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**International Education Standards Committee**

**Thursday 11th November 2021**

**Minutes and Action Points – Draft v1**

**Attendees**

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| Jan Steenberg | JS | Chair/Trustee |
| Jon Harris | JH | CILT International Education Lead |
| David Maunder | DM | IESC Member |
| Ben Bvepfepfe | BB | IESC Member (new invitee) |
| Namali Sirisoma | NS | IESC Member |
| Vicky Koo | VK/ RY | WiLAT – Capacity Building Centre |
| Chief Teete Owusu Nortey | TON | Special Advisor to the Trustees on Africa |

**Apologies**

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| Tania Barker | TB | CILT UK Director of Education and Professional Development |
| Chris Savage | CS | IESC Member |
| Wesley Lee | WL | IESC Member |

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|  | **Item/Discussion** | **Action** |
| **1** | **Scene Setting and Strategic Context** |  |
|  | JS gave a key update on CILT International, explaining that Keith Newton had now retired, and that Alan Jones was now in the position of Interim Secretary General. AJ is a Trustee and also Chair of the CILT UK organisation and will be looking after CILT International for the interim period until a permanent  replacement is found.  DM and other members of the Committee recognised the major impact that Keith had made on the international community and for his supportive work in the education arena. DM raised the issue of recognition and saying ‘thank you’ to KN and JS explained that this was being looked at by the Trustees.  JS also emphasised that the education work was very much business as usual and that the education growth and development plans would still continue apace with JH and the team.  JH welcomed Chief Teete and Vicky Koo to the meeting and explained that TON would be attending in future given the number of providers in Africa and his support role in auditing and visiting providers and government ministries. VK or Reshma Yousuf from the WiLAT Capacity Building Centre would also participate going forward as this is also an important link. JH also welcomed Ben Bvepfepfe who would give another dimension given his work on CILT course resources/design and the Middle East perspective. |  |
| **2** | **Minutes of the last IESC core meeting** |  |
|  | The minutes of the last core meeting (held on 19th August 2021) were all agreed.  JH drew attention to the follow up work in Cameroon, Sierra Leone, Kenya and Rwanda, and that there would be a regular one to one update meetings covering across the African countries with TON/ND.  There would also be regular contact with VK and RY in relation to the WiLAT Capacity Building Centre and there would also be a session with NS relating to NSBM and other new providers at Sri Lanka.  Moderation fees and marking of assignment and exams – JH updated that the main nucleus of moderators were carrying on with exam moderation. JH was working with some of the new moderators to help with assignments but for QA purposes he had retained oversight of all assignment and project-based moderation for consistency. However he would more to handover of this during programme year FY21/22. For any changes in payment rates JH will consult with DM when the fee rationale has been developed.  JH reminded everyone to check the updated version of the minutes (with status on actions) and ensure that all points were closed off. | All to note  JH/TON  JH/VK/RY  JH/NS  JH/DM  All to action |
| **3** | **Performance Update and Dashboard Discussion** |  |
|  | JH summarised the key issues from the KPIs dashboard report and supporting material.  The headline issues were:   * Education performance beat the target for FY20/21 by 6% * Despite Covid-19 and economic challenges the education activity had performed well (£475k annual income) through blended learning solutions, adaptability of providers, consistent monitoring and contact with providers, and product diversification * The total number of approved providers was now at 127 and the number of students had reached 2500 plus a significant number from China on top of this figure   JS observed how the supply chain industry had needed to adapt, and the way in which the training offer needed to be relevant, lean and agile.  JS welcomed the positive ‘year-end’ report and reminded the IESC that the core purpose of the Institute was as a charity and to provide an effective and resilient learning and professional development service, and therefore re-investment in our products and services was a critical part of this process. |  |
| **4** | **Headline Success News since last IESC** |  |
|  | JH reported on the headline successes since the last IESC   * South Africa – Mentoring Scheme / Women Inspiring Women Programme - now fully launched with 99 women studying the Diploma qualification and also being mentored by a team of 35 mentors. To continue into 2022 with further intakes. Opportunity to explore the WiLAT CALF programme with USAID strategically . * Kazakhstan/Central Asia – USAID new contract secured for CILT Central Asia worth approx. $400k 2021-26 and World Bank development work also being scoped to look at international rail connectivity. VK is also able to connect us into China Rail and background data at the appropriate time. Ajerbaizan is the latest country to explore CILT education. Afghanistan involvement is currently on hold due the current situation in the country although we are closely monitoring this as some work had already started to support Afghanistan women and youth. * Sri Lanka – opportunity to drive through further mentoring so JH to tie in with Gayathri from CILT SL/WiLAT. * China/HK/Macao – we now have a strategic accreditation and education panel. Opportunity to support Taiwan who are wanting to develop their CILT education offer * Nigeria – NG Mentoring Scheme now set up with pilot under way and ready to be expanded * Turkey and India – market intelligence and skill surveys designed and about to launched * Online product diversification – 4D is now offering 3 online learnings globally (Incoterms, Letter of Credit, Bill of Lading) which can be cross-sold via Branches and other training partners. Communication has gone out to all Branches and learning partners * India Education Panel now formed and working well * Market Development studies have been completed through partnership working with UK Universities – India, Russia, Pakistan Turkey, Taiwan, China, with Ecuador, Greece, etc planned * WiLAT Capacity Building Centre performing well with 3 key courses now available (CALF, Sustainability and Digitalisation). Options for learners to progress to Level 3 Unit awards and then full qualifications. * UAE expansion of education offer and support working in close cooperation with CILT UK and the local Branch – key visit in Nov 21 to all key providers and presenting at a regional conference to generate traction and market presence. * Botswana education solution - Botswana Accountancy College has been referred to CILT UK for accreditation due to the stringent qualification recognition rules and also the needs of the provider. CILT International will continue to work with BAC on wider Branch development and CPD options. * Africa region - with input from TON and recent visits this is helping with governance and ensuring that providers do meet our centre standards in terms of staff, teaching ability, facilities etc. TON and DM reemphasised the specific importance of ‘boots on the ground’ particularly in Africa when checking out the providers. | JH/VK  JH/VK  JH  JH  JH/VK/  Venus/ James Chung  JH  JH  JH to pick on country basis  JH/VK/RY  JH/ Ben Bvepfepfe/ CILT UK  JH/CILT UK Awarding Organisation  JH/TON |
| **5** | **Education Governance issues** |  |
|  | **Kenya**  JH and TO covered:     * Development of new service providers * Key role of KISM agency and strategic training partner * Planned positive impacts on the market and CILT reputation * The importance of the Kenyan Act of Parliament supporting the supply chain profession and the plans to expand this to cover the wider transport and logistics areas. * The need for Branch reconstruction to be very carefully handled and the advantage of having KISM (Kenya Institute of Supply Management) on board in that process to ensure good governance. The function of KISM as a regulating body also capable of providing Branch services and governance support versus training provision will also be very clearly defined * Approval of Harley Reed and KISM alongside MUA as a group of 3 trusted partners for Kenya going forward   DM commented on the demise of CILT Kenya the loss of some good providers as a result e.g. Mombasa Polytechnic  **Sierra Leone**  JH and TON reported on the recent visit by TON   * Milton Margai University now approved * CPD and short courses have some market strength * College of Travel and Tourism were not suitable despite historically being a CILT centre   TON assured DM that the quality of the rooms and facilities at Milton Margai were sound.  TON noted that CILT SL were at early stages and that the main local contact had only been a letter of authority to represent CILT – the formal Branch and Committee is not set up yet  TON and JH agreed that close monitoring of CILT SL was needed  **Rwanda**  TON reported on progress from his Rwanda visit   * University of Rwanda now wishing to continue with their accreditation (JH to issue proposal) * IT College – good staff but need to provide an office/training base first – even if courses are delivered on line/ JH will follow up on this   A visit report would also be made available  **Other Africa Education points**  In general the value of the face-to-face visits for Africa was highlighted. There can be reputational risks for CILT, and this extends to suitability of premises and also the timely assembly of the proper teaching staff.  JH explained that a visit to Graben Logistics in Uganda would need to be diarised by TON as they only have a provisional accreditation in place  Education audit visits would need to be scheduled for Malawi, Uganda, Zambia and Nigeria  For Nigeria there was an urgent need to pick up on flexibility in education with both ‘routine’ examination-based courses but also B2B/in house markets that would follow a different model  **Sri Lanka education points**  NS asked for help from JH on CILT Sri Lanka accreditations and the conditional approvals that had been granted. JH would pick up with NS on Ocean and NSBM – report due from NSBM end November 21.  ICBT have already been approved.  Next campus relations also need to be revisited. New courses focused on transport management and engineering are coming forward, as well business degrees. There are opportunities to explore these further accreditations. | JH to continue dialogue with TON and KISM  JH to review TON visit report  JH to send proposal  JH to contact ITC  JH to review  JH/TON  JH/TON  JH/TON  JH/NS  JH/NS |
| **6** | **Business Development** |  |
|  | **JH reported on**   * CPD and short course development – online (Nimble) versions planned for language of logistics , train the trainer and the CILT International 5 x 1-day soft skills programme * WiLAT Capacity Building Centre - key opportunities to develop the links here. VK explained that the CBC courses were not competing with training partners but thy are very much complementary. Note that the International Coaching Federation. have bene linked into the work with WiLAT Central Asia and funding from USAID and GIZ secured for this model. JH to explore strategic alliances with ICF * Intern Match and Mentor Match – JH exploring options for this service being offered out through both training provider and Branch networks * Business Mentoring and Coaching market within the T and L sector - key business mentoring products now live in, South Africa, Central Asia with options to expand – key demand from SME sector and also links to drawing in corporate membership * Strategic partner projects - World Bank USAID, UKAID currently being explored * Forward survey - market research now carried out across all 127 providers to understand their current needs and forecast projections – results will be released early Dec 21 | JH  JH/VK  JH/Marina K  JH  JH  JH |
| **7** | **Strategic Education and Business Development Planning** |  |
|  | JH/JS outlined the need for a clear forward strategy for education and the need to keep the energy moving. Initial strategy thoughts had been circulated to the IESC and reflected the most recent thinking tabled to the Trustees in Sept 21.  Development of refreshed standards and qualifications were important as a collaborative piece with CILT UK in FY21/22 but also the key issue of up-to-date material.  JH explained that the November 21 market survey had asked direct questions about the willingness for training partners to co-invest in the workbooks and a ‘vanilla’ set of resources to sit alongside the qualifications. Whilst many providers have invested in their own LMS and materials adaptation the current view is that a base set of learning resources is still required. The survey results in December will help with this – we are expecting circa 35% response rate (translates to over 50% response rate from active providers).  JH reemphasised the difference between the qualification component and the learning support component and that the investment decision and timings differed.  NS made a key point about the need to take the CILT materials but then adapt them to local qualification frameworks as that is where the country recognition of the CILT qualification will come from. JH explained that adaptation is allowable but the difference between the regulated CILT UK qualifications (Ofqual) and more flexible accredited offerings must be very clearly delineated so the provider, student and the learner sponsor know exactly what the qualification is and where/how it has been approved.  VK raised the issue of China and the strategy to now develop projects that can be promoted and administered by CILT China in parallel to the CCTA programme. Use of up-to-date course resources and syllabuses would be especially important in launching alternative pathways and the partnership with Daohe (with universities) and First Landing (focusing on colleges) will help with this.  The issue of using capital funding from CILT endowments (as opposed to use of ‘Interest-only’ funds) was still an issue where there had not been a 100% firm outcome. JS would follow up.  JH summarised the Forward Plan 21/22 and current budget of £39k overall. JH added that this may now change with new priorities but currently the budget was well balanced between different types on initiatives. No changes to the development budget were sought by IESC members  JH concluded by outlining some of the new products coming onto the market with CILT endorsement - these relate to business simulation games that have now been recognised as CPD. This includes the InChainge Connections simulations and Apricot’s global sourcing and buying simulations. | JS to pick up with David Pugh and CoT |

**The meeting closed at 11:45 GMT**

**IESC meetings 2022 (provisional) – all on Zoom**

**Please note that these link in to the IMC meetings two weeks later to allow for reporting**

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| **IESC date ………………………………feeding into……** | **IMC date** |
| Thursday 27 January  09:30 – 12:00 GMT  Tuesday 28 April  09:30 – 12:00 BST  (08:30 – 11:00 GMT)  Thursday 30 June\*  09:30 – 12:00 BST  (08:30 – 11:00 GMT)  \*if needed  Thursday 25 August  09:30 – 12:00 BST  (08:30 – 11:00 GMT)  October – international education session  at International Convention (face to face)  Thursday 10 November  09:30 – 12:00 GMT | Thursday 10 February  11:00 – 13:00 GMT  Thursday 12 May  12:00 – 14:00 BST  (11:00 – 13:00 GMT)  No IMC link but IESC date fixed to deal with key education audit / governance etc issues  Thursday 8 September  12:00 – 14:00 BST  (11:00 – 13:00 GMT)  International Convention  23-26 Oct 2026  Thursday 24 November  11:00 – 13:00 GMT |