

Action Notes

Present: Avril Hannon (PSC Chair), Susanne Christian, Lydia Lauder, Elaine Newell, Siobhan Neary, Janet Davies, Becky Towner, Mark Yates and Elaine Watson.

In attendance: Claire Johnson (PDM and PSC Secretary).

1. **Apologies:** John Walker.
2. **Declarations of Interest:** None.
3. **Introductions:** Avril welcomed Mark Yates and Elaine Watson as new members of PSC and everyone introduced themselves.

4. Action notes of the meeting held on 5th June 2018, true record and matters arising

The Action Notes were agreed as a true record.

Number required for PSC to be quorate: Avril reported that she had checked this with Monica Lemecha and the answer is 50%. In effect this means that six members of PSC need to be present, excluding the Secretary (Claire Johnson) who is not an elected member of PSC.

Article on Ethics of Using Digital Technology: Siobhan has asked Tom Staunton to do this and this will be in the January 2019 edition of Career Matters. Avril mentioned that Nicki Moore who is a CDI Board member will be attending the next PSC meeting to further discuss the CDI Digital Strategy. Claire reminded all PSC members of the link to the Digital Skills survey sent out with the papers for today's meeting.

CDI Staffing: Claire said that Tracie Parkes has been promoted to the role of CDI Academy Training Co-ordinator, effective from 6th November.

Competency Route to the Register: Claire reported that this has now been piloted successfully by one candidate and will be launched in January 2019. The successful candidate has written an article for the January 2019 edition of Career Matters which will help to promote this new route. Suggestion was made that potential Competency Route candidates should be made aware of the other qualification routes to the Register. The Competency Route should not be seen as a cheap option.

Actions:

- To circulate the Competency Route documentation to all PSC members, some of whom were not part of PSC when this documentation was approved by the previous PSC. **Claire**
- Discuss a price increase of this route from £200 which was the pilot price with Jan. **Claire**

Quality Assurance of Career Development Interventions: Claire reported that positive feedback has been received from some members who have used this documentation. One member suggested that the documents could be made easier to complete. Claire has asked that this member produces this and sends to her for further consideration by PSC, if relevant.

Guidelines on Caseload Management: Janet confirmed that she had sent these to Claire.

Fellowships: Lydia mentioned that she too had been involved in the discussions about this.

5. Verbal updates on professional development in the constituencies

England: Siobhan said that the International Centre for Guidance Studies literature review commissioned by the Careers and Enterprise Company will be available soon. Careers England has established a Task Group on Personal Guidance, how it is delivered and its impact. The C&EC has distributed the first half of personal guidance funding. The second round of funding will be for looking at integration and clusters of five or more schools can apply for this. 20% of the funding must be used on upskilling staff and CPD.

Scotland: As the new PSC member for Scotland, Elaine will gather more information from across Scotland for the next PSC meeting.

Wales: Janet reported that Careers Wales has received significant funding from the Welsh Government for the Employment Advice Gateway. Current recruitment includes 22 trainee Career Advisers and 12 qualified Career Advisers. Future recruitment could be for 10 trainees and 20 qualified Career Advisers. Careers Wales has recruited a Welsh speaking trainee Assessor but needs more. She expressed concern about the future of the OCR Level 6 Diploma in Career Guidance and Development, final registrations for this being end of December 2019.

Claire said that the CDI has made contact with OCR about this and been assured that this will be looked upon favourably in the light of increasing demand for the qualification but that OCR cannot make a firm decision until during 2019 when extensions to qualifications are decided by OCR. There is also the issue that the qualification does require some updating and this too has been reported to OCR by the CDI.

Janet said that 7 people have now started on the CDI Certificate in Careers Leadership in Wales. Careers Wales are looking at the Gatsby Benchmarks and how these could be used in Wales. She also said how useful the new Forum is in Wales and praised the work of the CDI Project Associate (Wales), Carolyn Parry in driving CPD developments in Wales. Using LMI with clients is one of the current CPD activities for Careers Wales staff.

Careers Education: Becky and Elaine Newell. Becky reported that some schools in her area are confused about the Gatsby Benchmarks and what they are required to do and need basic/babysitting support. Becky has been providing support to these schools to help them to understand what is needed. There has been more interest in the Quality in Careers Standard but not by all schools. She also wondered how much understanding Ofsted inspectors have about Gatsby as schools would take more notice of what they need to do if they thought that Ofsted understood what is needed. She said that careers is often way down the agenda in schools unless it is seen as an Ofsted area of interest. She said that there may be some interest in the C&EC funded training for Careers Leaders but that this is likely to happen slowly.

In contrast, Elaine said she was finding that head teachers in the North East and North West are more supportive of careers and that the funding for the Quality in Careers Awards has made a big difference in recent years. The fact that the Quality in Careers Standard is now easier to relate to the Gatsby Benchmarks is helping and also the fact that achievement of the Quality in Careers Standard requires a school to meet all eight Gatsby Benchmarks. She said that there are some teething problems with staff understanding the C&EC catalogue on the funded training for Careers Leaders. She also said that there has been an increase in the number of FE staff wanting to do the full Level 6 Diploma in Career Guidance and Development due to the recommendation about this in the Statutory Guidance.

Career Coaching/Career Consultancy: Susanne said that she has recently retired but is still undertaking some careers writing and has done some careers-related voluntary work with the Salvation Army as an Employment Adviser. She said that there had been very few clients as although there is a potential for many clients they find it difficult to come off benefits.

She mentioned her dismay that the running of the Exam Results helpline this year was undertaken by the National Careers Service and not UCAS as in previous years. Claire said that the CDI has made its views known on this subject to the DfE. Lydia said that the running of the helpline was imposed on the NCS at the last minute with no notice, funding or training. The service was offered locally as well as through the national contact centre in Newcastle.

Career Guidance/Career Coaching: Lydia and Mark. Lydia said that she has changed jobs and now works for the Open University. She mentioned two key reports:

– *What do Graduates Do?* that suggests that the graduate labour market is now more robust than in previous years, due in part to changes in student funding and PhD loans.

- *AGCAS – First year Career Readiness* which says that first year undergraduates are unsure of their future career plans due to poor career guidance when they were at school. Students who went to private schools are better prepared about their future careers than those who attended state schools. Males are more confident than females about their career plans. Mature students are more confident but lack social capital.

Careers support therefore needs differentiation given the different needs of students. She also commented about the dropout rates of HE part-time learners and the need to support them differentially too.

Mark mentioned that he had received some interest in the career development services he is offering through having an entry on the UK Register of Career Development Professionals. He said that AGCAS is very busy and that he recently attended a useful session by Charlie Ball on LMI and the regional graduate labour market. Mark has recently completed HESCU research on the FE and HE views on employability.

6. Recent PSC Elections, Constituencies and Co-option

Avril reported on the results of the recent PSC elections which led to Mark Yates, Elaine Watson and John Walker joining the Professional Standards Committee. It was decided by PSC members to defer the item on the need for and titles of constituencies to the next meeting as further clarification from the CDI Board is required regarding the issue of co-opting members to PSC.

Action:

- In preparation for the discussion on constituencies at the next meeting, to consider if the current constituencies are effective, should there be different titles for the professional constituencies and any other suggestions. **All**

7. CDI Code of Ethics

Changes to the wording of the CDI Code of Ethics had been discussed at the previous meeting. As not all PSC members had been able to attend, it was decided to have further discussion at this meeting so that all views could be heard. Following further discussion the wording was agreed with a few amendments.

Siobhan presented the matrix of legislation relating to the Code of Ethics which she had produced. She said that this needs further refinement and that relevant legislation from the Home Nations needs to be included.

Becky kindly offered the services of her niece who is a law student to look at the Code of Ethics from a legal perspective. Post meeting it was decided that the CDI would use its own solicitor for this in case there was any issue in the future.

Actions:

- To make the changes to the CDI Code of Ethics and arrange for the updated version to be an insert in the January 2019 edition of Career Matters. **Claire**
- To send any additional legislation to Siobhan before 9th November. **All**
- To send the updated matrix to Claire by 14th November. **Siobhan**

8. Job description for a Careers Adviser (school based)

Avril reported that Jan Ellis had asked for an additional item to be added to the PSC agenda. There is a need for the CDI to produce an exemplar of a job description for a schools based Careers Adviser as Career Hubs may be appointing additional Careers Advisers and may not fully understand what a professionally qualified Careers Adviser can offer.

The advice from PSC members was that writing job descriptions is not a PSC activity but inspiration can be sought from the *CDI Blueprint of Learning Outcomes for Professional Roles in the Career Development Sector* as well as from job adverts in Careers in Careers. Salary levels can also be sourced there. A generic job description could then be contextualised by additional items of relevance for working in different parts of the sector.

Action:

To send Claire the Careers Wales job description by 5th November **Janet**

9. CDI Fellowships

Siobhan reported on the virtual meeting held over the summer and referred PSC members to the paper which had been previously circulated. She said that more work needs to be done on the requirements, process and benefits of being a CDI Fellow and that she will produce a paper for the CDI Board on 28th January 2019.

PSC members discussed whether or not self-nomination was appropriate and agreed that this would not be appropriate. They also said that there needs to be a clear distinction made between CDI Fellowships and the CDI Lifetime Achievement Award and UK Career Development Awards. They suggested that for a Fellowship there ought to be a requirement of at least five years' experience, and that Fellowships should be for a sustained and significant contribution to the sector which has had an impact.

Action:

- To arrange a virtual meeting of the sub group to discuss further and look at the findings from Lydia and Mark about how other professional bodies offer Fellowships, including eminence, specialism and seniority. **Siobhan**
- To produce a paper for the CDI Board on 28th January. **Siobhan.**

10. Workforce Development Needs in the Sector – research

As the paper previously circulated has now been updated by Siobhan it was agreed to defer discussion of this to the next meeting.

11. Professional Development Update

The paper which had been circulated in advance of the meeting was tabled but not discussed.

Action:

- Please contact Claire if you have any questions.

All

12. UK Career Development Awards

In the light of the virtual meeting between PSC members and Jan Ellis over the summer the criteria and documentation had been amended including tips from the PSC members from their experiences of judging the Awards in previous years. The UK CDA have been launched and all documentation is on the CDI website.

The Committee felt that an award should not be made unless the nomination was of a sufficiently high standard, and any difficulty this might cause with Sponsors could be sensitively handled if the occasion arose.

Action:

- To discuss this with Jan.

Claire

13. Date of the next meeting

Tuesday 29th January 2019, Birmingham, venue tbc. (This date also suits John Walker and Becky Towner and is the day after the next CDI Board meeting and AGM which are also taking place in Birmingham).

Agenda items for the next meeting: Apologies; Introduction

of new PSC member; Declaration of Interest; Action Notes and Matters Arising; Professional Development Update from PDM; PSC Constituency Updates on professional development; CDI Digital Strategy (Nicki Moore to attend) Webinar interviews - practitioners from across the sector; CDI Fellowships; Workforce Development Needs in the Sector –research; Constituencies – the need for and their titles; AOB and date of next meeting.

Claire Johnson

Professional Development Manager

4th November 2018