

Summary Note of the meeting of the **QUALIFICATIONS BOARD**  
held remotely via Microsoft Teams on 17 June 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
Elizabeth Blythin	KPMG
Gillian Alexander	PWC
Gillian McGorry	Natwest Group
Ian Stuart	Morgan Stanley
Jim Robertson	ICAS Council Member
Katharine Williams	EY [Final Meeting]
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
Cat Devaney	ICAS Director of Professional Qualifications
Chris Cunnane	ICAS Head of Syllabus

#### **Apologies**

Chris Hunter	Deloitte
Karen Stewart	Anderson Anderson Brown

#### **1. BACKGROUND**

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

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

Updates on outstanding action points were given. The Board requested that the Action Point Tracker be ordered by completion date & for completed items to be removed once they had been included in a meeting. Following discussion, the Board approved the contents of the Action Point Tracker.

#### **3. STUDENT ACTIVITIES UPDATE**

Alice Deakin and Carolyn Spencer presented the Student Activities Update, which covered the months of April, May and part of June. A high-level summary was given with input and discussion from the Board. The Board noted the Student Activities Update.

#### **4. NEW BLENDED DELIVERY MODEL UPDATE - VERBAL**

Alice Deakin presented a power point to the Board, outlining the new blended learning approach for the CA qualification. It was agreed that at the next Board meeting, someone will be present to demonstrate to the Board members how the interactive PDFs and other digital learning assets look for the new TC subjects.

5. **CA QUALIFICATION: NEW SYLLABUS UPDATE [FINAL]**

The final New Syllabus Update was presented to the Board, with no follow up questions.

6. **SYLLABUS & LEARNING MATERIAL UPDATES TIMETABLE**

Chris Cunnane talked the Board through the paper and questions were taken.

The Board approved the changes outlined but requested that the signposting to the students be very clear to ensure that they are aware of what is and is not current legislation.

7. **ACADEMIC PANEL ANNUAL REPORT**

The Academic Panel Annual Report was received by the Board. The Board approved the Report and asked that thanks be passed on to the Panel members.

8. **UPDATED TERMS OF REFERENCE FOR FOUR EXAM PANELS**

Paula Wilcock presented the Paper and explained that the purpose of the update was to appraise the Board of the refreshed Terms of Reference (TOR) for the following Exam Panels:

- TPE Exam Panel;
- EPA2/TRE Exam Panel;
- PTE Exam Panel;
- TC Exam Panel;

It was clarified that as the TPE Exam Board has delegated authority over these panels, the TOR are included for noting only.

The Board thanked Paula Wilcock for the huge amount of work done on the TOR and policies. The Board noted the Terms of Reference with no further questions.

9. **CA SYLLABUS 2021-2022 [DRAFT V.2]**

The CA Syllabus 2021-22 was noted by Board. No questions were raised.

10. **RISK MONITORING**

The Risk Register was noted by Board. No questions were raised.

11. **BUSINESS PLAN 2021**

The Board noted the business plan. No questions were raised.

12. **EXTRACT FROM THE 25 MARCH 2021 COUNCIL MEETING MINUTES**

The Extract was noted by the Board. No questions were raised.

13. **QUALIFICATIONS BOARD SELF EVALUATION – ACTION POINTS**

Following discussion, the Board noted the paper summarising the main points and focus for the Board over the next year, based on feedback received from Board members in March 2021.

14. **ANY OTHER BUSINESS**

Thanks were extended to Katharine Williams for all her contributions over the years.