

APPRENTICESHIP ADVISORY GROUP

TERMS OF REFERENCE

JULY 2021

Security marking: PUBLIC

Document owner: Provider Engagement Coordinator

Purpose

The purpose of the Apprenticeship Advisory Group ('the Group') is to provide UCAS with a robust and representative voice on the subject of Apprenticeships, which includes key stakeholders, providers, training providers and employers. The Group will challenge, advise and make recommendations to UCAS on proposed developments and changes to products and services.

The Group will have a maximum of 20 members who are able to represent a wide range of stakeholder types and bring specialist knowledge of different aspects of apprenticeship provision to the Group at the strategic and operation level.

The Group will:

- > Be strategic, operational and advisory in nature with the purpose of providing specialist, apprenticeship specific advice to UCAS.
- > Consider and help prioritise proposed changes to UCAS products and services which are linked to the Apprenticeship Advisory Group and required by internal or external imperatives.
- > Represent sector interests and ensure that the impact of proposed changes are anticipated, given due consideration and appropriately communicated to providers and employers in a timely manner.
- > Contribute ideas and proposals for process improvements and systems developments.
- > Consider the costs and benefits of implementation across the sector of what will potentially emerge from changes and projects and make recommendations to UCAS accordingly.
- > Assist in reinforcing the understanding within UCAS of the way in which changes have an effect on processes, procedures and practices operated by member institutions.
- > Act as a key channel of communication and consultation with customer institutions in order to facilitate the transition from existing processes and systems to new ones.
- > Endeavours to drive a culture which embraces diversity and inclusion including all ages and social mobility, and enhances the work of the advisory group in promoting equality.

UCAS' responsibilities towards the group

- > Consult the Group on changes to the Apprenticeship Advisory group in a timely manner, including prior to making changes and throughout the change process.
- > Consider the recommendations of the Group and respond to its views and guidance.
- > Respond to the Group's feedback including outlining proposed actions.

Membership Composition

- > The Group is expected to comprise of 20 members, which will include employers, stakeholders and Education providers.
- > Membership of the Group will be drawn from a range of institution types within UCAS membership (including representation from a range of different types of universities and colleges, relevant geographical areas and specialisms), reflecting differing experiences and expertise, inclusion and diversity.
- > Members should normally be appointed for a maximum term of three years.
- > Opportunities for new members will be made available on the UCAS website and communicated through other appropriate channels. Expressions of Interest will be sought when vacancies arise with the expectancy that new members will attend the following meeting.
- > Members of the Group who miss two consecutive meetings are at risk of automatic resignation from the Group through non-attendance. This 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.

The Group elects its own Chair from among its members that have served a minimum of one year. The elected members will normally serve for two years as Chair. The elections will be held at the relevant meeting preceding the end of the term of the current Chair. A member may put themselves forward or be nominated by another member, and the nominees should indicate willingness to serve.

Group responsibilities

The Group shall:

- > Require that UCAS considers and responds to any representations made by the Group.
- > Be expected to represent a range of views from different stakeholders, but the Group shall not be responsible for building a sector consensus.
- > Where a sector provided mandate exists in relation to specific changes and projects, make decisions on behalf of the sector.
- > Prepare and approve an annual plan to guide the work of the Group and set aims and objectives for the year ahead.
- > Co-opt specialist individuals to the Group for short-term periods to provide specialist knowledge and advice on particular projects.
- > Refer matters to other fora (such as other advisory or standing groups, or ARC APG) where the Group feels such matters fall outside of its remit or wider consultation is required.

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- > Be accountable and transparent to the sector and inform UCAS member institutions of its activities through the submission of a report to the Annual Provider Update, Admissions Conference, ARC APG and all relevant groups.
- > Establish smaller sub-groups and short-life working groups if required. Membership of these groups will go beyond the Group, to include others with expertise or special interests who can contribute to the work of the Group. The work of sub-groups and working groups will be a standing item on the Group's 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 Group for information and comment.

Secretariat

UCAS will provide the secretariat to support this meeting who shall endeavor to ensure that:

Key points and actions four weeks after each meeting and subsequently published on the UCAS website and through the weekly bulletins. Agendas and papers are received by all members five working days prior to meetings. Meetings are scheduled six months in advance, where possible. Members of the Group and their Chair are listed on the Groups & Forums sections of the UCAS web pages, along with terms of reference, agendas and meeting minutes.

Proceedings

- > The Group will meet at least three times per year usually in October, February and June. At least one meeting will be face to face. There is also the expectation that the Group will take part in additional virtual activity between meetings that could involve attending apprenticeship specific webinars, or discussions through email/Teams as required.
- > Meeting agendas will be set and agreed with the Chair.
- > Minutes will be approved by the Chair and then the Group via email prior to them being posted on the UCAS website.
- > Confirmed minutes of meetings will be circulated to the Group and published on the Groups & Forums section of the UCAS website. Notification of the availability of minutes via email.

Quorum and Voting

The quorum shall be a majority (more than half) of the Group members (including the Chair) at any one time. Decisions at Group meetings shall be made by a majority vote (more than half) and each Group member shall be entitled to one vote. In the event of an equality of votes at a meeting, it will be deemed that a consensus has not been reached and a further vote will be required at a future meeting.

Annual Review

The UCAS Group Owner and Chair will review its effectiveness and Terms of Reference on an annual basis to ensure that they remain appropriate.