

Summary Note of the meeting of the **QUALIFICATIONS BOARD**  
held remotely via Microsoft Teams on 22 April 2021

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

### **Present**

David Cruickshank	Chair
Alice Deakin	ICAS Executive Director - Learning
Ana Stewart	Public Interest Member
Benjamin Avery	Abellio East Midlands Railway
Carolyn Spencer	ICAS Executive Director - Customer Experience
Chris Hunter	Deloitte
Chris Shrubsole	KPMG [Final Meeting]
Elizabeth Blythin	KPMG
Gillian Alexander	PWC
Gillian McGorry	Natwest Group
Jim Robertson	ICAS Council Member
Karen Stewart	Anderson Anderson Brown
Katharine Williams	EY
Laura Morrison	EY
Lindsay Tibbetts	University of Aberdeen
Louise Coops	EY

### **In attendance**

Iona Riddick	ICAS Policy, Research & Standards Officer
Paula Wilcock	ICAS Director of Quality Assurance & Policy
Chris Cunnane	ICAS Head of Syllabus
Ian Stuart	Potential new Board Member – Observing Meeting
Dr Bill Harvey	TPE Exam Board PIM [Item 6]
Beth Dearing	SEC Chair [Item 7]

## **1. BACKGROUND**

This was the second meeting of the Qualifications Board in 2021.

## **2. QUALIFICATIONS BOARD ACTION POINT TRACKER**

Items were picked up and discussed during the meeting.

## **3. STUDENT ACTIVITIES UPDATE**

Alice Deakin presented the Student Activities Update to the Board which covered the months of February and March 2020. Carolyn Spencer then gave an update on the CX Service Delivery. The updates were noted by the Board.

## **4. CA QUALIFICATION: NEW SYLLABUS UPDATE**

The Board received an update on the status of the new syllabus project in relation to the development of new course materials and assessments. There were no significant changes to note. No actions were suggested by the Board.

## **5. CA SYLLABUS 2020 – 2021 & CA SYLLABUS 2021 -2022 [DRAFT]**

Chris Cunnane provided an update on the changes that had been made to the CA Syllabus 2020-2021. The Board approved the 2020-2021 Syllabus. The draft CA Syllabus 2021-2022 was also presented, and Chris Cunnane took the Board through the main changes. Questions were taken following which the Board approved the draft Syllabus for 2021-2022.

**6. TPE EXAM BOARD ANNUAL REPORT**

Bill Harvey joined the meeting to assist Alice Deakin in presenting the TPE Exam Board Annual Report and to present his Public Interest Member TPE Exam Board Annual Report. An overview of the TPE Annual Report was given, with further explanation given regarding the May 2020 TPE Exam Board meeting which FRC representatives had attended. The Board approved the Annual Report.

**7. STUDENT EDUCATION COMMITTEE (“SEC”) ANNUAL REPORT**

Beth Dearing joined the meeting and presented the SEC Annual Report. She confirmed the main areas that the Committee oversee during the year, outlined the process where there might be a conflict of interest with student requests and highlighted that there had been one change to the membership of the Committee. The Board approved the Annual Report.

**8. RISK MONITORING**

Alice Deakin gave a risk update, highlighting that the risk picture is changing rapidly. The format of the Risk Register and the frequency with which it should be considered by the Board will be discussed separately, to ensure it remains appropriate. The Board discussed the risks presented and considered whether other risks should be included in the register.

**9. BUSINESS PLAN 2021 & LEARNING TRANSFORMATION UPDATE**

The Business Plan was noted by the Board. An updated version will be circulated after the meeting.

The Board received an update on the Learning Transformation Project. The Chair confirmed that the presentation to Council had been well received.

**10. FRC REGULATORY PLAN 2021**

The closing meeting with FRC will take place in mid-May. The final report from the FRC will be included in the June 2021 Qualifications Board meeting papers.

**11. ACADEMIC INTEGRITY & APPEALS PANEL – TERMS OF REFERENCE**

Paula Wilcock gave an update on the creation of the Academic Integrity and Appeals Panel. The Board noted the Terms of Reference.

**12. QUALIFICATIONS BOARD SELF EVALUATION**

Future actions based on the Board feedback will be circulated to the Board prior to the next meeting.

**13. ANY OTHER BUSINESS**

The Board thanked Chris Shrubsole for all his contributions over the last 5 and a half years.