoner and Jan Ellis

2. Action Notes from the meeting on 10th February 2015

These were agreed as accurate.

3. Matters arising from the Action Notes

a) Governance and Succession Planning

Tom asked about the results of the Survey Monkey. Claire agreed that if there is anything that PSC members need to know once the results are analysed that these will be sent out to PSC members.

Discussion ensued on what the process will be for encouraging more people to stand for election and what the process and timing will be for voting.

Members agreed that it would be useful to know who would like to stand again for PSC membership and what the constituencies will be.

Actions:

Discuss these issues further with Karen and Jan and report back to the PSC meeting on June 9th.
(Tom)

Succession planning to be on the next agenda. (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 delay in the transfer of data to the new database. Staff training will take place in the next few weeks.

Action:

To report on progress at the next meeting. (Claire)

c) Non UK Qualifications and the Register

Claire reported that a sentence saying that these qualifications can be considered via the Fast Track route had been added to the website.

Action:

Discussion of a means of commissioning a literature review on the range of non-UK qualifications in career development to be on the agenda for the next meeting. Possibly via NICEC. (Claire)

Discipline and Complaints Procedure

Claire reported that the legal advice had stressed the need to keep the governance of the organisation separate from the discipline process. This had been reported to the Board who had agreed and the Discipline and Complaint Procedure is now on the CDI website. All members were notified of this via News by Email.

Management Training

Claire reported that following a tendering process, two organisations have been identified to offer management training at introductory and advanced levels and that she is awaiting written confirmation of their acceptance to offer this training. The training will be available from July 2015.

Management training on the use of the NOS: CD has now been planned with Liane and Siobhan and programmes developed. As the training will be offered initially to National Careers Service managers the programmes are with the Skills Funding Agency for comment. Training will be offered from July through to January 2015 in a range of venues across England.

PSC members agreed that a discussion paper on what management training is being offered by the CDI and ideas for future training and means of delivery, including having a Community of Interest for Managers and training Managers should be on the agenda for the next meeting.

Action:

Produce a discussion paper. (Claire)

Register Criteria

Claire reported that the status criteria have now been changed on the website and members alerted via News by Email. This has resulted in recently qualified students being able to join the Register as well as those people who have been made redundant and who have recently set up their own business.

Career Development Sector Progression Pathway

Claire reported that she has finalised the content and that the Pathway is now with the website developer. Expected launch will be end of April 2015 to tie in with the article she has written on the Pathway for Career Matters.

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)

PSC Communication with the CDI Membership

Tom is writing an article for the June edition of Career Matters on what PSC has achieved and plans for the future. Deadline for copy is 20th May.

Action:

Send all PSC Action Notes to Tom to inspire his article. (Ruth)

Conference Themes and Symposia

Claire reported that decisions on the themes for this year's Conference will be taken soon. She confirmed that the Symposia would be on the Ethical Dilemmas work.

Action:

Agenda item for the next meeting to discuss involvement of PSC members in the Symposia. (Claire)

4. CDI Manifesto

The draft Manifesto produced by David Andrews had previously been circulated to PSC members.

Members agreed that it is a useful document and written in a clear style. They made the following comments:

- The document needs a Conclusion which emphasises the benefits of career development for the economy and social inclusion. It could also include something on the economic benefits of career development and return on investment. Quotes/statistics from relevant literature would add weight to the recommendations or an offer from the CDI to provide this information. The document needs to show how career development helps to meet government policy.
- Mention the rise in youth unemployment and its correlation to the demise of career guidance in schools.
- The recommendations would benefit from being in priority order with the most important ones being emboldened.
- Qualifications at Level 6 should be the ones emphasised rather than mentioning Level 4 qualifications.
- The footnote on page 2 should be part of the main text so that it is clear that this manifesto is primarily for the elections in England.
- A further recommendation could be to provide tax relief for those who pay for their own career development sessions.

Discussion then followed on the need to have separate manifestos for the other devolved nations as their political context is different and their priorities may not necessarily be the same as the ones for England. PSC members felt that this Manifesto does not adequately reflect the different nations and their issues. Claire mentioned that Jan is meeting with David Andrews and Viv Brown in early May and that she would feedback the views of PSC to Jan.

5. Ethical dilemmas –progress and involvement of Janet Sheath in the process

Liane reported that she had sent the suggested framework for producing the Ethical Dilemma Case Studies to all PSC members and had amended this in the light of feedback.

Six of the twelve ethical principles have been selected by PSC members. Liane has produced hers and has shared this with the other PSC members for inspiration. Tom thanked Liane for her help in getting this piece of work underway.

As the framework suggests reviewing professional literature and that this in some instances is not an area of expertise of some PSC members it was agreed that involving Janet Sheath from Birkbeck University in the process would be invaluable. She has a strong background in this area and will bring a wealth of knowledge to the process.

Actions:

Produce case study, even if it has gaps, and send to Ruth by 10th May. (All)

Invite Janet Sheath to be involved in the commenting process and to attend the next meeting. (Ruth)
CDI will meet her travel expenses. Afternoon agenda item as travel from London to Birmingham will be cheaper.

Circulate draft case studies to PSC members for comment as and when received and also include Janet Sheath on the circulation list. (Ruth)

Discussion of the case studies to form a significant agenda item for the next meeting and include style considerations, e.g. written in the second person, whether or not reviewing professional literature is needed in all cases etc. (Claire)

6. SVQ/MA Update

Pat provided an update on this project. A Steering Group involving Amanda Laing (SQA); Jane Duffy (Modern Apprenticeships); Sandra Cheyne (SDS) and Pat Pugh is scheduled for 14th April. This group will consider the Project Plan and will steer the project.

A Working Group including representatives from: FE College Development Network, AGCAS; DWP; SDS; Glasgow City Council; Unison; Scottish Training Federation, CDI (Claire) and Pat will meet on 28th April.

Training on the credit rating and levelling of the units for the SVQs will take place on 13th April and will involve Pat, Claire, representatives from SDS and John Gough from the University of Coventry who will provide an HE/QCG view.

7. Resource Guide for Employers- NOS:CD

The Resource Guide for Employers on using the NOS: CD has been produced by Pat and a section on the Pathway added by Claire. This had been circulated to PSC members prior to the meeting.

Claire reported that she had shown the Guide to Careers England Workforce Task Group members and to Louise Proctor and Ray Plummer from the Skills Funding Agency. All had been impressed with the Guide and the breadth of uses of the NOS: CD.

Tom commented that he had shared the Guide with his new employers and the management team were interested in what it covers, especially regarding recruitment and development.

Tom said that it is an excellent document and PSC members agreed and did not suggest any changes.

8. Next Meeting

9th June 2015, Jury's Inn, Birmingham, 11am until 3.30pm.

If you require overnight accommodation please contact Sarah Garratt.

Agenda Items so far:

- Succession Planning for PSC
- Non UK Qualifications
- Management Training Discussion Paper
- Competency Route to the Register (Similar to ICCI approach)
- Conference – Symposia arrangements
- SVQ/MA Update
- Ethical Dilemmas – sharing and discussion of case studies – involving Janet Sheath

Claire Johnson, Professional Development Manager, 7th April 2015.