



## Professional Skills Working Group (PSWG)

### Note of meeting on Thursday 27 April 2023

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| <b>Attendees:</b> | Peter Heffernan (Chair), Sally Calder (SC), Richard Chalk (RC), Andrew Chandler (AC), Jane Hamilton (JH), Sonal Shah (SS), Ben Stroud (BS), Neil Walton (NW) |
| <b>Executive:</b> | Fiona Goddard (FG), Mairi MacIntyre (MM), Vicky Campbell (VC)  |
| <b>Apologies:</b> | Graham Black (GB), Ekta Mehta (EM)   |

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| <b>1. Welcome</b>  | The Chair welcomed everyone. Apologies had been received from Graham Black, Ekta Mehta and it was noted that Andrew Chandler had another engagement at 13:30.  |
| <b>2. Governance</b>   |  |
| <b>2.1</b>   | To <b>approve</b> minute of meeting held on 28 March 2023<br><br>Paper 1 – '2023_03_28_Meeting note' was approved as a true record of the meeting.   |
| <b>2.2</b>   | To <b>discuss</b> action list of meeting held on 28 March 2023<br><br>The Chair introduced Paper 2 – 'Action list'. [The outstanding actions were discussed].  |
| <b>3. Conferences / Events</b>                                       |  |
| <b>3.1</b>   | To receive an update on presentation for June conference - Workshop E4 – 27 June 2023.<br><br>The Chair shared the presentation via Teams and gave a brief overview of the areas that would be covered: [redacted]<br><br>The Chair will liaise with the Events team to discuss interactive options.<br><br>The Chair will circulate the presentation for any comments.<br><br><b>Action:</b><br><b>The Chair to circulate presentation [post meeting note: presentation was circulated on 05/05/23]</b> |
| <b>4. Content for September 2023 [1st release of 23-24 CPD year]</b> |  |
| <b>4.1</b>   | To <b>discuss</b> and <b>agree</b> scenarios for progressing.  |

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[All suggested scenarios were discussed and noted].

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**4.2** To **discuss** filming of follow-up videos

FG highlighted 'Paper 6\_Timeline\_September 23 release'. Due to work being carried out at the Multichannel Studios, we will be unable to film the follow-up videos in July/August.

Therefore, the options to consider are:

1. Film the follow-up videos by the end of June.
2. Film the follow-up videos either vox pop style or zoom call style.
3. Hire a venue to film.

The preferred option was to aim to film the follow-up videos in June.

MM asked everyone to start thinking of who they would like to be involved in the follow-up discussion videos.

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**5** **Content for 2024 [2<sup>nd</sup> release of 23-24 CPD year]**

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**5.1** The group noted Paper 7\_2023-24\_Work-in-progress\_Update

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**5.2** To **discuss** [redacted] scenario

[comments were noted]

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**6** **AOB**

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It was suggested that it would be helpful to have a timeline for the March 2024 content.

**Action:**

**MM to create a timeline for the March content**

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**7.** **Date of next meeting – suggest early June (sign-off scripts)**

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[comments were noted]

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