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**Minutes and Action Points**

**International Education Standards Committee:**

**Thursday 28th January 2021: 0930-1100 GMT**

**Core Management Meeting**

**Attendees**

|  |  |  |
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| Jan Steenberg | JS | Chair  |
| Jon Harris | JH | CILT International Education Lead  |
| David Maunder | DM | IESC Member  |
| Keith Newton (part)  | KN | CILT Int Sec General  |
| Tania Barker (part)  | TB | CILT UK Director of Education and Professional Development  |
| Wesley Lee  | WL  | IESC Member  |
| Namali Sirisoma | NS | IESC Member |
| *Apologies received*  |  |  |
| Chris Savage  |  |  |

**Copy to KR, DP, AJ, RM, TN**

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| **Item No**  | **Discussion/Action Points** | **Action** |
| **1** | **Minutes of the last IESC core meeting**  |  |
|  | The minutes of the last core meeting held on 13th November 2020 were agreedThe updated points (in red on the minutes) were noted and JH reminded the IESC about outstanding actions to be completed JH and JS formally welcomed Wesley Lee as a member of the IESC. Wesley has been active in working with CILT as part of the Bahrain Polytechnic team and more recently working in the China environment.  | ALL TO NIOTE ALL TO NOTE/ ACTION ALL TO NOTE  |
| **2** | **Headline Updates on Education and PD**  |  |
|  | **Training Partner landscape**JH outlined the work in process with training providers and Branches/Territories and the increase in level of engagement generally. There were still challenges in terms of student numbers linked to Covid and the implications of unemployment and affordability. However, against this background we have seen an increase in the number of approved training partners, increased diversification in the course offers and the bulk of providers coping through various forms of online learning and blended delivery. JS added that it was good to see a relatively vibrant education community in action despite the impacts of Covid. JS explained he had met with CILT Singapore to see what they have been doing in the education space. Overall, there are good opportunities open for further education development in 2021 and the join up work on education and gap analysis will have helped that process.**Education development activity with CILT UK** JH/TB then gave a headline update on CILT UK/International join up on the education stream and latest development work emphasising: * The detailed research and gap analysis work now undertaken
* The current timeline CILT UK are working to in relation to Ofqual requirements and the implications for the Centre Assessment routes
* The compliance requirement for the UK by June 21 (ready for Sept 21 implementation)
* The benefits of the proposed single global standard that is not country specific in its wordings and requirements
* The role of Nick Kho who is working for CILT UK on a project looking at the awarding organisation function and the support processes and toolkit needed going forward
* New CRM system now being used for UK students and providers
* The fact that both Regulated and Accredited pathways will be available going forward so for many providers there will not be much change. However, this does offer a key opportunity here as Regulated qualifications are mandated by some Government bodies across the world which is restricting the use of the ‘international’ qualifications.

JS commented that:* The modular approach to learning works well and needs to continue
* The ability to localise content/materials needs to carry on

WL commented on the China dimension and how UK based courses have a key value in this market. Ultimately the current pilot with CILT International would need to move to a CILT Regulated pathway to attract the scale of student uptake and also provide a gateway for students to access UK Universities WL commented that whilst NARIC will recognised the value of International/accredited qualifications the China market requirements would lead to an Ofqual approved proposition. The status of the qualification also impacted on perceptions of the CILT programme as a ‘nice to have’ rather than as an essential (as per CIPS/ACCA benchmarks in China) and the willingness of the customer to pay more.**Feedback from engagement and consultation activities** JH gave a brief presentation on the findings of the Training Partner surveys during 2020 and the latest Education Champion Survey. The presentations would be circulated and IESC members are invited to ask JH first for any particular survey intelligence or trend analysis that they would like to see.**Business Development News**JH explained that there have been some success stories over the last 3 months and the headline news is summarised below * South Africa – USAID bid successful for training of women in the transport sector covering entrepreneurship, professionalisation and drivers. The CILT courses and our coaching and mentoring approach was being embedded into the delivery model. Final news of the detail was awaited but this will potentially bring around 300 new students and members into CILT (South Africa) through the professionalisation programme with further membership driven through the driver and entrepreneur pathways. CTA (new training provider) is the main service provider and we are progressing accreditation. JH helped with the bid to USAID which is the same funder as the Kazakhstan project below.
* 4D Supply Chain – CPD online source has been launched as an endorsed online offer globally, and with a specific promotion through University of Houston. JH is working with Arnoud Dekkers to promote through Branch and Training Provider networks.
* Kazakhstan – USAID/DG Echo and World Bank support. The current USAID programme have been granted a further $44k project extension to Summer 2021 on the basis of the success of the Business Support Programme, an initiative run jointly by CILT Kazakhstan and CILT International. CILT International are also getting involved in the rebid for a further 5-year USAID contract working with our direct clients, DAI. In addition, we have secured funding for promotion of the new Universal Logistics Standards (developed to support humanitarian activity) in Russian across Central Asia and a webinar will be run on this in Feb 2021 to attract regional level interest. World Bank funding has also been granted for surveys and research into changes in commodity pricing and land transport routings.
* USA - University of Houston – the CILT partnership has been well received with a good deal of national level publicity including support from major defence service providers. Partnership working is now being developing with CILTNA and Brock University in Canada following a similar model.
* Pakistan Trade Mission - we are following up on 6 key providers contacted through the Trade Mission in Oct/Nov 2020 and further missions are planned in 2021 including to India.
* Russia – Plekhanov University is now our first accredited university, based in Moscow. They will be offering degrees and CILT qualifications in Russian and English.
* Business Support Programme - WiLAT and CILT Sri Lanka are working with JH to explore ways to use the CILT’s business coaching and SME support programme piloted in Central Asia.

 * HVT programme - we have secured funding for 3 research projects in Tanzania which are now well under way looking at the impact of Covid-19 on transport. A webinar on findings is now planned for the 3rd March 2021.
* New ventures: Turkey/Greece/Sierra Leone/Korea - progress is now being made on nurturing the education ‘offer’ and approach alongside Branch set-up processes.
 | JH to set up offline call with TB and WL by end March Summary presentations circulated for commentJH to chase up CTAJH to re-promote through Branch/TP channels and Int Bulletin JH/KN to pick up with CILT Pakistan and CILT India JH to chase Gayani de Alwis for feedback With JH/KN for co-development  |
| **3** | **Performance Update and Dashboard Discussion**  |  |
|  | JH introduced the performance review and financial material and asked for any commentsJS pointed out that * There was a weak October 2020, but the other months had generally maintained budget
* Q2 2021 was the key area to focus on given the normal boosts in student numbers over these months.
* Close monitoring and ongoing contact with providers would continue to be a priority to ensure that the revenues are maintained against the revised (2+10 months) forecast.
 | JH/KN |
| **4** | **Education Governance issues**  |  |
|  | **Zambia**JH summarised the current position with CILT Zambia and their training providers and invited comments from the IESC to feed into our discussions with Zambia and also the Council of Trustees meeting on the 25th Feb 2021.DM commented that the report was clear and thorough and that Chief Teete had produced a good output. DM supporting the recommendations and noted that a realistic approach needed to be taken on the likelihood of the old debts being paid off.DM reiterated the importance of CILT International putting ‘feet on the ground’ in Zambia on a yearly basis and supported the close management of training providers by CILT International in terms of the registration and debt management processes.DM supported the role of CILT Zambia in providing the central exam functions because of the risk of variable quality in assessment and marking and the effective management of 2 exam sittings per year JH explained that a specific process for CILT Zambia would be presented to the CoT as well as a more general risk management process to ensure that training partners are carefully selected and reviewed.JS pointed out the importance of stronger enforcement of CILT policies and processes, and to simplify these to avoid confusion from students and training providers. Also, the management of reputation was an important issue.In summary JH will be producing a process for CoT to safeguard the future of CILT Zambia education covering:* Early payment of registration fees and support from CILT International to register the students
* Use of the CILT Zambia Forex account to ease movement of funds and address exchange rates etc
* Continuation of exam services by CILT Zambia
* Ongoing management of aged debt payments to maximise income
* Proactive work with new providers and the 3 current providers authorised to continue offering CILT courses
* Management of CILKT Zambia and the training providers and accountability mechanisms

DM offered to review the report for CoT as a critical friend, given his background with the 2018 Audit**India** JH/KN summarised the position of CILT India and South India Projects which are now running in parallel, and the work undertaken by Dato Radzak in trying to achieve a common way forward. JS has also engaged with Sanjiv Garg and reiterated that the position was now a ‘forward look’ to ensure that education could run effectively and reach its potential in terms of the market. It was noted that the issue of positioning with the Indian government was important to CILT India and why this is the case, but that factually this is not strictly dependent on having a Territorial status. The IESC were consulted on the formal request of CILT India to be able to deliver education as a Territory, and whilst that meant conditions would be lifted, there was ‘way of working’ that would need to be adopted. JH provided a summary of these requirements and requested input so that a paper could be presented to the CoT on 25th February.The ways of working were supported with the additional key points* Ideally this intention should be to join up India as whole and to include the SIP training providers within the overall structure. DM raised this as a key concern and made it clear that CILT India must look after and manage the South India Project otherwise there may be risks down the road.
* The Education Committee should ideally be expanded to include SIP representation to foster joined up relationships.
* For the 12-month mentoring and support period it would be helpful to have a third-party auditor outside of India to work with CILT India and International. NS suggested that CILT SL may be able to help here.
 | JH providing paper for CoT and will provide draft to KN. JS and DM for comment firstPaper drafted and issued for soft views to JS/KN and DM. To be finalised wb 8/2/21JH to pick up with NS |
| **5** | **Pricing and Fees** |  |
|  | JH highlighted the current pricing sheets and dispensations in place.JH stressed that where prices were lower than the ‘standard fee’ this was often not a commercial discount on our central full service fees, but where specific tasks may be carried out locally (e.g. moderation by a Territory, management of a course taught in a local language etc) reducing the level of effort needed to serve the provider. Decisions were made on the following appeal request from countries and training providers for concessions:* Zambia – discount of £30 for Certificate level 3 students on basis that many at this level are not yet working. Cost fixed at £140 from now to 30/9/21.
* Zimbabwe – price increases agreed as part of a stepping stone strategy to raise the fee levels. Raised from an £85 flat rate across all qualifications to £90 for Certificate, £95 for Diploma, £100 for Advanced Diploma. New charges apply from 1/4/21 to 30/9/21 which will also incentivise the March registrations.
* Prolific (India) – agreed that a concession for one key batch of Diploma students (DTDC sponsored) would be granted. This was set at £180 per student (as opposed to £200 full price) as long as 80+ students were registered and that this was completed by end Feb 2021. Monies from tuition delivery by CILT International would also compensate here. A full set on conditions would be explained to Prolific
 | Any comments or queries to go to JH offlineCommunicated to CILT Zambia/TPs by JHCommunicated to Zimbabwe TPs and CILT Zimbabwe by ZR/JHCommunicated to Prolific by JH  |
| **6** | **AOB**No AOB raised due to time but any items for the next meeting please contact JH  | **Agenda items for next meeting needed by Monday 19th April**  |

**The meeting closed at 11:00**

**Reminder of meeting dates for rest of the year. Outlook invitations and Zoom details have been issued**

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| **Date of IESC ……** | **Feeding into IMC on date….** |
| **Thursday 29 April****09:30 – 12:00 noon BST (08:30 GMT)** **Zoom** | **Thursday 13 May****12:00 – 14:00 BST (11:00 GMT)****Zoom / Tbc** |
| **Thursday 19 August****09:30 – 12:00 noon BST (08:30 GMT)** **Zoom** | **Thursday 2 September** **12:00 – 14:00 BST (11:00 GMT)****Zoom / Tbc** |
| **Thursday 11 November****09:30 – 12:00 noon GMT****Zoom** | **Thursday 25 November** **11:00 – 13:00 GMT****Zoom / Tbc** |
| ***\*Note any additional/emergency IESC dates will be timetabled around the core meetings***  |