Minutes

Confidential

Meeting: Qualifications Board

Location: Virtual, Zoom

Date: 12 January 2024, 09.30 – 14:40

PRESENT:

The Chair (Paul Layzell), Katie Bailey, Elaine Darby, Nauman Mian and Matthew Wong.

IN ATTENDANCE:

Executive Director – Content, Quality and Innovation (Alan Hatfield), Director - Professional Qualifications (Ann Lamb), Head of Education Recognition (Katrina Smyth), Head of ACCA Qualifications (Jacky Bateman), Qualifications Data Science Lead (Tom Laycock, for items 1-4 only), Head of Quality and Recognition (Julie Hepburn), Director of Innovation in Learning and Assessment (Reza Ali, for item 6 only), Education Consultant (Clare Minchington, for item 8 only), Senior Subject Manager – Technology (Alistair Brisbourne, for item 9 only), Secretariat Lead – Content (Hannah Clarke) and Secretariat Officer (Jo Burns).

OBSERVERS:

Kate Ringham (Oxford Brookes University) – items 1-4 only.

APOLOGIES:

An apology was received from Paul Lewis.

1. **A WELCOME TO THE NEW BOARD MEMBERS**

   The Chair welcomed Katie Bailey and Nauman Mian to the Board.

2. **MINUTES and ACTION LOG**

   The Board approved the minutes of the last meeting of the Qualifications Board held on 13 October 2023. The Board also approved the Action Log.

3. **CONFLICTS OF INTEREST**

   No conflicts of interest were declared.

4. **EXAMINATION RESULTS GOVERNANCE REVIEW**

   The Board noted the Exams Governance Report which had been circulated to the Board. The Board received a presentation from the Director – Professional Qualifications and the Qualifications Data Science Lead on the delivery of exams and the results of the December 2023 exam session.

The Board also received an oral report from the Chief External Examiner on her review of the exam papers, confirming the following:

- It was confirmed that all exams were comparable in standard and there were no overlaps.
- All papers covered various interesting and relevant scenarios with an appropriate mix of style and diversity with the criteria met.
- The rigorous analysis of exam results provides integrity to the process.
- That there were no aspects of the exams that gave her cause for concern and that she was satisfied with all aspects.

Based on the evidence presented and subsequent discussion, the Board agreed to ratify the December 2023 examination results.

5. LEAD REGULATOR UPDATE

The Board noted the update on ACCA's interactions with its lead regulators from the Head of Education Recognition.

6. INNOVATION AND LEARNING ASSESSMENT (ILA)

The Board received an update on ACCA's Innovation and Learning programme from the Director of Innovation in Learning and Assessment.

7. PRACTICAL EXPERIENCE REQUIREMENT (PER) COMPLIANCE AND ASSURANCE

The Board noted the information pack which had been included in the agenda papers setting out ACCA's approach to Practical Experience as part of the Board's continuous training on the ACCA Qualification. The Board received an update on ACCA's PER Compliance and Assurance from the Head of ACCA Qualifications and Head of Quality and Recognition. The Board noted that going forward, an annual update would be provided at the October meeting.

8. DIVERSITY, EQUALITY, AND INCLUSION (DEI) – ACHIEVING BEST PRACTICE

The Board noted the information pack which had been included in the agenda papers setting out ACCA's approach to diversity, equality, and inclusion as part of the Board's continuous training on the ACCA Qualification. The Board received a presentation on ACCA's approach to diversity, equality, and inclusion from Clare Minchington, Education Consultant.

9. TECHNOLOGY: SUPPORTING OUR MEMBERS AND FUTURE MEMBERS

The Board received an update on ACCA's approach to Technology to support members and future members from the Head of ACCA Qualifications and the Senior Subject Manager – Technology.

10. TERMS OF REFERENCE AND QUALIFICATIONS BOARD WORK PLAN 2023-24 COUNCIL YEAR

The Board considered and approved its work plan for the Council year 2023-2024.

11. DATES OF FUTURE MEETINGS

The Board noted the future meeting dates of the Qualifications Board:

- Friday 12 April 2024 (virtual)
- Friday 12 July 2024 (virtual)
- Friday 11 October 2024 (in-person at The Adelphi, ACCA, London)