

**SUMMARY NOTE of a meeting of the ICAS QUALIFICATIONS BOARD  
on Tuesday 12 December 2023  
(remotely via Microsoft Teams)**

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

<b>Attendees</b>	
Gillian Alexander	PwC
Gail Boag	ICAS Executive Director, Learning
Louise Coops	EY
Lynn Currie	University of Glasgow
Elizabeth Gammie	Chair
Kevin Johnson	Deloitte
Gillian McGorry	NatWest Group
Laura Morrison	EY
Martin Osler	Johnston Carmichael
Jim Robertson	ICAS Council Member
Ana Stewart	PIM
Ian Stuart	Morgan Stanley
Lindsay Tibbetts	University of Aberdeen
Kirsty Welsh	Lloyds Banking Group
<b>ICAS Attendees</b>	
Poppy Collinson	Director of Business Development and Commercial
Cat Devaney	Director of Professional Qualifications
Ali Douglas	Head of Learning Pathways [Items 14-15 only]
Iona Riddick	Quality Assurance and Regulations Manager [Secretary]
Paula Wilcock	Director of Quality, Assessment and Policy
<b>Observer</b>	
Alison Stiles	FRC [Project Manager, Professional Bodies Supervision Team]
<b>Apologies</b>	
Ben Avery	Abellio UK Bus

**1. BACKGROUND**

This was the fourth meeting of the Qualifications Board in 2023.

**2. QUALIFICATIONS BOARD ACTION POINT TRACKER**

The ICAS Executive Director, Learning updated the Board on the action tracker.

The Board noted the status of the actions and approved the content.

**3. LEARNING STRATEGY UPDATE**

The Board received a verbal update from the ICAS Executive Director, Learning on the Learning strategy. Questions raised were answered to the Board's satisfaction.

The board noted the Learning Strategy Update.

**4. STUDENT ACTIVITIES REPORT**

The ICAS Director of Professional Qualifications spoke through the report which covered recent student activities including classes, assessments, and the student discussion boards. Questions raised were answered to the Board's satisfaction.

The Board noted the Student Activities Report.

**5. NOMINATIONS TO ACADEMIC PANEL AND TPS ASSESSMENT PANEL**

The Board confirmed they were supportive of the re-appointment of both members of the Academic Panel and the appointment of the new TPS Assessment Panel Lay Member.

**6. PROPOSED AMENDMENTS TO LEARNING REGULATIONS**

The ICAS Director of Quality, Assessment and Policy spoke through the minor proposed updates to the Learning Regulations.

The Board considered and approved the proposed amendments for recommendation to the Constitutional Panel.

**7. UNIVERSITY ACCREDITATION UPDATE**

The ICAS Director of Quality, Assessment and Policy spoke through the report, highlighting any accreditation changes.

Questions raised were answered to the Board's satisfaction.

**8. RISK MONITORING**

The ICAS Executive Director, Learning presented the updated Learning Risk Register for December 2023, which had been previously circulated.

**9. STUDENT INTAKE ANALYSIS**

The ICAS Director of Business Development and Commercial gave a high-level overview of the intake analysis and highlighted the key points. Questions raised were answered to the Board's satisfaction.

The Board noted the document.

**10. HISTORIC STUDENT REQUEST ANALYSIS**

The ICAS Head of Learning Pathways gave a high-level overview of the historic student request analysis paper and highlighted the key points. Questions raised were answered to the Board's satisfaction.

The Board noted the document, with no further questions.

**11. MUTUAL RECOGNITION AGREEMENTS & INTERNATIONAL WORK**

The ICAS Head of Learning Pathways gave an overview of the ongoing international work, including mutual recognition agreements.

The Board noted the document, with no further questions.

**12. SCQF ANNUAL MONITORING APPROVAL LETTER**

The ICAS Director of Quality, Assessment and Policy confirmed that ICAS continues to be recognised as a Credit Rating Body, with no issues identified and 'very low' risk rating ascribed.

The Board noted the document, with no further questions.

**13. STATEMENT OF COMPLIANCE TO OFQUAL**

The Board Chair confirmed that the draft Statement of Compliance had been presented to and approved by the ICAS Council at their meeting on the 1 December. The ICAS President and the ICAS Director of Quality, Assessment and Policy will sign the Statement before it is submitted to Ofqual.

The Board noted the document, with no further questions.

**14. ANY OTHER BUSINESS**

The Board Chair outlined a slight change to process to the preparation of student request proformas.

It was confirmed to the Board the annual self-evaluation exercise would take place in early 2024, with the results to be discussed at the March 2024 Board meeting.

There being no further business, the Chair declared the meeting closed.