

Present: Tom Evans, Pat Pugh, Liane Hambly, Janet Moffett, Siobhan Neary, Sue Holden and Stacey Powell.

In attendance: Jan Ellis (Chief Executive) (Items: 7 - 12), Monica Lemecha (Honorary Secretary)(Items: 1 - 6) and Claire Johnson (Professional Development Manager)

1. Apologies: Sian Challoner, Jenny Rush and Ruth Winden

Actions: Claire to pass on best wishes of PSC members to Ruth Actioned: 9th December.

To contact Jenny Rush about her continued involvement on PSC

Tom

2. Declarations of Interest: None.

3. Action notes of the meeting held on 8th September and matters arising

These were agreed as a true record.

PSC Communication with membership: Tom reported that he had produced an article on the work of PSC for the October edition of Career Matters.

Board Summaries: Monica agreed that these would go on the CDI website in the future. Tom suggested that it is best practice that Minutes are published on the website.

Action: To ask the Board about this.

Monica

Membership database: Claire reported that this is now up and running and undergoing a data cleanse to check all 4500+ entries. Once this is completed then members will be able to update their own entries.

Northern Ireland: Liane suggested that making contact with FE Colleges in Northern Ireland may be more productive than making contact via NISCA.

Action: To pass on some NISCA contacts to Jan

Tom

Tom confirmed that in Northern Ireland the Careers Service will be part of the Dept. for the Economy. He suggested that the CDI looks at the Programme for Government when this is produced in May 2016 to see what the potential levers could be.

Action: Discuss this with Jan.

Claire

Competency Route: Claire stated that she had now completed the documentation which applicants will complete for the Competency route and just needs to discuss the fees with Jan. PSC members requested sight of the documentation at the next meeting in order to provide supportive comments.

Action: Agenda item next meeting

Claire

Management Training – Tom suggested targeting a couple of employers at staff development time of year to remind them that this provision is available. Claire suggested that many employers are now offering as and when needed staff development rather than an annual process so producing a menu of what is available may be a way forward.

Monica mentioned that the Board had discussed having a Senior Managers' Conference. PSC members thought that this could be a useful way of targeting those senior managers who have influence in promoting training within their organisation. They suggested that the content needs to be attractive and that asking senior managers what they would like to see on a programme would be a good idea.

Action: To discuss further with Jan

Claire

4. Governance Questions

Monica explained the difference between the CDI Rules, Articles and Objects, copies of which are available on the CDI website. She stated that the Rules are what we need them to be to run the CDI and that changes can be made to these without the need for voting.

She explained the distinction between a member and a Voting Member. Voting members are the President, President Elect, Honorary Secretary, the three Directors elected by the membership and the Chair of PSC.

Members can attend AGM and if there was a sufficient ground swell of opinion about an item then then Voting members would take note of this but members do not have a right to vote at AGM.

Monica explained that members have a voice through the Board, Council and PSC. She said that we need to be realistic about how much members want to be engaged/can be engaged with the CDI. The recent election for Council resulted in a number of vacancies not being filled and that in the second round there were again insufficient nominations and two posts, career guidance and Northern Ireland will remain unfilled.

Suggestion was made by PSC members that the flyer used at conference to encourage people to stand could be used in delegate packs for any events to encourage people to stand for the remaining Council posts and PSC.

Action: Talk to Jan about this

Claire

Constituencies: A discussion on constituencies by PSC members raised the issue of whether or not having constituencies mitigates against unifying the career development sector. Monica's view was that over time these may fizzle away and that the move from five to three constituencies is a step in this direction. The view of PSC members present was that constituencies should be retained for the upcoming PSC elections but consider not having them in a few years' time. It was stated that as job roles are becoming increasingly diverse that it is difficult for some people to fit neatly into one constituency. More use could be made of Communities of Interest to feed in views to relevant PSC members.

Elections: Monica explained that Council were originally elected for two years and PSC for three. It was agreed that it is beneficial to have PSC elections at a different time to the Council ones.

Length of term: Debate amongst PSC members and Monica on the subject of people standing for PSC for one, two or three years in order to ensure that not all members complete their term at the same time led to the agreement that standing for one year is not appropriate as much of the work of PSC takes over a year to see through and that natural "churn", e.g. people moving jobs and resigning

from PSC will mean that vacancies will arise at different times. Overall agreement was reached that all prospective PSC members would be invited to stand for three years and that vacancies will occur as and when they do. The PDM and CE provide ongoing continuity to PSC meetings.

Attendance: It should be made clear to prospective PSC members that attendance at all meetings, both face to face and virtual is required. If a PSC member misses more than two meetings they will be contacted by the Chair of PSC to clarify the reasons for non-attendance, any support required to attend meetings or if they no longer wish to be involved.

Standing for a particular constituency: Monica stated that it is up to individuals to decide which constituency to stand for and to make the case in their Personal Statement. The members will then vote accordingly.

PSC members being on the Register: it was agreed that this is desirable but not essential.

Quorum: PSC members agreed that as attendance is usually very good for PSC meetings that the quorum of 50% should stay as it is.

Encouraging people to stand for PSC election: In spite of extensive publicity of the webinar Claire reported that nobody had booked. She has however used the webinar PowerPoint by telephone with a potential candidate from Career Wales and one more person has now booked the same.

PSC members suggested that Monica sends an email to all members encouraging them to stand and to vote.

Action: To send an email to all members.

Monica

PDM as PSC Secretary: Monica explained that even though she provides the Secretarial function for Council and the Board it had been agreed by the Chief Executive and the Board that as there is a Professional Development Manager then this role for PSC should be provided by the PDM who will be in attendance but will not have a right to vote.

All PSC members were happy with this and Tom asked Monica to tell the Board what an excellent job the PDM has done in providing papers and doing the Action Notes for the current PSC.

Action: To notify the Board.

Monica

Tom and PSC members thanked Monica for her time in attending PSC to clarify all of the above.

5. Role of PSC and role of the Chair

A paper on the role of PSC and Chair produced by the PDM had previously been circulated to PSC members.

PSC members suggested that some overview statements would be a useful addition, e.g., CDI being a Standards Setting Body for the NOS: CD; having oversight of Code of Ethics; being a project board for the PDM and mention of it being a committee of the Board. Some relevant statements from Tom's PSC article would also be a useful addition. They also suggested a change from overview to support regarding development of new qualifications and mentioning the time commitment expected of PSC members and attendance requirements.

Action: To make these revisions and send to Tom for comment. Once agreed send to Monica for use in the papers for PSC elections.

Claire

PSC Elections – marketing mid-January, nominations mid-February, notification of results in March.

6. SVQ/MA Update

Pat provided an update and said that the SVQ 3 Enabling clients to access career development and the SVQ 4 Career information, advice and employability support have both been credit rated and approved. The final SQA approval meeting is on 9th December.

We had a great response to the consultation, receiving 52 responses from across the entire sector in Scotland. The consultation carried out by a different organisation on the generic advice and guidance qualifications received just 5 responses. The fact that the whole sector in Scotland and SDS in particular are behind these new qualifications is very positive.

Work is very nearly complete on the Modern and Technical Apprenticeship Frameworks.

The MA includes the SVQ 3 plus core skills signposting and mapping and optional outcomes which include units from the HNC in Career Information, Advice and Guidance Practice.

The TA includes the SVQ 4 plus career skills and optional outcomes.

The deadline for submission of these Frameworks is 21st December and there is a Modern Apprenticeship Group meeting on 14th January which will hopefully approve our submission.

The above will provide a clear progression route from SVQ 3 all the way through to the Post Graduate Diploma in Career Guidance and Development/QCGD. This will help SDS with their recruitment issues. As the qualifications/apprenticeships are also applicable across the entire sector in Scotland then these will also help with professionalising and upskilling the sector.

This is great positioning for the CDI.

Action: To write an article for the April edition of Career Matters to publicise this work. **Pat**

7. Conference Feedback

Ruth, Liane and Siobhan were able to attend Conference. Liane and Siobhan stated that the speakers were very good and that there was a homogeneity and very collective feel about the whole conference. The workshops were well received and the after dinner speaker, Scott Quinnell had been excellent. The key note speakers at the end of day two on Neuro Science, Positive Psychology and Mindfulness had added an extra dimension to people's thinking about career development and ended the conference on a very positive note.

Sue mentioned that two LSBU QCG students had attended conference and had really benefitted from the experience.

Jan provided information on the conference evaluation which this year had been done by Survey Monkey. She said that the evaluations were positive with a suggestion to take out one of the key note sessions and replace this with more workshops. This will be done for future years.

She also said that a decision needs to be taken following consultation with all members on the date of future annual conferences. There is a slight preference for March 2017 but more consultation is needed. Moving from November would solve potential diary clashes with other conferences which are usually held that month but we need to check out conferences held in March if we do move the date.

Jan reported that the UK Career Development Awards had been very successful and that these would continue but that there is a need to set up a small task and finish group to look at the categories and judging criteria. There is also a need for earlier promotion/marketing of the Awards so that more people enter from across the UK.

PSC members suggested that production of Key tips on how to complete an application form for the UKCDA would be a useful document to have.

Action: PSC Chairs to contact their fellow panellists for ideas on key tips and to forward these ideas to Jan by end of January. **All**

Action: Symposia to be a continuing feature of Conference and to be led by PSC members.

Place on relevant agenda for discussion with the new PSC Committee. **Claire**

8. CPD Resources Area

Claire reported that following work by Lyn Barham that this area of the CDI website is now up and running. Lyn was contracted to do ten days work but has done a great deal more pro bono. This is a resource for members only and the CPD resources are categorised under the 17 NOS: CD areas and further sub-divided into on-line learning materials, published materials and face to face training events. She said that this will always be a work in progress and that some areas have more resources than others.

Action: To identify areas which are light in content and to let PSC members know so that they can provide further suggestions. **Claire**

Janet mentioned the need to keep the resources area up to date and to make sure all the web links work. She also mentioned the need to check on copyright and provided Claire with contact details for the librarian at UWS if further advice is needed on this subject.

Claire and Lyn are working on a plan for ongoing maintenance and development of this part of the site.

9. QCG/D and Register issues

At the last meeting a request was made that the PDM write a discussion paper on:

- the number of qualifications which are now allowed for the Register some of which are not at post graduate level and none of which are approved/accredited by the CDI,
- why the QCG/D is the only qualification on the Register which is awarded by the CDI,
- the fact that universities offering the QCG/D nested within the Post Graduate Diploma in Career Guidance/Development do not need to be “micro-managed” by the CDI by the need for students to produce a portfolio.

The PDM had produced this paper and circulated it to members prior to the meeting.

Tom said that it is good that all qualifications for the Register including the QCG/D are benchmarked by the PDM against the NOS: CD. This could be promoted more.

Action: To promote Register qualifications as being benchmarked against the NOS: CD **Claire**

Claire stated that employers understand what the QCG/D is and appreciate that it is moderated by the CDI. They understand the QCG/D Learning Outcomes and Professional Practice requirements.

Claire explained that centres offering other Register qualifications are not interested in CDI accreditation as the courses are already accredited by QAA. However if we moved to having a Qualification in Career Development which could be nested within these other qualifications then this would be a way of approving other centres to offer the QCD and so to a certain extent level the playing field.

Jan asked PSC members for suggestions on promoting the Register. Suggestions were:

- Vox Pops on why people joined the Register
- Register Ambassadors/Champions to encourage people in their own networks to join
- Mentoring/personal discussion – to offer encouragement and support people to join
- More promotion with OCR Centres/ perhaps list which centres have trainers who are on the Register
- Have some employers as ambassadors/champions
- Find out which schools have staff on the Register and promote this.

Action: Have a standing agenda item for each PSC to ask this question to elicit further ideas. **Claire**

10. Qualification in Career Development

A paper on future plans for the Qualification in Career Guidance/Development, produced by the PDM had been circulated to PSC members prior to the meeting.

Claire explained that the QCG/D Learning Outcomes have been revised twice since 1999 in line with the NOS: Career Guidance and NOS: Career Development. As there is now Government interest in England concerning what the career development profession is and the qualifications required by practitioners working in all parts of the sector, it is timely that the content of the QCG/D is revisited to see if revisions are needed so that it covers all parts of the sector. As the CDI is the professional body for the sector then it is important that we do this rather than any other organisation doing so.

The proposal in the paper was for three differentiated pathways relating to career guidance, career education and career coaching. Each route would have the same core and then students would opt for different modules in a specialised area relating to their chosen career post qualification.

Views of PSC members were that having pathways linked to constituency areas is too restrictive and would continue to differentiate the parts of the sector rather than unifying it. Students may not be able to choose which specialism to follow, employers may find it confusing, universities could find it difficult to deliver and there may not be sufficient academic underpinning for the career education and career coaching pathways to justify these pathways being delivered at a post graduate level.

It was then agreed that having a more homogenous core covering, as initial training, the skills and knowledge for all aspects of the career development sector would be better, with the proviso of how much can actually be taught within the parameters of a one year full-time academic course or equivalent.

Specialist functions such as career education, career coaching, HE delivery, working with clients with Special Educational needs and difficulties could then be covered as CPD pathways, post qualification and could be accredited. As part of the initial qualification students could cover how to access CPD post qualification and the different sources of CPD.

Having a homogenous core covering the sector and not one that was career guidance-centric would mean that the QCD could potentially be delivered by all centres offering post graduate career development qualifications and so seek to even out the playing field, (see above item 9).

Action: to set up a small Task and Finish group to look at what the initial training qualification (QCD) should cover which reflects the needs of the entire sector.

Membership: Claire, Siobhan, Pat, Liane and to ask Ruth. To also ask all QCG/D tutors to nominate someone to represent them. **Claire**

11. Ethical Case Studies

Claire explained that the ethical framework and two of the ethical case studies on Duty of Care and Autonomy had been used at the Symposia at the Annual Conference in Cardiff by Liane, Siobhan and Claire. Delegates had provided some useful feedback and Claire will make these changes to the documents and where applicable the other case studies and then place these on the CDI website.

Resolving ethical dilemmas could be one of the points for the mentoring project once this is established and/or could be something that the CDI could support via a helpline or on-line questions if anyone is able to offer this service.

Liane and Janet have written an article for the January edition of Career Matters on using the ethical framework.

Actions: To place on website, provide an introductory paragraph and also add the PowerPoint slides used at Conference.

Delegation of the remaining principles to be produced as case studies to be on the first agenda for the new PSC

Contact Rachel Mallows who has volunteered to produce a case study. **Claire**

12. Future Plans for PSC

The PDM had produced a paper and this had been circulated to PSC members prior to the meeting. This covered what the current PSC has achieved, what future work had already been identified by PSC and items from the current CDI Business Plan which should become items for PSC to work on in the future.

It was agreed that this paper should be taken forward to the final meeting of the current PSC and items added to it from the Actions of this meetings, e.g. QCD, UKCDA, SVQ/MA, remaining ethical case studies/ Conference Symposia. At the final meeting the list for future PSC meetings will be agreed and this can then be added to by the new PSC and additions made in the light of the 2016/17 CDI Business Plan.

Actions: PSC Future Plans to be the main paper for the next PSC meeting **Claire**

Produce a handover paper for the incoming Chair, explaining what has been achieved and what the PSC future plans can be. **Tom**

Invite Virginia Isaac to attend a future PSC meeting once new PSC is established. **Claire**

Date of next meeting

This will be a virtual meeting. Claire will circulate dates for end of February/early March.

Agenda items: PSC Future Plans, Competency Route Documentation./ Standing Agenda items: Ideas on promoting CDI membership and the Register.

Claire Johnson: Professional Development Manager

10th December 2015