

**SUMMARY NOTE of a meeting of the ICAS QUALIFICATIONS BOARD
on Tuesday 18 June 2024
(Held remotely via Microsoft Teams)**

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

| Attendees | |
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| Gillian Alexander | PwC |
| Gail Boag | ICAS Executive Director, Learning |
| Louise Coops | EY |
| Kevin Johnson | Deloitte |
| Gillian McGorry | NatWest Group |
| Jim Robertson | ICAS Council Member |
| Ana Stewart | PIM |
| Kirsty Welsh | Lloyds Banking Group |
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| ICAS Attendees | |
| Poppy Collinson | Director of Business Development and Commercial |
| Cat Devaney | Director of Professional Qualifications |
| Ali Douglas | Head of Learning Pathways [Item 10 only] |
| Emily Napier | Quality Assurance and Regulations Manager |
| Iona Riddick | Quality Assurance and Regulations Manager [Board Secretary] |
| Paula Wilcock | Director of Quality, Assessment and Policy |
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| Apologies | |
| Lynn Currie | University of Glasgow |
| Elizabeth Gammie | Chair |
| Stacy Morris | KPMG |
| Martin Osler | Johnston Carmichael |
| Ian Stuart | Morgan Stanley |

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| 1. | <p>BACKGROUND</p> <p>This was the second meeting of the Qualifications Board in 2024.</p> |
| 2. | <p>QUALIFICATIONS BOARD ACTION POINT TRACKER</p> <p>The ICAS Executive Director, Learning updated the Board on the action tracker.</p> <p>The Board noted the status of the actions and approved the content.</p> |
| 3. | <p>STUDENT ACTIVITIES UPDATE</p> <p>The ICAS Director of Professional Qualifications gave a verbal update to the Board, covering recent student activities including the launch of CA24, classes/workshops, assessments, the new logbook and the student discussion boards. Questions raised were answered to the Board's satisfaction and the report noted.</p> |
| 4. | <p>AUTHORISED TRAINING OFFICE (ATO) APPROVALS</p> <p>The Board considered and approved recommendations given by the ICAS ATO Review Committee in respect of new ATO authorisations. The Board were also apprised of the new streamlined ATO application process, quality monitoring framework and merger to a single ATO Review Committee. Questions raised were answered to the Board's satisfaction and the report was approved.</p> |
| 5. | <p>REGULATIONS ON INACTIVE STUDENTS SEEKING TO RECOMMENCE CA TRAINING</p> <p>The ICAS Head of Learning Pathways presented a paper in respect of two policy changes for students who have been inactive and are not on track to complete their qualification within the 7-year clock timeframe. The Board approved the changes with no questions raised.</p> |

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| 6. | <p>APPOINTMENTS TO TPE/INTEGRATION ASSESSMENT BOARD & TPS/SKILLS ASSESSMENT PANEL</p> <p>The ICAS Director of Quality, Assessment & Policy presented a paper in respect of appointment notifications and tenures of members on the ICAS TPE/Integration Assessment Board and TPS/Skills Assessment Panel. The Board approved the paper with no questions raised.</p> |
| 7. | <p>REVIEW OF SCHEME OF DELEGATION FOR ICAS LEARNING BOARDS, COMMITTEES AND PANELS</p> <p>The ICAS Director of Quality, Assessment & Policy presented a paper in respect of updates to the Scheme of Delegation to reflect the CA24 terminology. The Board approved the paper with no questions raised.</p> |
| 8. | <p>UPDATED TERMS OF REFERENCE (Assessment Panels and Board)</p> <p>The ICAS Director of Quality, Assessment & Policy presented a paper in respect of updates to the Terms of Reference to reflect the CA24 terminology. The Board approved the paper with no questions raised.</p> |
| 9. | <p>RISK MONITORING</p> <p>The ICAS Executive Director, Learning presented the updated Learning Risk Register for June 2024, which had been previously circulated. No questions were raised by the Board.</p> |
| 10. | <p>FRC OVERSIGHT FOR 2024 – SCOPE OF AUDIT</p> <p>The ICAS Director of Quality, Assessment & Policy gave a verbal update on the FRC scope of audit for 2024. No questions were raised by the Board.</p> |
| 11. | <p>ANY OTHER BUSINESS</p> <p>The ICAS Executive Director, Learning gave a short update on the changes to Board membership and the recruitment of some additional Board members.</p> <p>There being no further business, the Chair declared the meeting closed.</p> |