

Action Notes

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

In attendance: Liane Hambly, Jan Ellis (CDI CE) and Claire Johnson (PDM and PSC Secretary).

- 1. Apologies:** Lydia Lauder and Ruth Winden
- 2. Declarations of Interest:** None.

3. Action notes of the meeting held on 1st November 2017 and matters arising

Avril welcomed PSC members to the meeting and thanked everyone for their work over the previous year. PSC members expressed their thanks to Avril and Claire for their work in organising the meetings.

The Action Notes were agreed as a true record with the request to change 12 to 10 Trainee Career Advisers in Wales, some of whom are Welsh speakers. The Action Notes duly amended have now been added to the CDI website.

Matters arising

CPD Newsletter – Janet reported that this has mixed use in Careers Wales depending on the topic of the newsletter. PSC members suggested that the item headings are important so that readers can see at a glance what items are in the newsletter.

Elections for PSC – Avril reported that she has heard from Monica that election notices are to go out soon. The advert and the accompanying papers will be sent by Monica to Avril and Claire who will make any necessary amendments.

Action

- To follow this up with Monica.

Avril

Guidelines on caseload management - As caseload management features in one of the Qualification in Career Development Learning Outcomes, PSC members were asked at the last meeting to send information on this to Claire so that this could be shared with QCD Centres.

It was reported that the National Careers Service uses a RAG rating.

Actions:

- To send any Welsh information to Claire.
- To send any Scottish information to Claire.

Janet

Liane

(Post meeting Liane has sent Claire this information).

Primes PR Strategy

Action:

- To follow this up with Lydia. **Claire**

Webinars on working for the National Careers Service

Action:

To follow this up with Lydia. **Claire**

Ethical Case Study – Equality and Mental Health – As PSC members had been unable to reach a consensus on certain points of the case study it was agreed that views from some external and independent experts would be useful. Avril thanked Liane for her work on the case study to date and PSC members for their views.

Actions:

- To contact Yolande Burgess **Avril**
- To contact Rabia Lemahieu **Avril**
- To contact Claire Bradley **Avril**
- To check with Lyn Barham the availability of Ann Ruthven. (not available) **Claire**

NCS Workforce Survey – Claire reported that she had not received a reply from Ray Plummer.

Following up Action Note Actions – Avril reminded PSC members of the need to undertake any actions allocated to them in the Action Notes as this will save Claire time in following these up.

Annual General Meeting – Jan reported that Avril had presented an excellent paper on the work of PSC at the AGM at the Annual Conference on 4th December 2017. One of the members at the AGM commended the CDI on all it has achieved. Jan thanked PSC members for all of their work. She said that a recent telephone membership survey had shown that members highly value the Code of Ethics, News by Email and the Webinars.

Action

- To encourage colleagues to complete the online Membership Survey. **All**

4. Professional Development Update

This paper had been circulated prior to the meeting and PSC members were asked to note the contents relating to: CDI Academy; Apprenticeships in England and Scotland; UK Register of Career Development Professionals; Mentoring Pilot; QCD developments and the CPD Resources area and monthly newsletter.

5. Verbal updates on Professional Development from the Constituencies

Career Coaching/Consultancy – Susanne reported that adults find career guidance really useful but often do not know what is available. Jan mentioned the new Careers Strategy and the potential reduction of services to adults, especially those in custody. Jan has written to the Dept. of Justice about this. Prison governors can commission guidance services but this money is not ring-fenced. She said that having Laura Bell as the new CDI President will help to raise the profile of adult guidance as Laura runs a NCS provider. Work with adults will be discussed at the joint CDI Board and Council

Strategy day in March and will be in the new Business Plan. Jan also mentioned the publication of the new Statutory Guidance for Colleges on 31st January 2018.

Careers Education – Becky and Elaine mentioned the new Careers Strategy and the hope that this would create more interest in careers leadership. Jan mentioned the £4M Careers and Enterprise Company funding to train 500 Careers Leaders in schools and colleges. This equates to £8K per person.

Jan said that increasingly the CDI is being asked for a Careers Leader job description. David Andrews and Kath Wright have produced two job descriptions which can be found at: <http://www.thecdi.net/2018-Careers-Strategy-and-Related-Resources>

England – Siobhan said that most of what she would have to say will be covered by the agenda item on the new Statutory Guidance. Additionally she mentioned the recommissioning of the National Careers Service; the reduction of working in prisons and on the Inspiration Agenda; the twelve Opportunity Areas and the addition of a further six. She said that there is concern that the Careers and Enterprise Company is the only agency involved and therefore may emphasise employer contact rather than looking at the bigger picture of social mobility.

Wales – Janet said that the six candidates on the CDI Certificate in Careers Leadership are due to complete in June. One candidate has dropped out due to pressure of work. Careers Wales is discussing the roll out of this qualification with the Welsh Government and that the new Minister is keen to make her mark. The article on the qualification, written by Janet for Career Matters, has been shared with the Welsh Government. She also reported that 19 Career Advisers (9 qualified and 10 trainees) have been recruited by Careers Wales.

Janet said that CPD has included sessions on Cyber Security; Advanced Guidance Skills; Working with clients with mental health issues and the new Data Protection legislation. There have also been 9 STEM-related LMI webinars.

Carolyn Parry (CDI Project Associate - Wales) is organising a programme of webinars and training including one on NLP in March. The initial meeting of the new Guidance Forum in Wales took place in January.

Scotland – no rep but Jan reported that Pam Crawford (CDI Project Associate – Scotland) is developing a programme of CPD days and webinars. She also said that there is a need for national panels to represent the profession and professional development.

Career Guidance/Coaching – no report available as Lydia was unable to attend the meeting.

Northern Ireland – no rep currently.

6. Update on the Competency Route to the Register

As Ruth was unable to attend the meeting there was no update. PSC members agreed that as the piloting by Ruth has understandably taken longer than anticipated that it would be useful to include some other people in the pilot alongside Ruth.

Action:

- To contact people who have expressed an interest to see if they would like to pilot the documentation. If needed, advertise in News by Email. **Claire**

To offer this free of charge provided they complete within a year.

- To provide a brief update at the next PSC meeting.

Claire

7. Code of Ethics

Avril invited PSC members to discuss if the current 12 principles are accurate and appropriate and the need for the legislation to be cited.

Suggestions:

Equality – requires mention of the Protected Characteristics and rewording suggested in the paper for the November 2017 PSC meeting.

Confidentiality – needs rewording as stated in the Action Notes of the June 2017 PSC meeting and mention of Data Protection, handling of client information and how this affects everyone including sole traders and organisations.

Actions:

- To look at the principles of Equality, Confidentiality and Justice (as a small sub group).
Elaine and Susanne
- To add relevant hyperlinks of the legislation
Elaine and Susanne
(see paper on Confidentiality – June 2017 PSC for details of the legislation for this)
- To check if services delivered by any medium is included in the Code of Ethics and add in if needed.
Elaine and Susanne
- To send contact information to Claire of the person who could help with the legislation.
Liane
- To send Claire the information on Right to Work and Data Protection for possible inclusion in News by Email.
Siobhan
- To contact PARN for information on Data Protection and discuss how best to promote this to members.
Jan and Claire

Timescale – To send to Claire **by 8th May** for circulation to PSC members for their comments prior to the next PSC meeting on 5th June.

Once the new Code of Ethics has been produced this can be publicised to members and stakeholders and potentially publicised at the Careers Leaders' Conference at the University of Derby on 12th and 13th July.

8. Quality Assurance/Assessment of Career Guidance Interventions

Elaine reminded PSC members of the background to this work, that a simple and accessible means of quality assuring career guidance interventions is needed for those people who are employed or self-employed and working in schools and colleges.

Elaine has trialled the draft documentation with three volunteers in schools, both employed and self-employed. Two of these were observations. She is positive about the process and found the documents logical and easy to use.

Elaine recommended some minor changes which she will do by the next PSC meeting:

- Amend to reflect any missing NOS: CD after consultation with Claire.
- Add in a client feedback section.

- Add in a next steps for the Adviser section and refer to the guidelines on using this process as CPD.
- Remove the NOS: CD from the final document but add a statement to say that the process fully reflects the NOS: CD.
- Change Adviser to Practitioner.
- Contact the two other people who have trialled this to seek their feedback.

Once finalised the documentation and guidelines can be added to the new Framework page on the CDI website and publicised to members.

9. New Careers Strategy and Statutory Guidance

Avril invited PSC members to comment on these documents in relation to professional development and the work of PSC.

Comments on the Strategy:

- There was a good overview of the Strategy in Career Matters.
- Para 86 – who is delivering career guidance to SEND clients?
- Need for career development professionals to be able to interpret LMI for clients. Jan mentioned that Jenny Bimrose will be delivering two conferences in April and May in London and Birmingham or Leeds for the CDI on Using LMI in personal guidance interviews.
- Do career development professionals understand all the sources of LMI?

Comments on the Statutory Guidance:

- CPD needs to be delivered in different ways, e.g. bite size; day events and longer accredited provision.
- Some practitioners are unaware of the Gatsby Benchmarks.
- What is the CDI doing to promote the use of personal profiles on the Register?

Actions:

- To further promote the use of personal profiles on the Register and its relevance to the Statutory Guidance. **Claire**
- To promote the new Register brochures in News by Email. **Claire**

10. CDI Digital Strategy

Jan explained that this has been produced by CDI Board Member, Nicki Moore. It looks at what competencies practitioners need to be digitally qualified. The Strategy has support from the Board and iCeGs will be doing some supporting research.

It is a three year strategy: Year 1 – identifying people’s level of competence and then looking at how this can be improved. (Careers Wales has already done a lot of work in this area).

Actions:

- To consider a digital focus in all aspects of PSC work. **All**
- To use digitally appropriate language in all PSC work. **All**
- To consider the use of technology in delivering career development services. **All**

- To ask Tom Staunton about writing an article for June Career Matters on the Ethics of Using Digital Technology to deliver services. **Siobhan**

11. Role of CDI Board Members

Jan encouraged PSC members to consider possible progression to the Board at the end of their time on PSC. She explained that the people on the Board are Directors of the CDI and are the only voting members. Board members have different terms of office either two or three years and two Board places will be available soon due to terms of office expiring. The Board can also co-opt up to three people if a particular skills set is required.

12. Update on ways to promote the profession

Claire reported that Dave Cordle and Chris Webb have produced Talking Heads. However, on reflection Jan and Claire have decided that a more standardised approach would look more professional. Jan is contracting with two videographers and filming days will be announced for end of March/beginning of April.

The Talking Heads from across the sector will cover: the CDI and benefits of membership, the Register and the role of promoting the profession.

13. CDI Year of Networking and Membership Engagement

Claire explained that 2018 is the CDI Year of Networking and Membership Engagement. She asked that PSC members let her know of any useful contacts in other organisations so that the CDI can make relevant links.

Siobhan mentioned that she has already made contacts with the NHS about their Prescriptions for Learning.

Claire gave examples of the CPD talk she had recently given to a group of Career Advisers in the North East and the CDI Saturday event in Nottingham.

Jan said that Council will be discussing the possibility of moving to a regional structure. There may also be an appointment of a Policy Associate (England) two day a month role who will be able to help with this.

Actions:

- To let Claire know contact information for other organisations. **All**
- To let Claire know if willing to attend meetings or events on behalf of the CDI. **All**
- To add networking with other organisations to the next PSC agenda. **Claire**

14. UKCDA

Jan stated that the Board has already shortlisted the entries. Members of PSC will be asked to chair the various Judging Panels (post meeting this information has been sent to all panellists).

Judging Panels will take place online via Skype or GotoWebinar and decisions sent to Jan and Rachael Murray by 26th February. In Jan's absence Rachel is co-ordinating the UKCDA work.

15. Any Other Business - None

16. Date of the next meeting – Tuesday 5th June, Jury's Inn, Birmingham

Agenda items for the next meeting: Apologies; Declaration of Interest; Action Notes and Matters Arising; Professional Development Update from PDM; PSC Constituency Updates on professional development; Update on advice on Ethical Case Study - Mental Health; Code of Ethics - updating Update and finalisation of Assessment and Quality Assurance of Career Development Interactions; CDI Fellowships; Professional Development activities in the 2018/2019 Business Plan; Networking with other organisations; Update on the Competency Route to the Register and involving other people in the pilot; AOB and date of next meeting.

Claire Johnson
Professional Development Manager
6th February 2018