SCOTTISH QUALIFICATIONS AUTHORITY **11/2**

CODE OF PRACTICE GOVERNANCE GROUP

NOTE OF THE MEETING HELD ON 13th February 2020

Date & time: Friday 13th February 2020
Location: VC – Chief Executive Office, Optima
Attendees: Fiona Robertson, Gill Stewart, Jean Blair, James Morgan, Liz McGrath,
Apologies: nil

Minutes & Actions

Item	Topic	Action
10/4	**NQ Post-certification quality assurance of SCQF Level 5-6 units** **IB presented this item to the group.** JB to decide how / whether to invoke malpractice investigations for those centres highlighted in the PCQA report. Further consideration to be given to this process, who is involved and how we communicate including sampling and DoE involvement. **Paper to come to next CoPGG in January/February.** **Update 13/02/2020 -** No paper as yet but as agreed previously the fifteen centres that needed to be referred were. Seven centres then withdrew claims for certification. Discussion around the binary nature of malpractice and how that should affect our decisions and comms took place. Further work needed and a paper needed to clarify. **Process has been completed and communications to centres are already out however both communications and process need reviewed by FR/CoPGG to help inform future activity.**	**JB** **JB**
10/6	**Chief Examiners report on QA of internal assessment for session 2019/20** CoPGG discussed the content, intent and timing of the various CE reports that support/describe NQ Awarding with a view to rationalising and finding an optimal time to publish. **JM to review and propose a way forward for Diet 2020 by end March 2020.**	**JM**
10/7	**External Regulation – Ofqual** The recent letter from Ofqual relating to Malpractice and the potential actions they might take were briefly discussed. There will be cross directorate meeting on 17th Dec to do media preparation and establish our timeline and our mitigation. There will also be a phone call with Phil Beach's (Ofqual VQ Director) office on 19th Dec to attempt to elicit further information**. Further feedback and actions to follow when we know more.** **Paper will go to EMT in February but CoPGG to get advice from JM on how this plays out across self regulated activity by end of Feb. JM to attend EMT on Tuesday for discussion of paper.**	**All** **JM**
11/2	**External Regulation - Ofqual** General discussion and GS/JB advised that Recognition route for centre approval is now withdrawn. MB now looking after due diligence to ensure assurance. Operating models for high risk qualifications being reviewed. For example, taxi quals are a concern right now and we are looking to add rigour to how we maintain conditions of assessment.	

	FR suggested that any QA or other amendments for RoUK need considered across markets too. JM to action	**JM**
11/3	**Official Statistics Governance** CoPGG agreed **that** Official Statistics reporting should come through CoPGG. JM to manage in due course.	
11/4	**Performance Measures 2020** JB presented the Diet 2020 paper advised that three centres might genuinely need exceptional circumstances on a large scale potentially taking us above our 4,000 threshold thus contingency planning ongoing. It was agreed that there is therefore a tangible risk to this measure and we should mitigate and communicate this in advance. **JB to manage through CPG & NQMG.**	**JB**
11/5	**Post August N4 Update** FR shared some recent ADES conversations around flexibility and system clarity. JB advised the Liaison team feel clarity is what is needed. CoPGG agreed we should reinforce/re-issue existing guidance from Oct 2019 clarifying what will happen post August – Option 1 from the short paper provided. This is consistent with the RPA decision of September 2018**. JB to provide update to CoPGG with a view issuing w.c. 17/02/2020.**	**JB**
11/6	**AOB** A draft CfE review document has just come in**. GS to share judiciously and all to feedback.**	**GS/All**
	Date of next meeting – 28th May at 2 - 3pm **Awarding extraordinary meeting to be arranged by end of March by PW as advised by JM.**	**JM/PW**