

COLLEGE & INDEPENDENT PROVIDERS HE ADVISORY GROUP TERMS OF REFERENCE JUNE 2021

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Purpose

The purpose of the College HE Advisory Group ('the Group') is to provide UCAS with a robust and representative voice of its members and the sector, to champion consultation with the sector, and to advise and make recommendations to UCAS on proposed changes to products and services relating to the UCAS College and Independent Providers HE specialism.

- > Be advisory in nature with the purpose of providing specialist advice to UCAS.
- > Represent sector interests and ensure that the impact of changes are anticipated and adequately communicated to institutions and the sector.
- > Reinforce the understanding of the provider experience in UCAS ensuring that UCAS changes that influence provider's processes, procedures, and practices are fully considered and understood.
- > Consider and help prioritise changes to be made to UCAS products and services ensuring the full impact of any change is designed, articulated, and assessed.
- > Act as a key channel of communication and consultation in order to facilitate the transition from existing processes to new ones and improved understanding between UCAS and member institutions.
- > Contribute ideas and proposals for process improvements and system developments.
- > Consider the costs and benefits of implementation across the sector of what will potentially emerge from changes and/or projects.
- > Be involved in UCAS conferences if required.

Membership Composition

Membership of the Group will be drawn from a range of provider types within UCAS membership (including representation from a range of different types of colleges, independent providers, relevant geographical areas and specialisms), reflecting differing experiences and expertise.

- > The Group is expected to comprise of up to 20 members.
- > The term served by Group members will be reviewed on an ongoing basis and will be renewable for up to 3 years.
- > Expressions of interest will be made available on the UCAS website and 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.

- > If unable to attend a meeting, members are to advise UCAS and provide a deputy if possible. Members of the Group who miss two consecutive meetings could be at risk of automatic resignation from the Group through non-attendance. Absence 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.

Group Chair

- > The Group chair will be selected from the Group's existing membership.
- > Members will be asked to express an interest in chairing the group.
- > If more than one expression of interest is received, the group will be asked to vote on their preferred new chair.
- > The new chair will be agreed and in place for the meeting preceding the end of the term of the outgoing Chair to ensure consistency.
- > The Chair's term of service shall be 2 years.

Membership Responsibilities

- > Members will be expected to represent a range of views from different stakeholders acting as representatives of the sector.
- > Require that UCAS considers and responds to any representations made by the Group.
- > Members must use the current UCAS systems and products.
- > The Group shall not be responsible for building a sector consensus.
- > Members are expected to feedback to the sector through their own networks and user groups.

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.
- > Agendas and papers are received by all members seven working days prior to meetings.
- > Meetings are scheduled six months in advance.

Proceedings

- > The Group will meet virtually at least three times a year, usually in February, June and November.
- > The Group may also be required to take part in addition virtual activity between meetings.
- > Meeting agendas will be set and agreed with the Chair.
- > Minutes will be approved by the Chair and then the Group via email.
- > Confirmed minutes of meetings will be published on the Groups & Forums section of the UCAS website. Notification of the availability of minutes will be included in the earliest available Correspondents' Bulletin.

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College & Independent Providers HE Advisory Group Membership Matrix

Name	Role title	Email	College/ Independent Provider
James Marczak (Chair)	Student Admissions Manager	jmarczak@myerscough.ac.uk	University Centre Myerscough
Chris Cockerton	Head of Higher Education	chris.cockerton@loucoll.ac.uk	Loughborough College
Debbie Toseland	HE Admissions Manager	debbie.toseland@cornwall.ac.uk	Cornwall College Group
Arti Saraswat	Senior Policy Manager, Higher Education	Arti.Saraswat@aoc.co.uk	Association of Colleges
Emma Lynch	Higher Education Coordinator	emlynch@leicestercollege.ac.uk	Leicester College
Raha Karvar	Higher Education Manager	Raha.Karvar@bmet.ac.uk	Birmingham Metropolitan College
Kiran Rami	Head of Guidance and Student Services	krami@uxbridgecollege.ac.uk	HCUC- Harrow College and Uxbridge College
Roy Mason	Admissions and Career Team Leader	masonr@chesterfield.ac.uk	Chesterfield College
Marie Taylor	HE Head of Quality and Registry	Marie.Taylor@oldham.ac.uk	University Campus Oldham
Liam Bradley	Recruitment and Admissions Manager	Liam.Bradley@northernart.ac.uk	The Northern School of Art
Susan Moss	Senior Officer: Higher Education	susan.moss@nptcgroup.ac.uk	NPTC Group
Thomas Brind	Admissions Manager	thomas.brind@gloscol.ac.uk	Gloucestershire College
Paul Waltham	Head of HE Quality and Registry	Paul.Waltham@Hull-College.ac.uk	Hull College
Lena Caple	Admissions and Advice Centre Manager	lcaple@howcollege.ac.uk	Heart of Worcestershire College