

**Friday 12<sup>th</sup> January 2024**

**9.30 am to 12.30 pm.**

**Action Notes**

**Present:** John Walker, Cordelia Wise, Mark Yates, Sue Edwards, Luisa Moreno, Claire Johnson, Hannah Courtney-Bennett, Beth Urquhart, Liz Reece, Jacqui Phipps,

**In attendance:** Pete Robertson (agenda item 3) and Liz Treadwell, CDI Executive Assistant (Action Notes)

### **1. Apologies:**

Apologies received from Bella Doswell and Georgie Blackburn. Both Mark Fox and Lowri Tett were not in attendance due to resigning from the committee with immediate effect.

### **Introductions**

John welcomed everybody to the meeting. John confirmed Pete Robertson, new CDI President, will join the meeting for agenda item 3. Pete will tell the committee about his role, and ideas for the future.

The committee made brief introductions to Pete prior to a wider conversation regarding Pete's pledges as President.

### **2. Declarations of Interest – None**

None.

### **3. Meeting the new CDI President and learning about the presidential pledges**

Pete thanked everybody for their introductions and confirmed he already knows some of the committee due to his work training careers advisers. Pete confirmed his day role as an academic at Edinburgh Napier University and talked about his presidential pledges. Pete said there are three pledges. The first pledge relates to research and the evidence base for Career Development. Pete would like to see the CDI moving towards a position where the evidence base is more accessible and can be shared where appropriate with policy makers as well as the media. Pete said there's a lot of knowledge in the career development field, but on occasion, it can be a challenge to access the information.

Pete confirmed the CDI website has undergone a major overhaul process, progressively making knowledge retrievable and a lot of work has been done by the CDI team to date. The CDI plan for the website to be easily accessible for both practitioners and members.

Pete confirmed another area of interest is how the profession can appear to be a little fragmented as practitioners work with different categories of employer as well as within different parts of the country. Pete said the role of the CDI is to be a unifying force. Unity is strongly embedded in the CDI Strategy and making the membership offers attractive to all sectors such as Community, HE and Private Practice, however this needs to be attractive to all sectors.

Growing membership is a long-term aim and feeds in as it has multiple benefits.

Pete said a subject very relevant to EPSC is qualifications and Pete explained how there needs to be a clear training route, along with relevant qualifications required, to become a careers practitioner. Pete said the current situation is very complicated and it's challenging to navigate through it. The matter has been subject to political influence along with individual and pragmatic decision making and it will be helpful to the profession to clarify and ratify this. Pete confirmed there are many stakeholders involved and it's not something that can be fixed easily; however, the CDI can review its own position and try to define things.

Pete said there is a lack of clarity now and possibly some paradoxes as to which qualifications enable a practitioner to get on the register. Pete said in one sense it's evolved in a way in which the CDI is involved with more than one kind of training route, and some are currently in competition with each other. Therefore there may be a need to tidy up the information available to show and determine clear routes in terms of qualifications.

Pete said the subject of qualifications may feed into EPSC at some stage. Pete plans to float the discussion at the January Board meeting (scheduled for 26 January) with a view after the Board meeting to revert to the April Board with a view to agree a process for review. Input will be sought from both Sue Alder and Claire to ensure we have CDI perspective. Pete said it will be very useful to identify what the issues are, and the destination practitioners would like to reach.

With regards to qualifications, Jacqui said Olly Jenkins, Career Matters, has asked Jacqui to do an article on the added value of the apprenticeship route. Jacqui said she has undertaken feedback sessions with apprentices and employers and confirmed there are approximately thirty responses so far from apprentices following the survey. Jacqui confirmed the discussion about qualifications is very interesting and it is clear to see from the surveys that the apprenticeship route does have added value. Jacqui said she will liaise with Sue before the article is written and submitted to Oli.

Cordelia said ironically it is very complicated to find the appropriate route to become a careers adviser. It's over complicated. With regards to membership, Cordelia asked if Pete has a background with the voluntary sector as Cordelia would like to know if Pete has any thoughts on reaching out to groups who are unaware of the CDI. Pete said he has not worked or been involved in the voluntary sector but has done small bits of work over the years. Pete confirmed his interest in the welfare work space and said it can be difficult to reach various groups because there are so many different types of organisations who would not necessarily identify as careers professionals. Nonetheless, Pete said these organisations do network and it's about reaching into some of the networks. Pete said it will help to engage in some kind of marketing activity to reach out to such organisations.

Liz R stressed how strongly she feels about the subject of qualifications and has mentioned the need to have easily accessible resources on the CDI website. Liz R has raised this during catch-up meetings with David Morgan. Liz R wished to endorse exactly what Pete is proposing to do and is happy to help where she can.

Luisa agreed regarding the complexity of qualifications. Luisa added it becomes very difficult to determine requirements for different parts of the country. For example, Skills Development Scotland require practitioners to have a particular qualification which is not applicable in other parts of the country. Luisa added it will be useful to understand the baseline needed as there's a lack of consistency. John agreed the subject is complex and one of the biggest challenges is recognising the marker in the sand in terms of qualifications as it throws a whole dilemma for professionals who

assume they are professionals (due to the qualifications they have achieved) when, in fact, they're not.

Hannah mentioned the register and post nominals and said there was a great push to get on the register and use the post nominals. Hannah asked whether there is still a push in this direction because she has noticed some individuals are dropping the 'R' and being CDP rather than RCDP. Claire agreed and said the CDI are pushing this matter on the register and individuals must confirm whether they're registered or not. Claire said there does need to be greater clarity and consistency.

John thanked Pete for his time. Pete thanked the committee for such a good discussion and left the meeting at 10.07am.

#### **4. Action Notes 6th October (matters arising and true record)**

The committee agreed the notes as a true record of the meeting on 6 October 2023.

*Page 2: The governance documents discussed at the last EPSC meeting were approved at the AGM on 27th November 2023.*

*Page 2: Organogram suggestion is waiting for the new website issues to be resolved.*

*Page 3: Reference to £1 liability is in the process of being removed from membership application forms.*

*Voting rights of co-opted EPSC members were approved at the AGM and the revised Terms of Reference will be added to the new website.*

*Page 7: Paper on AI and Ethics. Michael Larbalestier has agreed to update this quarterly, and the paper is in the process of being added to the new website.*

Jacqui asked who she should contact to reset her password on the CDI website. Claire confirmed Jacqui should email - [digital@thecdi.net](mailto:digital@thecdi.net)

#### **5. Updating the CDI Code of Ethics**

##### **(5a) Feedback from sub-group/next steps/Board approval/wider membership consultation)**

John confirmed an original sub-group came together to look at how to redraft the Code of Ethics focusing on their intent, wording etc. John said a further sub-group meeting occurred in October and the revised document forms part of the EPSC meeting papers. John confirmed the document includes changes agreed at the meeting during October. John said the changes include introduction of the ethical codes of practice.

John said the sub-group changed the wording on the code of practice and specifically noted the word must has been changed to will. The purpose statement was also updated. John said the information was taken and formatted into a new paper and Sue has since uploaded them to SharePoint for EPSC to comment on. Comments have been submitted and added to the document. The next phase is to review whether the document needs to be worked on further to ensure a presentable document is available. John confirmed the document will need to be taken to the Board and consultation for the proposed changes.

Jacqui said she can see there's been lots of feedback, however, it's quite complicated to see the changes between the original document and the revised document. Jacqui said, if the plan is to circulate the proposal to members, it will be useful to have a proposal without the comments for ease of review. John agreed with Jacqui and confirmed the need to have a document which is easy to review.

Cordelia asked whether there's any guidance available in terms of when the proposals should go to the membership. Claire said there isn't any specific guidance as such as this is the first time the document has been revised. Claire added any changes to the Code of Ethics in terms of ratification will be the Board's decision. Claire said the Board have to agree to any contentious changes and decide whether they're happy with it or whether they feel membership consultation is needed. Claire said, being mindful of timescales, a copy of the Code of Ethics is normally sent out with Career Matters in October so it will be good to have the new version ready by September 2024 otherwise people may not be sure which Code of Ethics they need to use.

Luisa agreed a lot of work has gone into the revised document. With regards to going out to membership, Luisa said EPSC are the representative of the membership, therefore, is there a need to keep on going out to members when the committee's remit is to represent members on matters such as revising documents. Luisa added, there's an element of the exercise becoming never ending i.e. if it goes out to members and comes back again, when does the process stop. John agreed EPSC should be representing constituents rather than revisiting the questions where feedback is required.

Jacqui said there are points to consider on both sides. How would a member feel about not being consulted on a new Code of Ethics. However, Jacqui agreed EPSC are representing the membership.

John enquired how the original version come about. Claire said there was a previous version to the current one which was inherited from the ICG. PSC subsequently took the original version in 2015 and created the version which was revised and revised again in 2018. Claire said, in the past, consultation has not been sought and the Board, in its own way, is representative of the sector too. The process has always been to write it, revise it, take the document to PSC and then to the Board for ratification before circulating to a wider audience. John thanked Claire for the overview of previous arrangements.

Hannah agreed, as elected members for EPSC, it raises questions regarding the validity and efficiency of going out to the membership to discuss this further.

Cordelia said, casting her mind back to 2018, she would have accepted CDI would responsibly update the Code of Ethics on behalf of members.

John thanked everybody for their comments and suggestions. John confirmed the comments will be removed from the document and ensure a draft document is available for review which is clearly endorsed by EPSC and is taken to the Board to ratify.

**ACTION: John to arrange draft Code of Ethics document by removing comments for endorsement by EPSC and Board (for April Board meeting)**

Jacqui asked whether there's space in the April publication of Career Matters to alert members of the revised document which will go to the Board meeting in April. Claire said April edition is full, however, following Board ratification, it can go into the October edition of Career Matters along with an article written by an EPSC member to support it. Jacqui said is there any way it can be earlier than October and mentioned the June edition. Jacqui suggested the document is flagged within the President's comments within the June edition.

**ACTION: John to contact Pete Robertson to arrange comments/blurb relating to revised Code of Ethics to go to June edition of Career Matters**

Liz R suggested raising this on the Facebook page as quite often comments and feedback are received via Facebook. Liz R also suggested putting something in news by email too.

**ACTION: Liz R to arrange for information relating to revised Code of Ethics to be included in news by email 'coming soon' section as well as on the Facebook page. Sue to assist Liz R with this.**

## **6. Feedback on sessions with young people about Code of Ethics**

John confirmed Mark Fox led on the original feedback and asked Luisa and Beth to feedback.

Beth said the group still need to meet to pull everything together. A meeting is arranged for 18 January to clarify matters and see how far things have moved forward. Beth said the specific remit was to create a version of the Code of Ethics for young people and to test it with young people. Beth said she has tested the rewording of the Code of Ethics with approximately fifteen young people and Mark Fox tested it with small groups of young people, therefore there's lots of constructive feedback. Beth said the group consulted via email and the plan is to pull together the data and feedback and revert to EPSC for a decision about what should happen next.

Claire said the work that has been done so far on this is based around the original Code of Ethics, therefore, once conclusion of the work done so far is to hand EPSC might need to compare it against the revised Code of Ethics as there's a fitness to practice statement which wasn't in the original version. It may be a case of looking at the work done by the sub-group. Luisa said the work achieved may still encapsulate the views needed. CJ said there was talk about having a SEND version and a version for people whose first language might not be English, but the first stage is to get the young person's version ready.

**ACTION: Luisa and Beth to come back to the next EPSC meeting with the relevant feedback to the young person's Code of Ethics (in a report format)**

10.50 BREAK

11.05 RETURN FROM BREAK

## **7. Discussion on seeking views from constituents**

John referred to the paper contained in the meeting pack and said he tried to reflect how views from constituents are represented as a member of the committee as well as things which frustrated him as a constituent. The key point is how to gain views in a meaningful way. Therefore, John set out to present the committee with thoughts around this, in a focused way, and mentioned the split of three key themes of representation.

John said the first theme is increasing profile understanding of the membership and what this might look like. What we do and what we don't do is included too. The first thing John reviewed was raising the profile and helping the membership understand who the committee are and what the committee do as well as how the committee is connected to constituents. John said its powerful for the membership to understand they do have a say and it's a direct connection to the CDI Board.

John said theme two is about supporting ethical issues and how best this is done by EPSC. John said there is a degree of underpinning to accountability and using the Code of Ethics as a conversation to be had when placed in ethical dilemmas. John added, are constituents using the Code of Ethics when they come across ethical dilemma as there are varying views on this.

Theme three is how does the committee obtain meaningful feedback from members and a suitable and robust mechanism to achieve this. John referred to an email received from Bella Doswell on this subject (Bella gave apologies for the meeting) and said he will bring Bella's perspective to the discussion.

John said suggested actions are included in the paper and opened a wider conversation to the committee.

Beth thanked John for the paper and said it's important to have a consistent message about what it is the committee do. Beth said all the points are very good and raised an observation around the second point in terms of supervision and asked who would do that and who is it open to. Beth also mentioned reflective practice and how the committee can feedback on this. Beth said it would be good to have examples of dilemmas and an understanding of any issues that have been brought to the committee to discuss.

John returned to Beth's point regarding supervision and reflective practice and said there is a wider CDI offer in terms of should the committee be encouraging members to access the wider CDI offer. John wished to confirm this is not in terms of delivering but in terms of awareness and training. John said it's about connecting people to reflective practice training and to be continuously reflective in the work the committee does to ensure members can be reflective.

Jacqui said even though she is new to the committee, she has had conversations with Sue about what is the role of an EPSC member in terms of expectations. Is it to be involved in the CPD offer CDI has or the CDI conference etc. Should the committee be involved in such matters or not. Jacqui asked whether the committee should be more involved with research matters. John said it's a great starting point because the committee can't communicate unless there's clarity, in terms of what is communicated.

Liz R raised a question in the MS Teams chat and referred to the committee previously using case studies which enabled people to find similar situations and work their way through what the case study was saying, the ethical debates, discussions, and potential conclusions. Liz R asked where the case studies fit now.

Luisa said she thinks the paper is very useful and thought provoking. In terms of dealing with ethical dilemmas Luisa said this is not the role of EPSC. Luisa wished to echo all of John's thoughts on reflective practice and said it should be integral as it provides an opportunity to explore ethical dilemmas rather than hypothetically trying to do it. Luisa said it can be difficult to involve case studies as it depends on the individual and the situation, therefore it's hard to find a consistent way to deal with an ethical dilemma.

With regards to Bella's thoughts sent to John via email, John thanked Bella for her comments and felt these added to the debate around dealing with ethical issues and dilemmas and the role of EPSC. John referred to the comments he had made in his paper on EPSC not being the most appropriate way to deal with individual ethical dilemmas.

Sue wanted to raise the point about the committee's role being the top level rather than dealing with the nitty gritty, except in cases where a complaint has been disclosed. With regards to supervision, Sue said she would like to see a framework or expectations around supervision especially for newly qualified practitioners. This might be a recommendation that comes out of a wider conversation.

Hannah thanked John for putting the paper together and wished to echo what others have said. Hannah said, as a committee, it is not an ethical dilemmas committee and supervision should be part of the Code of Ethics.

Cordelia agreed with everybody's comments in terms of who people should be signposted to with regards to ethical dilemmas and said it shouldn't be EPSC. Cordelia referred to matters which should go via EPSC in terms of understanding whether it's a complaint, which should come to EPSC. Moving on to point three in terms of feedback, Cordelia said she will go via LinkedIn or Facebook because there is no relevant constituency for her sector.

John said some good points have been raised about how members resolve ethical dilemmas. Ideally, the committee are trying to encourage individuals to understand the Code of Ethics and to use the Code of Ethics in their everyday work to help them manage conversations. It's about empowering members to feel confident to use the Code of Ethics.

Claire referred to the comments made regarding case studies and said case studies used to be available, however, most of them have been withdrawn because they are out of date. Previous conversations at EPSC have taken place regarding case studies being client specific and not general enough. At a previous EPSC, the committee had a conversation about having contextual guidance for each of the different principles.

Claire said with regards to the Terms of Reference for EPSC it will be good to add to this to ensure people are aware of their roles as it's a voluntary role. Claire said the committee can't answer individual dilemma questions. Should members approach the committee, and it's a common theme, then it's those sorts of things the committee can produce guidance on. It's not for EPSC members to be the people who are producing the guidance and documents unless individuals feel they should be doing this as the role is voluntary. Claire added EPSC can be like a commissioning role, whereby matters are discussed at committee and advising the CDI on how best to meet that need(s).

John said it will be helpful to have a degree of consensus on this and it seems that the consensus is to agree that the committee are not here to answer individual dilemmas. It's a case of managing ethical dilemmas through the Code of Ethics along with reflective practice, supervision, and the use of the contextual guidance to be developed as a result of the revised code of ethics.

John said there is a CDI guide to supervision and on the back of this workshops can be run aimed to raise awareness of supervision. John said there is still a dilemma about what is meant in terms of supervision. John added on the back of the workshops the CDI decided that one of the things that might attract engagement was to develop a Moodle approach in their training offer. The idea is to model a similar approach by taking the supervision guidance and breaking it down into small learning modules. John said this has not moved as quickly as he wanted it to. There will be an offer but it's not there yet.

Hannah said she finds it frustrating things have not moved forward more quickly. Hannah said there is no dilemma to what supervision is and feels the matter has been overcomplicated. John added there are many people in the sector who have very little opportunity to receive regular supervision.

The approach taken on supervision by many organisations within the sector is through line manager support.

Sue wished to echo on what Hannah said and understands the frustration. Sue said this is where EPSC set the standards as the straightforward outcome is EPSC come up with a CDI expectation of what is expected from practitioners in terms of supervision responsibilities. Sue said there's such a diverse range of support available and it's not really a line manager's role to be giving supervision, it should be external to the organisation to have a reflective conversation. Sue said steps could be taken to train CDI supervisors and have a structured approach to this. Sue understands an online Moodle module, however, it's not supervision in terms of having a practical conversation. John raised the point that it is difficult to place this within the sole responsibility of the career development professional without the context of organisations limiting the opportunities for supervision.

Luisa said some organisations do not allow or enable individuals any time for reflective practice and it's hard to make the time if it's not structured correctly. Luisa said some individuals can't find the time within their own personal time and it's hard to address this point because, as a committee, it's a common theme to have reflective practice but there are areas who do not have this allocated within their time.

**ACTION: John to approach Pete Robertson to discuss recognising the important of reflective practice and supervision to ensure feedback to the Board.**

Cordelia said she undertakes reflective practice with some homeless groups and said it became industry standard to have this time therefore it's not impossible to have this in the sector. Cordelia added the Terms of Reference may need revising due to the conversations which have taken place during the meeting.

**ACTION: John and Claire to work on an enhanced Terms of Reference and bring it back to the next EPSC meeting.**

## 8. CDI Professional Development Update

Claire referred to the shared report and mentioned Enhanced Careers Leader training, which is offered online. Claire said that this training is available for 250 Careers Leaders who have previously completed Careers Leader training. This is a two-day non-accredited programme covering operational delivery and strategic management of the careers programme. The training started in November and there are start dates through to June 2024. Claire said to date 120 people have booked to attend.

Claire confirmed the management of the CEC contract has been passed to Sue Alder, should any committee members have any questions about the contract, Sue is the first port of call.

Claire referred to the confirmed date for the Student Conferences, which are detailed in the paper.

In conjunction with Michael Lorbalestier and Claire, Dr Julia Yates has developed a Moodle programme which introduces several career guidance theories and provides information on using these in practice. This was launched in December 2023

Claire said the mentoring scheme is very nearly up and running. Twenty-five mentors are undertaking training over the next two weeks and twenty-four mentees have sent their details through for the scheme. Claire said the numbers are slightly disappointing and it's interesting to know why that might be. Claire mentioned people may struggle with time. Liz R said she finds it incredibly useful, however lack of money and release of time for professionals may be the reason why others have not come forward. Claire said a few of the mentees who have come forward so far are students.



Appended to Claire's report is the CDI ABC of CPD as this has been updated.

Beth asked Claire for an update on the new CDI website. Claire said issues should be resolved over the next two to three weeks. Claire said the front end of the website is fine, however, it's not talking properly to the back end of the website. Claire thanked everybody for their patience.

## 9. UKCDA Judging Panel arrangements and changes to documentation

John said it was useful to review this and decide how this year's panels are managed. John thanked committee members who have already provided feedback. John has subsequently reviewed matters with David Morgan and some changes have been made to the new paperwork. John said a wordcount is included for the sections along with vocabulary and amendments to the wording around sustainability. The paperwork also includes aspects around notes for entrants i.e. weblinks. The use of the phrasing around the Career Development Professional is now consistent. John confirmed ethical best practice is in the criteria and notes for entrants about addressing criteria to both clarify what is needed in both sections.

John asked for feedback or whether the committee feel anything has been missed. Cordelia said it's good to see the third sector mentioned.

With regards to the panellists, John said Claire has confirmed how matters normally progress with regards to three people being on a panel for each of the judging areas. The three people are normally EPSC members, however, if there's a shortage of people CDI associates will be called on and if need be, thereafter Regional Reps can assist. John said the Board shortlist the applications and the shortlisted forms will be sent to panellists. John confirmed shortlisting normally consists of three to four people per category. Electronic forms are sent to panellists and the panel meets. The Chair of each panel will inform David Morgan of the winner.

John confirmed the Chair of EPSC asks EPSC members to state which panel they would like to join. EPSC members can be on more than one panel if they wish.

Claire confirmed she will act as a roaming panellist should there be any conflict of interest, or a panellist is sick and unable to take part.

John asked committee members to confirm which panel they would like to be on by the end of the month. John said he will then notify individuals along with David Morgan.

**ACTION: EPSC members to confirm which panel(s) they would like to represent for UKCDA**

### CDI Fellowships Panel

Claire said subject to Board Approval on 26th January, there will no longer be separate Board or EPSC nominations for Fellowships. Instead, Board and EPSC members can nominate a CDI member for a CDI Fellowship as part of the call for nominations to all CDI members in March 2024.

The Chair of EPSC, plus two Board members and two EPSC members form the Fellowships Panel to approve the Fellowships and can approve a maximum of five each year.

Claire confirmed the Fellowships Panel needs to take place between 15th and 30th April 2024.

**ACTION: John to convene and chair the Panel and notify David Morgan of the results**

As an incentive to take part, Hannah suggested judges receive discounted tickets to the awards dinner to provide recognition for the time and dedication spent on the panels.

**ACTION: John to refer to the Board for a decision**

## 10. Update on Chartered Status

John confirmed he has joined the Chartered Status sub-group which is a working group for chartered status development and several Board members and Claire are involved. John was unable to attend the first meeting, however, a date for the second meeting is in the process of being arranged and John will feedback to EPSC after the meeting has taken place.

## 11. Any other business

John confirmed he will go back to Bella on the points she has raised for discussion (an individual email/paper was sent).

A brief discussion occurred regarding post nominals and Hannah suggested a post from the Chair of EPSC encouraging people to use the post nominals may be the best way forward.

**ACTION John to liaise with Claire on the wording for a post regarding the use of post nominals.**

Hannah asked whether there will be a two-day live conference. Claire said a one-day conference is planned in November with a one-day Tech Fest the day before. Both will be in Birmingham. Hannah said a two-day conference encourages attendance as people are investing time to travel etc. to attend a two-day programme.

## 12. Date of next meeting

Claire confirmed the date of the next meeting is 11 April 2024, 9.00am – midday. Future meeting dates will be confirmed by Doodle Poll, depending on Board meeting dates.