

Terms of Reference

College Higher Education (HE) Advisory Group

November 2017

Purpose:

To provide UCAS with the representative voice of Colleges who deliver Higher Education, with a particular focus on articulating the impact of both current, and potential, future UCAS products, systems and services, on the sector. The College HE Advisory Group will also engage in discussion and debate around wider policy issues and their impacts on admissions to Higher Education, and the role of UCAS within this.

The College HE Advisory Group will:

Represent the voice of colleges delivering Higher Education, acting as a channel of communication and consultation in order to:

- Provide a mechanism for understanding the impact of changes implemented by UCAS, and external parties, on the College Higher Education sector.
- Reinforce the understanding within UCAS of the way in which changes have an effect on processes, procedures and practices within colleges.
- Contribute significantly to the dialogue with UCAS to ensure that the full impact of any change is 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.
- Formally report to UCAS through an Annual Report and involvement in the Admissions Conference.

Membership:

The membership of the College HE Advisory Group will comprise representatives drawn from a range of colleges from across the UK who deliver Higher Education and who are members/partners of UCAS' admissions services, with a membership comprising a maximum of 20 colleges.

The College HE Advisory Group will be chaired by a nominated representative from the Group. The Chair's term of service shall be reviewed after two years.

Members should normally be appointed for a maximum term of four years, although up to four members may be given the opportunity to stand down at the October meeting. Resignations should be submitted in writing/by email. Members who fail to attend two consecutive meetings without valid reason, are at risk of automatic resignation from the Group through non attendance.

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

Members of the Group will be listed on the Groups and forums section of the UCAS website, along with terms of reference, meeting minutes and papers.

There will be three meetings per year either at UCAS in Cheltenham, or other suitable location, typically in March, June and October.

Responsibilities:

- Members are expected to act as representatives of the sector and to reflect the views of the community.
- Members are expected to feedback to the sector through their own networks and user groups.
- Members must use the current UCAS systems and products.
- The Chair of College HE Advisory Group will be expected to submit a report to the Annual Review and sit on the Change Steering Group.
- UCAS will provide the secretariat to support this meeting who shall endeavour to ensure that:
 - Minutes are circulated four weeks after each meeting.
 - Agendas and papers are received five working days prior to meetings.
 - Events are scheduled in advance, whenever possible at the subsequent meeting.