

**SUMMARY NOTE of the meeting of the ICAS QUALIFICATIONS BOARD
on Tuesday 13 December 2022
(held via Microsoft Teams)**

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

Present:

Gillian Alexander	PWC
Ben Avery	Abellio UK Bus
Gail Boag	ICAS Executive Director, Learning
Louise Coops	EY
Lynn Currie	University of Glasgow
Elizabeth Gammie	Chair
Chris Hunter	Deloitte
Gillian McGorry	Natwest Group
Carolyn Spencer	ICAS Executive Director - Customer Experience
Ana Stewart	PIM
Karen Stewart	Anderson Anderson Brown [Items 1, 2 and 8-13]
Ian Stuart	Morgan Stanley
Lindsay Tibbetts	University of Aberdeen
Kirsty Welsh	Lloyds Banking Group

In attendance:

Poppy Collinson	ICAS Director of Business Development and Commercial
Chris Cunnane	ICAS Head of Syllabus and Curriculum Development
Cat Devaney	ICAS Director of Professional Qualifications
Ali Douglas	ICAS Head of Pathways [from Item 5]
Susan McKenna	Deputy ICAS Secretary
Iona Riddick	ICAS Quality Assurance and Regulations Manager
Paula Wilcock	ICAS Director of Quality, Assessment and Policy
Sarah Wilson	Chair of ICAS Area Training Committee [Item 4 only]

Apologies:

Laura Morrison	EY
Jim Robertson	ICAS Council Member

1. BACKGROUND

This was the fifth meeting of the Qualifications Board in 2022.

2. QUALIFICATIONS BOARD ACTION POINT TRACKER

An update was given on the TPS Mock Exam approach. The Board received and discussed a paper on the quality assurance arrangements for review and sign-off of Student Achievement Logs. The Board approved the contents of the Action Point Tracker.

3. LEARNING STRATEGY UPDATE

The Board received a Strategy Update from the ICAS Executive Director, Learning. The Board members gave feedback, and a number of points were raised which were addressed to the Board's satisfaction. Following discussion, the Board noted the Learning Strategy Update.

4. AUTHORISED TRAINING OFFICE (ATO) APPROVALS

The Board considered, approved and noted recommendations given by the Area Training Committees in respect of ATO authorisations and re-authorisations.

5. **STUDENT APPEAL – EXTENSION TO EXAM CLOCK**

The Board considered and approved a recommendation given by the ICAS Head of Pathways in respect of a Student request to extend the exam clock.

6. **STATEMENT OF COMPLIANCE TO OFQUAL**

The Board considered the draft annual Statement of Compliance to Ofqual which had been prepared by ICAS as part of its responsibilities as an End Point Assessment Organisation. The Board, as Governing Body, approved the Statement of Compliance and delegated authority to the Chair and the ICAS Director of Quality, Assessment and Policy to make any further non-material amendments prior to signing.

7. **TERMS OF REFERENCE – TPE EXAM BOARD**

The Board approved Terms of Reference for the TPE Exam Board.

8. **RISK MONITORING**

The Executive Director, Learning gave an update on the Learning Risk Register as at November 2022. The Board noted the Learning Risk Register.

9. **STUDENT INTAKE ANALYSIS**

The Board noted the Student Intake Analysis Report.

10. **SPECIAL ENTRANT PATHWAYS UPDATE**

The Board noted the Special Entrant Pathways Update paper.

11. **STUDENT ACTIVITIES REPORT**

The Board noted the Student Activities Report.

12. **FRC KEY FACTS AND TRENDS 2022**

The Board noted the FRC Key Facts and Trends 2022.

13. **ANY OTHER BUSINESS**

No other business was raised.