

Present: Avril Hannon, Pat Pugh, Siobhan Neary, Lydia Lauder, Elaine Newell and Becky Towner (until 11.30).

In attendance: Claire Johnson (PDM and PSC Secretary) and Jan Ellis (Chief Executive).

1. Apologies: Liane Hambly and Susanne Christian.

2. Declarations of Interest: None.

3. Introductions

As this was the first meeting of this Professional Standards Committee, the Chair invited all members and Jan and Claire to introduce themselves.

Avril – many years' experience in the sector and served on various ICG Committees as well as being ICG President.

Pat – worked in the sector for many years and then worked for LLUK on workforce development and as a consultant for CDI on the NOS: CD and Scottish Apprenticeships and SVQs.

Becky – experience of various ICG Committees and was on CDI Council. Currently works in Medway as both a practitioner and on strategic development.

Lydia – works for the National Careers Service Prime Contractor for North West and Staffordshire with responsibility for Quality and Workforce Development. Has worked in the sector for 15 years.

Elaine – many years' experience in career guidance and then as a staff development and training manager. Now works three days a week for a CIAG Quality award and two days a week as a freelance trainer and assessor for Level 4 and level 6 career development qualifications.

Siobhan – Deputy Head of International Centre for Guidance Studies with responsibility for CPD and research. Many years' experience in the sector working with young people, adults and in HE.

Jan – CDI Chief Executive. Has worked in the sector for 30 years. Became CDI Chief Executive in 2013 and has recently been working on producing a sensible budget and financial plan for the CDI.

Claire – CDI Professional Development Manager and Secretary to PSC. Thirty years' experience in the sector and is responsible for the Professional Register, Pathway, Professional Development and the QCG/D provision.

4. Chair's Introduction

Avril formally welcomed everyone to the meeting and said that she hoped that everyone would have a happy and constructive time representing their particular constituency in a meaningful way. She hoped that the work of PSC will be understood by the membership and said that there is plenty of work to do. She encouraged all PSC members to propose agenda items. Although this was a virtual

meeting she said that normal meeting rules would apply and that she looked forward to meeting people properly in person at the next meeting.

5. Action notes of the meeting held on 1st March 2016 and matters arising

These were agreed as a true record by Pat Pugh as she was present at the previous meeting.

- i. *Board Summaries:* Claire has spoken to Monica and Monica will ask Board members at their meeting on 20th May for their view on Board Summaries being made available on the website and will report back to Claire.

Action: To liaise with Monica about this and report at next PSC Meeting.

Claire

- ii. *Competency Route:* Claire will be piloting this with Ruth Winden. Post meeting – Claire now has a phone call booked with Ruth to start this piloting.

Action: To report on progress at the PSC meeting in September.

Claire

6. Brief explanation of the Blueprint

Prior to the meeting PSC members had been sent a paper produced by Claire which explains the background, rationale and purpose of the Blueprint of Learning Outcomes for Professional Roles in the Career Development Sector. At the meeting Claire explained how this related to the Professionalism in Careers meeting hosted by Careers England, Careers and Enterprise Company and the CDI on 11th March 2016 which was attended by various stakeholders and the Dept. for Education. A paper produced for that meeting had also been sent to PSC members prior to the meeting.

She stressed that it is important that the breadth and depth of skills and knowledge required for professional roles in the sector is made more explicit so that Government/Assemblies understand the value of professionally qualified practitioners being used in all career development roles across the sector and across the UK.

She said that following the PSC Sub Group meeting in February which met to discuss the Learning Outcomes for the new Qualification in Career Development that she had now completed the first draft of the Blueprint which has as its core the Learning Outcomes for the QCD and that she would circulate this to PSC members for their comments. She is also consulting with Moderators and current QCG/D Providers by May 6th and will then consult with employers in the four nations as well as with the Universities of Warwick and East London on HE provision and career coaching respectively.

Pat said that she thought the paper was good but said that as the devolved nations will have a different approach to England regarding NOS in the future that it would be useful to emphasise the NOS more than the NICE Professional Roles when consulting with employers.

Actions:

To circulate the full draft Blueprint document to PSC members for comment by 6th May.

(Emailed to all on 21st April) .

Claire

To send comments on the full draft Blueprint to Claire by 6th May.

All

To take on board the devolved nations approach to NOS when consulting with Employers .

Claire

7. PSC Future Activities

Claire explained that the previous PSC had developed a list of future PSC activities. This had been circulated to the new PSC prior to the meeting and she invited members to comment and make any further suggestions with the caveat that any activities need to be affordable within the CDI budget.

Particular items from the list were then discussed:

Increase to membership and Register Numbers

Jan stressed the need to increase both CDI membership and the number of people on the Register.

Siobhan suggested increasing publicity about the CDI to non QCG/D centres and that candidates may be interested in the CDI webinars.

Pat asked about geographic spread of membership and their constituencies. Jan commented that future growth is more likely to be in the school affiliate category and that Vivienne Brown (Scotland Policy Associate) has been working in Scotland to develop the offer there and that Jan has spoken at a number of schools events and is following up with Academy Chains. Members who work in FE or with Adults appear to be the smallest constituency but the introduction of My CDI will help to capture more detail about the constituency for each member as this is now a mandatory field.

Action:

To continue contacting centres which offer any of the qualifications accepted for the Register to promote the benefits of CDI membership including webinars.

Claire

Mentoring Framework

Claire explained that as this will have cost implications that the CDI may not be able to offer this member benefit immediately but PSC could start the process of thinking through how this might work in practice.

Actions:

To put discussion of the Mentoring Framework on the next agenda and produce a short paper on CDI current thoughts.

Claire

To produce a short paper on her experiences as a workplace mentor for the next meeting. **Becky**

LinkedIn/Twitter

Avril encouraged those members of PSC who use LinkedIn and Twitter to use these to help to promote the work of PSC and to encourage member engagement with PSC.

Article for June Career Matters about PSC

In order to publicise who the members of PSC are and future PSC activities it was agreed that an article for the June edition of Career Matters be produced.

Actions:

To produce a template for each PSC member to complete. (Sent 19/4/16).

Claire

PSC members to complete and send to Avril by 6th May.

All

To add a paragraph or two on PSC Activities to encourage members to contact their PSC rep', come forward as a co-optee for Wales or Northern Ireland and make the article 550 words and send to Claire by 20th May.

Avril

PSC Regular Update in Career Matters

Claire suggested that having a half page article on PSC Update/Activities in each edition of Career Matters would be a useful way of promoting the work of the committee. This could be in a similar style to the updates by the four nations in Career Matters.

Action:

To have discussion of the content for the update as an agenda item for all PSC meetings. **Claire.**

Professional Development Opportunities

Jan reported that the CDI will be using a short Survey Monkey to ask members about their CPD needs, possible topics and preferred methods of delivery e.g. face to face or webinars. She said that the webinar on how to use webinars is proving popular and that this is offered on the first Monday of the month. Avril said she had attended the first one and found it useful and would recommend it.

Jan said that she would like to keep webinars free as a member benefit.

Lydia suggested that as part of the consultation that a sectoral or thematic focus is considered.

Elaine suggested looking at what other providers offer as a source of inspiration.

Action:

To put Professional Development Opportunities discussion on the next agenda.

Claire

8. UK Career Development Award

Jan had previously circulated a paper to all PSC members on the background to the UKCDA, importance to CDI, award categories, judging processes and timescales and a possible timeline and venue for the Awards in March 2017. She said that application process needs to be simple and have integrity and that the judging process needs to be tightened up and include a scoring system.

Jan explained that there is unlikely to be an Annual Conference in the current financial year and that the various surveys of members showed that the majority preferred March or April as the month for Conference. This timing would need careful management as this coincides with a busy time of year for the Stourbridge team in sending out and dealing with membership renewals. She said that organising Conference is time intensive and benefits 3% of the membership so it may be preferable to move to a two year cycle.

However, as the UKCDA are a showcase event for the CDI it has been decided that there will be a self-standing gala dinner to present these awards on 8th March 2017 in Leeds. The National Career Guidance Show will take place in Leeds the following day.

It was agreed by PSC members that it would be useful to have a virtual sub group, chaired by Jan to look at the award categories (by 20th May for Board approval), application process, judging process and promotion of the awards to members in order to generate more applications.

Lydia mentioned that as National Career Service Prime Contractors are being inspected by Ofsted this year that involvement in the UKCDA would be a positive aspect.

Actions:

- To convene a virtual meeting of Siobhan, Pat and Lydia. **Jan**
- To contact Becky to see if she would like to join this group. **Claire**

9. Ethical Case Studies

Claire explained that members of the previous PSC had developed case studies based on four of the twelve principles in the CDI Code of Ethics. These had been well received during the Symposia at Annual Conference in Cardiff in 2015 and are also being used on QCG/D courses.

Ruth Winden hopes to finish off her case study on Confidentiality by end of May. This leaves the following case studies to be written which need to be of relevance across the whole career development sector:

Accessibility; Accountability; Competence; Equality; Justice, Transparency and Trustworthiness.

Claire explained that the case studies need to be written using the Framework. The Impartiality case study had previously been circulated to PSC members and further examples and the PowerPoint from the Symposium at Cardiff can be accessed at: <http://www.thecdi.net/Code-of-Ethics---Case-Studies>.

PSC members who write case studies then present the case studies to their PSC colleagues who provide constructive and supportive comments. Janet Sheath who works at Birkbeck University and who is very knowledgeable about ethics provided her views for the four case studies and is willing to do this for future ones.

Elaine volunteered to write one on Accountability.

Lydia mentioned the Prevent Agenda and British values and suggested that some of the case studies could address this, perhaps the ones on Justice and Equality.

Actions:

- To contact Becky and Susanne to ask if they will write a case study. **Claire**
- To follow up Jill Collins who was writing one related to STEM. **Claire**
- To contact Rachel Mallows as she is still willing to write one having volunteered to do so at the Symposium. **Claire**
- To provide a potential Prevent Agenda scenario for the next meeting. **Lydia**
- To produce a short pointers for discussion paper on the prevent Agenda for the next meeting. **Lydia and Claire**
- To draft the Accountability case study for the next meeting. **Elaine**

10. PSC Article for June Career Matters (see above item 7)

11. Co-option: Career Coaching/Career Consultancy, Wales and Northern Ireland

Claire explained that following the election there are still three vacancies for PSC: Career Coaching/Career Consultancy, Wales and Northern Ireland. It is possible to co-opt to fill these vacancies for periods of one, two or three years.

PSC members agreed that Ruth Winden should be approached by the Chair and Secretary to see if she would be willing to be co-opted as she provided such valuable input as a member of the previous PSC.

They also suggested an email to all members in Wales and Northern Ireland to invite co-optees and direct approaches to Careers Wales and Careers Service Northern Ireland.

Actions:

To formally write to Ruth Winden (Actioned 21/4/16) **Avril and Claire**

To send email to Wales and Northern Ireland members and approach
Careers Wales and Careers Service Northern Ireland **Jan and Claire**

12. Ideas to increase membership and registration (see above item 7)

13. AOB

Lydia suggested that an update on the situation regarding apprenticeships for the career development sector in England would be useful and an update on how Apprenticeships are going in Scotland.

Action

To provide an update for the next meeting. **Claire**

14. Date of next meeting

Those present can all attend the next meeting on 27th September.

Action: To contact Liane, Rebecca and Susanne about their availability **Claire**

Agenda items for the next meeting:

Apologies/Declaration of Interest/ Action Notes and Matters Arising/Blueprint Update/Mentoring Framework/ Career Matters PSC Update/Discussion of Professional Development Opportunities/ UK Career Development Awards Update/Prevent Agenda and British Values/Ethical Case Study – Accountability feedback and any others/ Ideas to increase membership and registration/ Update on Apprenticeships/ AOB and date of next virtual meeting.

Action:

To suggest any further agenda items to Claire by 12th September **All**

