

Terms of Reference

UCAS Teacher Training Advisory Group

April 2014

Purpose:

To provide UCAS with a robust and representative voice of providers of the postgraduate UCAS Teacher Training 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 Teacher Training scheme.

The UCAS Teacher Training Advisory Group will:

- Represent sector interests and ensure that the impact of operational changes are anticipated and adequately communicated to institutions, customers and other stakeholders.
- Consider and help prioritise changes to be made to UCAS products and services.
- Help UCAS understand the way changes impact processes, procedures and practices within providers.
- Consider the costs and benefits of potential changes.
- Act as a key group for consultation related to change in UCAS products and services.

Membership:

Membership of the UCAS Teacher Training Advisory Group will be drawn from the full range of customers and providers of UTT (including representation from HEIs, schools and colleges, and SCITTs), reflecting differing experiences and expertise.

Membership will also include representation from organizations representing post graduate and teaching specific careers advisers.

Members should normally be appointed for a maximum term of four years.

Where members represent an organisation (as opposed to a provider), the organisation will have a standing place on the group.

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

Members of the Group, who miss two consecutive meetings without good reason, are considered to have resigned from the Group.

Members who resign from the Group or who are considered to have resigned from the Group should be replaced at the next annual recruitment. Organisation representatives will be replaced immediately.

The UCAS Teacher Training Advisory Group elects its own Chair from among the Higher Education Provider representatives that have served a minimum of one year. The elected member will normally serve for two years as Chair.

The process for elect a new Chair will start at least one meeting prior to the Chair's last meeting. Nominations for Chair will be proposed and seconded by advisory group members and the nominee should indicate willingness to serve.

The election for Chair will be held prior to the exiting Chair's final meeting. Elections can take place remotely via email.

The UTT Chair is required to sit on the UCAS Council and to represent the UTT Advisory Group at the change prioritisation meeting with ARC APG.

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

There will be 3 meetings per year of the UCAS Teacher Training Advisory Group in April, July and December.

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 seek permission from the Chair before sending an alternative representative.
- Members are expected to feedback to the sector through their own networks and user groups.
- The Chair of UCAS Teacher Training Advisory Group will be expected to submit a report to the Annual Review and Admissions conference.
- UCAS will provide the secretariat to support this meeting who shall endeavour to ensure that:

- Minutes are circulated within four weeks of each meeting and subsequently published on the UCAS website
- Agendas and papers are received by members of the group ten working days prior to meetings
- Events are scheduled 6 months in advance
- UCAS will ensure up to date information is available at the meetings.
- Members are expected to sign and abide by the data confidentiality agreement with regards to any operational data that is shared with them.
- The UCAS Teacher Training Advisory Group can establish sub-groups and short-life working groups. Membership of these groups will go beyond the UCAS Teacher Training Advisory Group, to include others with expertise or special interests who can contribute to the work of the Group.
- The work of the sub-groups and working groups will be a standing item on the 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 UCAS Teacher Training Advisory Group for information and comment.