



## ***Confidential***

**Meeting:** Qualifications Board

**Location:** Virtual, Zoom

**Date:** 15 January 2025, 10.00 – 14:00

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### **PRESENT:**

The Chair (Paul Layzell), Katie Bailey, Elaine Darby, Trusha Lakhani, Paul Lewis 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 1-5 only), ILA Qualification Lead (Rachel Norman, for item 5 only), Head of Quality and Recognition (Julie Hepburn, for item 7 only), Qualifications Solution Manager (Maiki Lynch, for item 8 only), Secretariat Officer (Jo Burns) and Secretariat Officer (Catriona Calnan).

### **OBSERVERS:**

Dikeledi Ntshabele (Independent Regulatory Board for Auditors)  
Kate Ringham (Oxford Brookes University) – items 1-4 only.  
Carmen Wright (Independent Regulatory Board for Auditors) – items 4-11 only.

### **APOLOGIES:**

No apologies were received.

### **1. WELCOME TO NEW BOARD MEMBER TO QUALIFICATIONS BOARD**

The Chair welcomed Trusha Lakhani to the Board.

### **2. MINUTES and ACTION LOG**

The Board approved the minutes of the last meeting of the Qualifications Board held on 11 October 2024.

The Board noted the actions 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 in advance of the meeting 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 2024 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 2024 examination results.

The Board also received a presentation on the Long-term Pass Rate Trends. The Board discussed the information provided and indicated that the information provided was comprehensive and insightful.

#### **5. INNOVATION AND LEARNING ASSESSMENT (ILA)**

The Board received a presentation on the future of learning and assessment from the Director of Professional Qualifications, Head of ACCA Qualifications and the ILA Qualification Lead.

#### **6. LEAD REGULATOR UPDATE**

The Board noted the paper and update on ACCA's interactions with its lead regulators from the Head of Education Recognition and had no questions.

#### **7. PRACTICAL EXPERIENCE REQUIREMENT (PER) COMPLIANCE AND ASSURANCE**

The Board received an update on ACCA's PER Compliance and Assurance from the Head of ACCA Qualifications and Head of Quality and Recognition.

#### **8. BRIDGING PROGRAMMES**

The Board received an update on ACCA's Bridging Programme from the Qualification Solutions Manager.



Think Ahead

## **9. QUALIFICATIONS BOARD EFFECTIVENESS REVIEW RESULTS**

The Board received a presentation from the Chair of Qualifications Board and discussed the results of the Qualifications Board's effectiveness review.

## **10. BOARD ARRANGEMENTS**

The Board considered a report on the Board's terms of reference, work plan for the 2024-25 Council year and development from the Head of Education Recognition.

## **11. DATES OF FUTURE MEETINGS**

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

- Friday 11 April 2025 (virtual)
- Friday 11 July 2025 (virtual)
- Friday 10 October 2025 (in-person at The Adelphi, ACCA, London, subject to confirmation).