

Published Note of the meeting of the **QUALIFICATIONS BOARD**
Held remotely via Microsoft Teams on 3 December 2020 at 10.00am – 12pm

NB Some matters discussed have not been disclosed for reasons of confidentiality.

Present

David Cruickshank	Chair
Carolyn Spencer	ICAS Executive Director - Customer Experience
Chris Hunter	Deloitte
Chris Shrubsole	KPMG
Elizabeth Blythin	KPMG
Gillian Alexander	PWC
Gillian McGorry	RBS
Jim Robertson	ICAS Council Member
Karen Stewart	Anderson Anderson Brown
Katharine Williams	EY
Laura Morrison	EY
Lindsay Tibbets	University of Aberdeen
Louise Coops	EY
Alice Deakin	ICAS Executive Director - Learning

In attendance

Iona Riddick	ICAS Policy, Research & Standards Officer
Mark Allison	ICAS Principal Advisor [Items 1-3]
Sarah Speirs	ICAS Executive Director - Member Engagement & Communications [Item 9]

Apologies

Ana Stewart	Public Interest Member
Ben Avery	Abellio East Midlands Ltd

1. BACKGROUND

This was the fourth meeting of the Qualifications Board in 2020.

2. QUALIFICATIONS BOARD ACTION POINT TRACKER

The Board considered and approved the contents of the Action Point tracker.

3. MUTUAL RECOGNITION AGREEMENTS & INTERNATIONAL MATTERS

The Board considered the Mutual Recognition Agreements and International Matters paper. Mark Allison took questions from the Board on its contents and Board members challenged us to re-consider other countries afresh to ensure we are opening up our thinking to where new demand might lie. It was agreed that a further paper would be presented to the Board in early 2021.

4. LEARNING ACTIVITIES UPDATE

Alice Deakin presented the Learning Activities update to the Board, which covered the months of October and November 2020.

A high-level summary was given, along with the key dates for the rest of 2020.

The Board asked that a suitable level of historic comparative pass rate data be included in exam pass rate reports.

5. **CA QUALIFICATION: NEW SYLLABUS UPDATE**

A paper was provided which gave an update on the progress of the New Syllabus project. The Board noted its contents and asked a few follow-up questions regarding the new TPS Subject – Risk & Technology.

6. **CUSTOMER EXPERIENCE (CX) ACTIVITIES UPDATE**

The CX activities paper, which covered the months of October and November, was presented to the Board by Carolyn Spencer.

Carolyn presented the draft process flow document which outlined the full online exam process. The Board were pleased with this document and its format.

7. **BUSINESS PLAN 2020**

The Board reviewed the 2020 Business Plan.

8. **BUSINESS PLAN 2021 DRAFT (INCLUDING LEARNING TRANSFORMATION UPDATE)**

The draft Business Plan for 2021 was considered and confirmed by the Board and approved its submission to Council. Board members asked for consideration to be given to ensure there is sufficient resource in place to allow both BAU and the Learning Transformation Project to run seamlessly.

9. **MARKETING 2021 STRATEGY UPDATE**

The Board received a presentation from Sarah Speirs on the 2021 Marketing Strategy.

The Board asked that Sarah join a future meeting in order to give a further update on the 2021 acquisition campaign.

10. **QUALIFICATIONS BOARD DELEGATED RESPONSIBILITIES**

The Board considered and approved the responsibilities delegated to it through the ICAS Rules & Regulations.

11. **RISK MONITORING**

Alice Deakin presented the Risk Register to the Board and described the changes that had been made, with no follow up questions from the Board.

12. **ANY OTHER BUSINESS**

The Board were updated with regards to the recruitment of a new TPE Exam Board Chair.