

Terms of Reference

Conservatoires Advisory Group

November 2015

Purpose:

To provide UCAS with a robust and representative voice of its members to the UCAS Conservatoires scheme. To enable consultation with the sector and to advise and make recommendations to UCAS on proposed changes to products and services relating to the UCAS Conservatoires scheme.

The Conservatoires Advisory Group will:

- Represent sector interests and to ensure that the impact of changes are anticipated and adequately communicated to institutions, customers and other stakeholders.
- Consider and help prioritise changes to be made to UCAS Conservatoires products and services which are required by internal or external imperatives.
- Advise on objectives and key success factors for future formal projects conducted by UCAS which interface with admissions processes conducted in member institutions.
- Assist in reinforcing the understanding within UCAS of the way in which changes made have an effect on processes, procedures and practices operated by member institutions.
- Consider the costs and benefits of implementation across the sector of what will potentially emerge from changes and/or projects.
- 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 UCAS Conservatoires customers and stakeholders.
- Contribute significantly to the dialogue with directors of management systems and/or other systems administrators and user groups connected with such posts.

Membership:

Membership of the Conservatoires Advisory Group will be decided on by Conservatoires UK (CUK) and will be drawn from CUK membership.

CUK will review the membership of the Conservatoires Advisor Group on an annual basis.

A member of the Conservatoires User Group will sit on the Conservatoires Advisory Group.

CUK will nominate the Conservatoires Advisory Group Chair from its members. The Chair must use the UCAS Conservatoires scheme.

The Chair will serve for a term of two years.

A new incoming Chair will be agreed before the outgoing Chair's final meeting and will be expected to attend the outgoing Chair's final meeting.

Members of the group and their Chair will be listed on the Groups and Forums sections of the UCAS web pages, along with terms of reference, agendas and meeting minutes.

There will be 2 meetings per year of the Conservatoires Advisory Group in May and November.

Responsibilities:

- Members are expected to act as representatives of the sector and to reflect the views of the community and its stakeholders.
- If members are unable to attend a meeting they must endeavour to send an alternative representative.
- Members are expected to feedback to the sector through their own networks and user groups.
- One member of the Conservatoires Advisory Group will be expected to sit on the Conservatoires User Group.
- The Conservatoires User Group will review changes to products and services as directed by the Conservatoires Advisory Group.

- Conservatoires Advisory Group will be expected to submit an annual report to the Conservatoires Annual Review meeting.
- UCAS will provide the secretariat to support this meeting who shall endeavour to ensure that:
 - Minutes are circulated four weeks after each meeting and subsequently published on the UCAS website
 - Agendas and papers are received ten working days prior to meetings
 - Events are calendared 6 months in advance.
- In addition to the Conservatoires User Group, the Conservatoires Advisory Group can establish sub-groups and short-life working groups. Membership of these groups will go beyond the Conservatoires Advisory Group, to include others with expertise or special interests who can contribute to the work of the Group.
- The work of the Conservatoires User Group and any other sub-groups and working groups will be a standing item on the Advisory Groups 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 Conservatoires Advisory Group for information and comment.