

Terms of reference

Secondary Education Advisory Group

February 2015

Purpose

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

The Secondary Education Advisory Group will represent the maintained and independent schools and colleges and other institutions 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 in UCAS of the way in which changes have an effect on processes, procedures, and practices in schools
- 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 in it
- formally report to UCAS through an annual report and involvement in the Admissions Conference

Membership

The membership of the Secondary Education Advisory Group will be made up of representatives from providers in the pre-HE sector across the UK, and will include five independent and 10 maintained schools, further education colleges, Association of School and College Leaders (ASCL) and a representative from a careers organisation.

The Secondary Education Advisory Group will be co-chaired by nominated representatives from the group. A co-chair will represent the maintained or independent sector, and will alternate chairing meetings. The co-chair's terms of service shall be two years. Co-chairs can be re-elected and serve a total term of up to four years.

The term served by group members will be reviewed on an ongoing basis and will be renewable for up to five years.

Opportunities for new members will be made available on the UCAS website and will be communicated through the appropriate channels.

Members of the group will be listed in the groups and forums section of the UCAS website, along with its terms of reference and meeting minutes.

There will be two physical meetings per year, typically in June and November. If necessary, virtual meetings will be arranged throughout the course of the year.

Responsibilities

- Members are expected to act as representatives of the sector and reflect the views of the community. If they are unable to attend a meeting, they should send another representative.
- Members are expected to feed back to the sector through their own networks and user groups.
- Members must be engaged with the provision of IAG and use the current UCAS systems and products.
- UCAS will provide the secretariat to support this meeting, who will endeavour to ensure that:
 - minutes are circulated four weeks after each meeting
 - agendas and papers are received ten working days prior to meetings
 - events are calendared six months in advance