

ADVISER ADVISORY GROUP

TERMS OF REFERENCE

MARCH 2021

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Purpose

To represent the advisers, schools and colleges sector in dialogue with UCAS, focusing on the impact of current and future products, systems and services in the pre-HE sector. The Adviser Advisory Group ('the Group') will engage in discussion and debate around wider policy issues and their impact on progression to higher education, and the role of UCAS in this.

The Group will represent the maintained and independent schools and sixth form colleges, FE colleges and other organisations in the pre-HE sector, acting as a channel of communication and consultation to:

- > provide a mechanism for understanding the impact on the pre-HE sector of changes implemented by UCAS and external parties.
- > reinforce the understanding of the adviser experience in UCAS ensuring that UCAS changes that have an effect on advisers' processes, procedures, and practices are fully considered and understood.
- > contribute significantly to the dialogue with UCAS to ensure the full impact of any change is designed, articulated, and assessed.
- > discuss, debate, and make recommendations to UCAS on wider policy and sector issues.
- > ensure UCAS is aware of the needs of the sector, and developments within it.
- > be involved in UCAS conferences.

UCAS' responsibilities towards the group

- > Consult the Group on changes to the UCAS Undergraduate scheme in a timely manner, including prior to making changes and throughout the change process.
- > Consider the recommendations of the Group and respond to its views and guidance.
- > Respond to the Group's feedback including outlining proposed actions.

Membership Composition

- > The Group is expected to comprise of 22 members, which will include representation from advisers in the pre-HE sector across the UK, and will include an equal mix of 18 independent, maintained and further education colleges.
- > Representation from School Leaders Scotland, ASCL, HELOA and Career Development Institute will also be permanent members.

- > Membership of the Group will be drawn from a range of institution types within UCAS membership (including representation from a range of different types of schools and colleges, relevant geographical areas and specialisms), reflecting differing experiences, expertise, diversity and equality.
- > Members should normally be appointed for a maximum term of three years.
- > Opportunities for new members will be made available on the UCAS website and communicated through other appropriate channels. Expressions of Interest will be sought when vacancies arise with the expectancy that new members will attend the following meeting.
- > Members of the Group who miss two consecutive meetings are at risk of automatic resignation from the Group through non-attendance. This will be reviewed on a case-by-case basis.
- > Members who resign or who have been automatically resigned from the Group should be replaced at the next annual cycle of replacement.

The Group elects its own Chair from among its members that have served a minimum of one year. The elected members will normally serve for two years as Chair. The elections will be held at the relevant meeting preceding the end of the term of the current Chair. A member may put themselves forward or be nominated by another member, and the nominees should indicate willingness to serve. The Chair will also be expected to sit on the UCAS Council who meet five times per year.

Member Responsibilities

- > The Group has an important role in supporting change.
- > The Groups representative members would be expected to have the experience and requisite skills in order to be able to devote time to the role.
- > Members should have an ongoing awareness of the Group and its recent discussions.
- > Members are expected to engage and make a contribution to discussions at the Group meetings and other relevant activities.
- > Members are expected to act as representatives of the sector and to reflect the views of the sector.
- > Members are expected to feedback to and seek views from the sector through their own networks and user groups.

Powers and Duties

The Group shall:

- > Require that UCAS considers and responds to any representations made by the Group.

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- > Be expected to represent a range of views from different stakeholders, but the Group shall not be responsible for building a sector consensus.
- > Where a sector provided mandate exists in relation to specific changes and projects, make decisions on behalf of the sector.
- > Prepare and approve an annual plan to guide the work of the Group and set aims and objectives for the year ahead.
- > Co-opt specialist individuals to the Group for short-term periods to provide specialist knowledge and advice on particular projects.
- > Refer matters to other fora (such as other advisory or standing groups, or ARC APG) where the Group feels such matters fall outside of its remit or wider consultation is required.
- > Be accountable and transparent to the sector and inform UCAS member institutions of its activities through the submission of a report to UCAS Council, Admissions Conference, and all relevant groups, when required. Establish smaller sub-groups and short-life working groups if required. Membership of these groups will go beyond the Group, to include others with expertise or special interests who can contribute to the work of the Group. The work of sub-groups and working groups will be a standing item on the Group's agenda where relevant, and reports will be received on progress and issues. Terms of Reference and membership of the sub-groups should be provided to the Group for information and comment.

Secretariat

UCAS will provide the secretariat to support this meeting who shall endeavor to ensure that:

- > Minutes are circulated four weeks after each meeting and subsequently published on the UCAS website and through the weekly bulletins.
- > Agendas and papers are received by all members five working days prior to meetings.
- > Meetings are scheduled one year in advance, where possible, and are aligned to the UCAS Council meeting dates.
- > Members of the group and their Chair are listed on the Groups & Forums sections of the UCAS web pages, along with terms of reference, agendas and meeting minutes.

Proceedings

- > The Group will meet at least three times per year usually in October, February and June. At least one meeting will be face to face. There is also the expectation that the Group will take part in additional virtual activity between meetings that could involve attending provider specific webinars, or discussions through email/Teams as required.
- > Meeting agendas will be set and agreed with the Chair.
- > Minutes will be approved by the Chair and then the Group via email prior to them being posted on the UCAS website.
- > Confirmed minutes of meetings will be circulated to the Group and published on the Groups & Forums section of the UCAS website. Notification of the availability of minutes will be included in the earliest available Adviser Newsletter.

Quorum and Voting

The quorum shall be a majority (more than half) of the Group members (including the Chair) at any one time.

Decisions at Group meetings shall be made by a majority vote (more than half) and each Group member shall be entitled to one vote. In the event of an equality of votes at a meeting, it will be deemed that a consensus has not been reached and a further vote will be required at a future meeting.

Annual Review

The UCAS Group Owner and Chair will review its effectiveness and Terms of Reference on an annual basis to ensure that they remain appropriate.