

# Terms of Reference

## Change Steering Group

August 2014

### Purpose:

The purpose of the Change Steering Group is to provide a forum for ARC APG and representatives of the UCAS customer base to help shape change with respect to the products and services offered to its customers by UCAS.

The Group will:

- Provide representation from the sector to assist with change prioritisation
- Provide steer with regard to the most suitable consultation and engagement approach through UCAS' advisory groups and forums
- Provider steer with regard to the most suitable route for input into solution development
- Consider the impact of changes on all UCAS schemes and customers
- Act as a forum for the discussion of sector wide strategic issues

### Membership Composition:

The group shall comprise of:

- The Chair of ARC APG
- The Deputy Chair of ARC APG
- The Secretary of ARC APG
- The Chair of the UCAS Undergraduate Advisory Group
- The Chair of the UCAS Postgraduate Advisory Group
- The Chair of the UCAS Teacher Training Advisory Group
- The Chair of the UCAS College HE Advisory Group

### Membership Responsibilities:

- The Group has an important role in supporting change and its representative members would be expected to have the requisite skills and the time to devote to the role.

- Members should have an ongoing awareness of the Group, the UCAS Advisory Group they represent and relevant recent discussions.
- Members are expected to engage and make a contribution to discussions at the Group meetings and other relevant activities.
- Members are expected to act as representatives of the sector and to reflect the views of the sector.
- Members are expected to feedback to and seek views from the Groups they represent.