



Minutes and Action Points

International Education Standards Committee

Thursday 13th April 2017 10.30 – 12.00 BST (09:30-11.00 GMT)

Venue – Bath Inigo, 1 Queen Street, Bath, BA1 2HA

In attendance	Name	Initials	Position
1030 – 1200 Wider Stakeholder meeting			
	In Attendance		
	Jon Harris	JH	IPDC – (Acting Chair)
	David Maunder	DM	
	Tim Hayes	TH	
	Prof Kim Hassall	KH	Education Champion – Australia
	Email Input		
	Dr Teo Chee Chong	TCC	Education Champion- Singapore
	Keith Newton		Sec General
	Dorothea Carvalho	DC	CILT UK Professional Development
	Apologies		
	Walter Glass	WG	Education Contact - New Zealand
	John Webb/Lorraine Cowley	JW/LC	Education Contact – Bahrain
Countries not covered	Qatar		Seychelles
	Ethiopia		Kenya
Copy to:	Stephen Rinsler/Kevin Byrne/Paul Brooks/Sunny Ho/Emma Ross/Elliot Price/Ceri Williams/Zoe Roberts		

1030 to 1200 latest - Main IESC meeting		
No	Item	Action
1	Minutes of Previous Meeting – 26/1/17	
	The minutes were agreed with no changes	All to note

<p>2</p>	<p>Strategy Delivery Update –</p> <p>Professional Development Strategy 2015 and update on Action Plan progress</p> <p>JH dated the meeting on the action plan to date and the priorities for the rest of 2017.</p> <p>The Education Strategy would be revised and consulted upon at Convention in June with a final 3 year strategy and plan brought back for ratification at the Sept 2017 IESC meeting</p>	<p>All to note</p>
<p>2</p>	<p>Governance</p> <p>Update on Education Champions List and progress on country representation</p> <p>Education Champions List</p> <p>JH updated the meeting on the appointment of new Education Champions for Nigeria and Singapore</p> <p>JH also explained that there would be revised guidelines for Accreditation and Student Registration, Moderation and Certification released by the end of April 2017.</p>	<p>All to note</p> <p>All to note</p>
<p>3</p>	<p>Consultation Session with Champions</p> <p>A comprehensive update we received from Kim Hassall in Australia, based on their CPD system and ongoing product development</p> <p>It was agreed that KH would send JH copies of</p> <ul style="list-style-type: none"> • Latest CPD guidance • Latest details of their training directory and course promotion material • Details of the Study2Work programme • Details of their own work relating to Key Knowledge Areas • Details of their routeway to Certified Logistician/Transport Planner/Passenger{professional • New access code for JH so can view the Members areas (ref best practice) <p>KH would also arrange a Skype call with JH and Karen Welch on CPD materials</p> <p>In particular KH explained that they have a model to support other professionals working in a transport and logistics event but which have different roles/skills sets etc IT, engineering, etc The CILT Australia model rings the allied professions in through a form of corporate sponsorship – KH to provide details</p>	<p>KH</p> <p>KH</p> <p>KH</p>

4	Products and Services – 20 minutes	
	<ul style="list-style-type: none"> • Key Knowledge Areas Project Group Update and launch of new KKAs <p>JH explained the process behind the KKAs and the proposed launch at Convention. KH pointed out from a CILTA perspective he was happy with them and that timing was good because of work they are doing locally in this area</p> <p>JH explained that there would be workshop before the end of April and that the revised KKA's would be available to launch in Macao. In terms of filling some gaps in bus/passenger transport knowledge areas in it would be worth contacting Tim Hayes and also a couple of Australian representatives (KH will help). DM also made further suggestions relation to UK rail and bus sectors.</p> <ul style="list-style-type: none"> • Key Product Areas under development this year <p>The list was noted and the purpose of proposed Train the Trainer course</p> <ul style="list-style-type: none"> • Global Training Directory and supporting Country organisations with taking products to a global market. <p>JH explained that a set of guidelines was being proposed, as cross sell of CILT courses across the international community would depend on country support and following up of leads etc</p> <ul style="list-style-type: none"> • CPD Toolkit <p>JH explained that an updated version would be available at Convention</p> <ul style="list-style-type: none"> • Train the Trainer <p>JH outlined the progress being made of the proposed Train the Trainer induction course for all accredited and new providers to use with their course tutors and visiting lecturers. This would be developed through a project team covering UK, Ireland, and Bahrain, building on best practice already in place.</p> <ul style="list-style-type: none"> • New CILT modules <p>JH explained that a number of additional modules were being looked at to integrate in with the existing CILT International Qualifications, including Humanitarian Logistics, HR in a Logistics and Transport context, Language of Logistics - to support those for whom English is not their first language.</p> <ul style="list-style-type: none"> • Survey 	<p>JH to talk to TH and KH to make contact with CILTA reps</p> <p>All to note</p> <p>All to note</p> <p>All to note</p>

	JH said that there would be a Champions and Education Providers survey sent out to gauge market opportunities, product needs etc ahead of Convention and that this would be issued and analysed during May 2017.	JH
5	International Convention – Macao	
	<ul style="list-style-type: none"> • JH reminded the meeting that the dates for Macao were 11-14 June • There would be an education stream and education ‘village; which JH is working on with the main organisers. • All training providers and champions are encouraged to attend – booking details at http://www.ciltinternational.org/analysis-events/international-convention-2017/- Macao 	JH
5	Any Other Business -	
	No further business - the meeting closed at 1130 pm	
6	NEXT MEETING – THURSDAY 14TH SEPT 2017 1130-1300 BST - Bath	All to note