

Present: Ruth Winden, Pat Pugh, Janet Moffett, Siobhan Neary, and Stacey Powell.

In attendance: Claire Johnson (Professional Development Manager who chaired the meeting in Tom's absence)

1. **Apologies:** Tom Evans, Liane Hambley, Sue Holden, Sian Challoner, Jenny Rush and Ruth Winden.
2. **Declarations of Interest:** None.
3. **Action notes of the meeting held on 8th December 2015 and matters arising**

These had previously been agreed as a true record so that they could be put on the website for the benefit of prospective PSC members.

- i. *Board Summaries:* At the previous meeting Monica agreed that these would go on the CDI website in the future and Tom suggested that it is best practice that Minutes are published on the website.

Action: To check with Monica about doing this.

Claire

- ii. *Membership database:* Claire reported that this is now up and running and the data cleanse has been completed. In the coming weeks members will be sent an email asking them to update their personal details via the new My CDI page on the website.
- iii. *PSC Elections:* the process for electing new PSC members is now up and running. Deadline for nominations and the submission of personal statements is 4th March at noon.
- iv. *UKCDA:* Claire reported that Annual Conference is likely to be in either March or April 2017. Possible venues are Newcastle/Gateshead Hilton or Liverpool Hilton. PSC members expressed a preference for Newcastle in order to attract North East delegates (CfBT) and people working and studying in Scotland.

At the meeting on 8th December PSC Chairs were asked to contact their fellow panellists for ideas on key tips and to forward these ideas to Jan by end of January. Janet had done this and after the 1st March meeting circulated her comments to PSC members.

A discussion on this topic led to the following recommendation that it would be useful to have a small, virtual sub group to look at:

- having specific criteria against which the entries are judged;
- having a scoring grid for use by the panel to use individually and then collectively;

- producing guidelines for applicants to maximise their entry;
- ways to encourage all panel members to contribute to the judging process (more notice, to only use Council members who want to be involved and who can make a commitment to attend the virtual meetings);
- ways that people who have entered previously can indicate how their entry has improved;
- how to make decision between managers and staff;
- how to overcome the fact that if the nominator writes the entry they are not as aware of the process/product etc., as the person who has been nominated would be.

A suggestion was also made that the UKCDA could become the responsibility of the PSC which would relieve Jan of this task as everyone agreed that organising this as well as the Annual Conference is a huge task.

Action: To send through any further ideas/templates etc. to Claire by 18th March **All**

To put this on the agenda for next PSC meeting **Claire**

To discuss the responsibility for UKCDA with Jan. **Claire.**

- v. *Ethical Case Studies:* Ruth will complete her case study by the end of March. Claire reported that Rachel Mallows has volunteered to do one and that Jill Collins has suggested some scenarios for ones on impartiality/transparency.

Action: To add to the agenda for the next PSC meeting **Claire**

4. Competency Route

The Competency Route documentation and the process to be followed had previously been circulated to PSC members by Claire. Members commented that the documentation was very thorough and user friendly and that the process is stringent.

Members made the following recommendations:

- To clarify the definition of *qualified practitioner* for direct observations by using the definition which OCR uses for its assessors.
- Promote the fact that undertaking the competency route is an excellent way to reflect on practice and gain feedback from the Professional Development Manager.
- Increase the proposed price of £200 plus VAT to £295 plus VAT to see if people will accept this price with a view to reducing to £200 plus VAT if necessary. The reason for this is to accommodate using CDI Assessors for direct observation assessment if necessary and for looking at the portfolio if demand is such that the PDM cannot do all of this herself.
- Add UK Register of Career Development Professionals to the title so that it is clear that this is what the Competency Route leads to and that it does not lead to a qualification.

Action

To make the above changes. **Claire**

To pilot the process and report back to a future PSC meeting **Ruth and Claire**

5. Qualification in Career Development

At the PSC meeting on 8th December it was agreed to form a small sub group to look at the development of Learning Outcomes for the Qualification in Career Development which would have a broader scope and be of greater relevance to the whole career development sector.

This group (Liane, Siobhan, Pat, Ruth, Claire and John Gough –QCG Leader at University of Coventry) met on 16th February. They used the existing QCG/D Learning Outcomes as a base and then added to these using NICE Learning Outcomes, Scottish Benchmarks, NOS: CD and QCF Level 6 Learning Outcomes to inspire their thinking and produce a broader set of proposed Learning Outcomes.

These Learning Outcomes and those for post initial training qualifications will be incorporated into the Blueprint of Learning Outcomes for Professional Roles in the Career Development Sector which is being produced by the CDI in response to the Government's growing interest in the profession.

There is to be a meeting organised by Careers England, the Careers and Enterprise Company and the CDI on 11th March to discuss Career Professionals for 21st Century and what is expected from the profession. The CDI, as the professional body, needs this Blueprint as a means to demonstrate to Government the breadth and depth of skills and knowledge required to work at professional level in the sector and to help to make the case that professionally qualified Careers Advisers and Careers Leaders must have a career development qualification at a minimum of Level 6.

The Blueprint will be consulted upon by the CDI with the four nations and with the QCG/D Tutors. The earliest date for centres to offer the QCD will be Autumn 2017 due to validation processes in universities. The Blueprint will also be used to inform the revisions to the QCF Level 6 Diploma in Career Guidance and Development.

In England, Level 6 will hopefully be the minimum level required to work as a Career Adviser and Careers Leader in schools. In Scotland the Scottish Government already stipulate the Post Graduate Diploma in Career Guidance and Development as the minimum requirement and this will not be affected by what may happen in England. Careers Wales staff hold the Level 6 qualification or equivalent and in Northern Ireland the majority of staff hold the Post Graduate Diploma in Career Guidance.

Action

To produce the Blueprint for consultation.

Claire

To feedback to the next PSC meeting on the outcomes from the meeting on 11th March on Career Professionals for the 21st Century.

Claire

6. PSC: Future Plans

At the meeting on 8th December PSC members had agreed a number of activities for future work and these had been put into a paper by Claire and circulated to members prior to this meeting.

The activities are as follows. Those in **bold** are the agreed priorities and those *in italics* were added as a result of this meeting.

- 1. Produce the remaining Ethical Case Studies**
2. Development of a framework for the provision of mentoring support
- 3. Review the UKCDA categories and judging criteria**
4. Pathway – ideas on how to develop and promote further

5. Continue to build on the revision of the NOS: CD, promoting to career practitioners and employers.
6. Ensure the understanding and use of standards as the benchmark of excellent professional practice throughout the sector, e.g. Development and promotion of CPD Resources area
- 7. Ideas on how to increase the number of people on the Register to 1,500 and the number of members to 5000**
- 8. Finalise the Competency Route and promote**
- 9. Support the development of the Qualification in Career Development**
- 10. Support the promotion of the SVQ Levels 3 and 4 Careers Information, Advice and Employability Skills Delivery /Modern and Technical Apprenticeships**
11. Career Assured – promotion of the model, criteria and pricing strategy for endorsing courses and conferences
12. Ideas for a member responsive (*varying programmes for different constituencies*) programme of professional development opportunities, exploiting cost effective mechanisms for members to engage with on a regional, national and web based footprint
13. *Regular update from PSC in Career Matters written by the new Chair*
14. *Article on who the new PSC members are for June Career Matters*
15. *PSC members to be more active on LinkedIn and Twitter*
16. *Develop a communication strategy to promote all PSC activities and the different paths to the Register*
17. *More virtual sub groups to work on particular PSC activities*
- 18. Develop the process and thinking for the Mentoring Framework so that it is ready for when funding allows**
19. *PSC members to be involved in Symposia for Annual Conference.*

Action

To place this item on the agenda for new PSC and add to it with ideas from new PSC members.

Claire

7. SVQ/MA Update

Pat provided an update and said that both the Modern and Technical Apprenticeship Frameworks have now been approved and will be available from September 2016. The mandatory qualification for the MA is the SVQ 3 Enabling clients to access career development and for the TA the mandatory qualification is the SVQ 4 Career information, advice and employability support. These can provide a pathway to professional qualification via the Post Graduate Diploma in Career Guidance and Development.

Pat is writing an article for the April edition of Career Matters to publicise this exciting work.

Pat also provided information on a meeting she had attended on 17th February at which the future of National Occupational Standards had been discussed. Scotland, Wales and Northern Ireland are keen for NOS to continue but in England due to the work on the Trailblazers for Apprenticeship whereby Standards are agreed by employers there is no desire by BIS to continue with the NOS in their current format. This view is out of kilter with many employers who would like to see NOS continue. If BIS changes its stance then this could have implications for the CDI in the future. Funding for UKCES will cease this year although the NOS Database will be maintained.

As the devolved administrations are keen to continue with the NOS and some funding may be available, the CDI has put forward a bid to develop new NOS: CD which were identified as a result of

the work in Scotland. These are on digital skills, data handling and employer engagement. We would also wish to update and develop the Supporting Employment NOS which are currently orphaned. If there is any funding it will only be a small amount.

As custodians of the NOS: CD the CDI also has a responsibility to review the current NOS: CD.

8. Ideas for increasing membership and registration

PSC members suggested the need for a communication strategy to promote what the CDI does and to encourage more members to become engaged with CDI activities.

Ruth suggested a year long programme of webinars for independent career coaches and consultants and for the CDI to engage more with Right Management and Penna. She also suggested encouraging more independents to write articles for Career Matters as a means of promoting what they do.

Stacy suggested that making Senior Managers more aware of what the CDI offers could be useful for when they are doing staff appraisals and determining CPD needs.

9. AOB

As this was their last meeting Stacey and Janet thanked fellow PSC members for their support and said how much they had enjoyed the experience of serving on PSC. Claire thanked all PSC members both present and absent for their support to her since she became PDM and for the hard work over the last three years and wished good luck to those members who are standing in the PSC elections.

Date of next meeting

Provisionally 19th April. This is likely to be a virtual meeting as the CDI is trialling the increased use of virtual meetings in 2016/2017 for both Council and PSC. The September meeting is likely to be in person.

Agenda items: Introductions of PSC members, PSC Future Plans, Competency Route Update, QCD and Blueprint Update, Ethical Case Studies – who will do the remaining ones. UKCDA Sub Group, Standing Agenda items: Ideas on promoting CDI membership and the Register.

Claire Johnson: Professional Development Manager

4th March 2016