

Thursday 12 September 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, Bella Doswell, Liz Reece, Jacqui Phipps, Beth Urquhart, Janet Hutchinson

In attendance: CDI Executive Assistant (Action Notes)

1. Apologies:

Apologies received from, Georgie Blackburn, John Wallace.

John welcomed everyone to the meeting.

2. Introductions and Claire's future plans

Janet introduced herself to the committee and the committee provided a brief overview of constituencies along with roles and responsibilities.

Claire confirmed plans to retire at the end of October 2024 after forty years in the sector and eleven of those years working for the CDI. Claire said she will do a small amount of consultancy work for the CDI and will also help with some advisory work. Claire's role, Head of Professional Development and Standards, will not be replaced, however, there may be plans to have a Professional Development Manager. David Morgan, CEO of the CDI, is currently reviewing this, and in the meantime, Sue Alder will manage the professional development side of things with David Morgan picking up on ethical related matters and he will attend the next EPSC meeting as the CDI EPSC rep. Claire gave thanks for the bouquet of flowers sent by the committee and said it has been a pleasure to work with everyone over the last 37 EPSC meetings.

3. Declarations of interest

Based on the agenda items, John asked for any declarations of interest and clarified the meaning of this to Janet with regards to individuals having any form of commercial advantage which needs to be declared.

Beth wished to note she has applied to conduct a workshop at the CDI conference.

4. Action notes 11th April 2024 (Matters arising and true record)

Amendments noted as follows:

Page 7: Jacqui mentioned IfATE - Jacqui referred to an email from Tracy Noble who chaired the Trailblazer group with regards to the IfATE proposal to retire the apprenticeship for new starts from 2025. Jacqui said the rationale for this is down to low uptake and low labour market.

Page 9: Luisa wholeheartedly backs having a reflective practice guide as there is already a framework available at Skills Development Scotland. Luisa said having guidance is important and added the pre consideration and post consideration of what an individual brings to reflective practice is equally important. Luisa suggested sharing some of the Skills Development Scotland reflective practice to aid ongoing discussions.

Actions not covered on the agenda:

Page 3: Due to the noticeably short notice, there were no volunteers to run a workshop on the Code of Ethics at the National Careers Leaders' Conference.

Page 6: Changes to the QCD Requirements – these are now all in place and the QCD Handbook has been updated and issued to all QCD Centres.

Page 9: Supervision. The Moodle produced by Rachel Mallows and John Walker is now ready and places are open for booking.

CDI is running some bespoke courses on Supervision for EDT. The costs for the Moodle course are £70 inc. VAT for members and £100 inc. VAT for non-members.

5. Update on CDI Code of Ethics and promotion via Career Matters

John confirmed revised version of the Code of Ethics will be published on the CDI website on 1st October 2024. A hard copy will also be in the October edition of Career Matters. John gave thanks to Luisa and Sue for their work on the article in Career Matters. Luisa said she is grateful to know the launch date to ensure this is circulated with colleagues at Skills Development Scotland to remind all practitioners this is the touchstone for reflective practice.

Jacqui asked if there is a process to deal with any feedback from members. Hannah suggested having some kind of forum to discuss the new code the CDI conference. The consensus was this is a promising idea and Claire suggested John contacting David Morgan to check on the current conference programme as this may be close to being finalised.

ACTION: John to contact David Morgan to check whether there's room on the conference programme to include a forum for the Code of Ethics. This could also take place within the main exhibition space should the programme be full and/or final.

6. Next steps on Code of Ethics for young people

Luisa gave a brief overview of the work originally undertaken by Mark Fox in response to recognition for young people to be better supported in understanding the role of careers professionals along with ethical, professional practice.

Following Mark's initial work Beth & Luisa reviewed various versions to translate the Code of Ethics to work with young people. Beth and Mark engaged with colleagues and then evaluated it with young people and from this received a lot of interesting feedback. A report was then circulated to EPSC and it was agreed to take things forward, however, the process was paused until the revised Code of Ethics had been agreed.

Luisa said the process to move things forward needs to be decided. Luisa is happy to collaborate with other committee members.

A suggestion was made for a subgroup to be formed and Jacqui, Liz R, Beth, Cordelia, and Sue confirmed they are happy to help. Luisa said the original group working on this feel the research has been completed and it is best to negate going back for more feedback. The visual part of how it looks could go back to young people for review to ensure it is snappy, eye catching etc.

ACTION: John to check with David Morgan about any budget availability to produce the Young People's Code of Ethics/ask David about this at the next meeting

ACTION: Luisa to set up the sub-group

7. Discussion on the need to update the Employers and Partners Guide to the Code of Ethics

Claire referred to the document link noted on the agenda. The document was produced by PSC members led by Claire in 2021 and Claire explained the need for the document to be revised in the light of the changes to the Code of Ethics. Claire said there also needs a means to promote it strongly to employers and to members and suggested forming a subgroup to look at rewording it and determining a publicity campaign about it. A suggestion was made to include Naomi Snelling who is the CDI's new Content and Campaigns Manager.

ACTION: JW to check with David Morgan to see if Naomi Snelling can attend the next EPSC meeting

Janet thinks it is still useful to have the document and is willing to assist with the revision. Sue also offered to assist.

ACTION: Sue & Janet to take forward the revision of the Employers' and Partner's Guide to the Code of Ethics

8. Code of Ethics – Discipline and Complaints Process – review

Claire explained that this Process was reviewed in 2023 but a further review is now needed due to Claire's retirement. Claire added the Head of Professional Development and Standards is cited in the Process as the Presenting Officer responsible for co-ordinating the papers needed at any panel and presenting these and the CDI's case at the panel. Originally it was decided that this needed to be a CDI staff role due to the time commitment and the fact that presentation of the case is on behalf of the CDI.

As the HPD&S role will no longer exist and there may be Professional Development Manager at some stage in 2025 Claire suggested the wording be changed to *'The decision on who will be the Presenting Officer on behalf of the CDI will be taken by the Chief Executive'*. As and when a PDM is appointed the wording can be changed to CDI Professional Development Manager.

Janet suggested that as the Chief Executive isn't sector qualified that it would be good if someone who is was the person to take the decision about the Presenting Officer. Claire suggested that the wording could be, *'The decision on who will be the Presenting Officer on behalf of the CDI will be taken by the Chief Executive in conjunction with CDI Board members, ' This was agreed by EPSC members.*

The amended Discipline and Complaints Process will need to go to the next CDI Board meeting as the Board requested that this process was looked at by EPSC.

ACTION: John to refer the amendment to the next Board meeting

9. Discussion on producing a Guide to Reflective Practice

John referred to the relevant paper and asked for feedback. The committee said the paper is extremely interesting and an honest reflection and suggested having a regular feature in Career Matters to continue the conversation. Sue also suggested the CDI running workshops for this and use it as an opportunity to share ideas about how reflective practice can work effectively.

Liz R stated there is already a community of practice (on Facebook) which is entirely for CDI members, within which a number of areas and examples of reflective practice come up.

ACTION: John to have a discussion with Olly Jenkins to suggest an ongoing article, tools, and techniques in Career Matters

10. Update on CDI Strategic Review: Qualifying to Work in the Sector

Claire said iCeGS is conducting a survey and encouraged EPSC members to complete it and ask others to also complete it, especially those who are new to the profession. Claire confirmed stakeholder

interviews and round tables are also taking place and the report and recommendations are due at the end of November. Claire said she plans to undertake some consultancy work for the CDI to advise on how the recommendations can be taken forward.

11. Feedback from CDI Council meeting - Seeking views from constituents and producing constituency reports

John referred to the recent Regional Reps meeting organised by the CDI and said Bella also planned to attend but was unable to do so due to confusion over the timings of the Council and Regional Reps meeting. John reiterated the reason he attended the Regional Reps meeting was to try to develop better communication links between EPSC and the reps as well as gain feedback from the ground level. John said the reps did not fully appreciate the direct link EPSC has with the Board.

David Morgan agreed to update the rep list and the details have been updated on the CDI website. John confirmed a further slot has been offered to attend the Regional Reps meeting on the 20th November. Bella expressed an interest to attend the next meeting with John and asked for clarity on what the discussion will entail. John said he thinks it is challenging and possibly beyond the capacity and scope for EPSC to represent every individual's concerns. In hearing the stories of what is happening within the regions or constituencies EPSC can pick up key themes which need EPSC to consider and then agree what actions could be taken.

Claire suggested bringing this up with David Morgan because when individuals join the CDI, they are asked which constituency they see themselves in. Following this an email could be sent to constituents to suggest they contact their EPSC rep if they want to raise any points. Claire said Regional Reps have Regional Meetings so that will be the way for a rep to know if there are any issues or concerns of an ethical nature. Bella said it is helpful to understand what kind of feedback will be received in terms of practice or policy and whether it relates to current issues. It needs to be clear and easy to follow and EPSC then have a hope of convincing Regional Reps that this is the scope of the work we do and can be of service. This will also link into the current terms of reference for EPSC

ACTION: John, Bella & Janet to work on a paper to gather views from EPSC and shape something that can be brought back to the next EPSC meeting.

12. Discussion on Use of Post Nominals

John suggested pushing item 12 to the next meeting as David Morgan will be present to have an effective discussion.

13. UKCDA Judging Panel arrangements and CDI Fellowship Panel

John confirmed he has met twice with David Morgan and Avril Hannon to consider and reflect on this year's UKCDA awards. John said there are a few issues to work through to ensure the process is open and flows better by simplifying the process for nomination without losing the rigor of making judgement. John said the process has started to look at the foundation to redefine the categories which John would like to share with EPSC after today's meeting to see if the description of the categories is fit for purpose.

ACTION: JW to share the list of categories with EPSC and asked for feedback by Friday 20th September.

14. Update on Higher Apprenticeship: Career Development Professional

Claire said the HA:CDP and End Point Assessment process (EPA) is being updated by a reconvened Employers' Group with a deadline of end of March 2025. IfATE has appointed a Project Manager to support this process. Claire said the CDI can act in an advisory capacity but is not allowed to be part of the Employers' Group. Claire confirmed she will be the CDI Adviser. Jacqui said a stakeholder group

is being run by Tracy Noble, date now agreed as 30th September and there will then be a first meeting will be with the Project Manager later this year.

Jacqui referred to the issues being around retention and people using the apprenticeship to reach Level 6 OCR Diploma. They were achieving the diploma but not going through to End Point Assessment. There is a push to change the EPA process and bring in an assessment so they do it post gateway and do not finish off OCR and other quals until they have gone through gateway.

15. Update on Chartered Status and meeting with a rep from the Privy Council.

Claire said there is a Chartered Status Internal Group (David Morgan Claire Johnson, Nicki Moore, John Walker and John Ambrose). David Morgan, Nicki Moore, Honorary Secretary and Claire met with Ceri King, Head of the Privy Council Office on 4th June. Claire said the meeting was extremely helpful and the group discussed the process to be followed. Claire mentioned there is also a separate group, Chartered Status Steering Group which involves stakeholders.

Claire said the key task is to establish how it can be shown that Career Development is a unique profession and said this is challenging regarding employability professionals (Institute of Employability Professionals) and the fact that employability appears in some HE jobs titles. Nicki Moore is working on a paper to try to explain how career development is a unique profession. The Chartered Status Advisory Group will then discuss this.

Claire said steps are being taken to resolve matters and this may warrant something coming back to EPSC in the future for input.

16. Update on publishing agreement with Trotman

Claire confirmed that three books will be published in October/November under the Trotman/CDI publishing agreement.

Claire has commented upon and approved the manuscripts for all three and has written the Forewords. There is a 25% discount for pre-publication orders available for CDI members.

- The Career Development Handbook, by Tristram Hooley, Rosie Alexander and Gill Frigerio
- Career Development and Inclusive Practice, by Jules Benton and Chris Targett
- Career Development Theories in Practice, by Julia Yates

Trotman will have a stand at the CDI National Conference on 25th and 26th November at The Studio in Birmingham.

17. CDI Professional Development Update

Claire referred to the report circulated in advance of the meeting and highlighted the key points including an update on the CDI Academy, Careers and Enterprise Funded courses, National Careers Service CPD Contract and Qualification in Career Development.

Claire mentioned that the QCD course at Nottingham Trent University has closed due to staffing ratio issues at the university.

Should the committee have any questions related to Claire's report, they should make contact before the end of October.

18. Any other business

John said the Board have asked for a draft procurement policy to be produced to make the procurement process more transparent. John confirmed the draft policy will form part of the agenda for the next EPSC meeting as the Board would like EPSC to review it.

In answer to a question from Janet, with regards to the management of the Quality & Careers Standard beyond March next year when Paul Chubb retires, Claire said that Paul Chubb is talking to different people and whatever gets decided will need to go to the Quality and Careers Standards Board for approval before any public announcement. Janet suggested John includes this in his feedback to the board as it is disappointing that the CDI is not now taking over this work.

ACTION: John to include this information on the Quality & Careers Standard Role at the next Board.

Avril Hannon joined the meeting.

Avril gave a heartfelt tribute to Claire, thanking her for all her hard work and dedication over the years. Claire has attended all 37 E/PSC since February 2014 and has worked in close collaboration with E/PSC members for many years.

Avril said Claire's last meeting marks the end of an era and referred to seventeen projects with Claire as the driving force. Avril said the success of the CDI's Academy is a result of the enormous challenging work and vision produced by Claire along with her ability to write bids and contracts. Avril gave thanks to Claire and John echoed Avril's words saying Claire is a guardian of the profession for her values and beliefs. The committee added several warm and kind comments to the meeting chat which Claire has a copy of.

ACTION: Liz to send a doodle poll to agree future EPSC dates for 2025.