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Document owner: Provider Engagement Coordinator

### Purpose

The Qualifications Advisory Group provides strategic and expert advice to UCAS in relation to qualifications, learner progression and the UCAS Tariff.

The Group will provide five key functions:

- > Provide a forum for strategic debate about qualification and progression trends to inform UCAS' qualification information services.
- > Collaborate with UCAS colleagues to help reform the Qualification Information Profiles (QIPs).
- > Act as a forum to discuss and contextualise UK wide feedback received from the HE sector relating to specific qualifications in the UCAS Tariff.
- > Represent sector interests and ensure that the impact of proposed changes is anticipated, given due consideration and appropriately communicated to institutions in a timely manner.

### Membership

- > The Group is expected to comprise up to 20 members.
- > The Group will be made up of representatives from the higher education (HE), college HE and secondary sectors (including representation from a range of different types of provider, relevant geographical areas and specialisms).
- > The UK qualification regulatory bodies: Ofqual, Qualifications Wales, SQA and CCEA will have membership of this group.
- > Awarding organisation representative bodies (FAB and JCQ) will also have membership of this group.
- > Members should normally be appointed for a maximum term of three years.
- > The Group elects its own Chair from among its members that have served a minimum of one year. Members nominated as Chair will normally serve for two years as Chair. Nominations should be proposed and endorsed by Group members and the nominees should indicate willingness to serve.
- > Members of the Group are expected to actively contribute to the work and attend all meetings. Members who miss two consecutive meetings are at risk of being asked to resign due to non-attendance. This shall be reviewed on a case-by-case basis.
- > Opportunities for new members will be made available on the UCAS website and communicated through the appropriate channels.
- > Observers may not be involved in confidential items.

### Responsibilities

Members of the Group are expected to:

- > Actively engage in the enhancement of UCAS' qualification information services.
- > Act as advisers on the allocation of Tariff points to qualifications under the standard process.
- > Discuss and contextualise HE sector feedback on qualifications, and where appropriate, recommend next steps.
- > Where appropriate feedback to the sector through their own networks and user groups.
- > Where relevant the Group will share feedback and actions with the UCAS Provider Advisory Group and Adviser Advisory Group.

### Secretariat

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

- > Minutes are circulated four weeks after each meeting and subsequently published on the UCAS website.
- > Agendas and papers are received by all members five working days prior to meetings.
- > Meetings are scheduled six months in advance.
- > Members of the Group and their Chair are listed on the Groups and Forums sections of the UCAS web pages, along with terms of reference and meeting minutes.

### Proceedings

- > The Group will normally meet virtually twice a year in October and March.
- > Meeting agendas will be set and agreed by 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 and Forums section of the UCAS website. Notification of the availability of minutes will be included in the earliest available Correspondents Bulletin.