

## Apprenticeship Sector Stakeholder Group

April 2023

### Purpose

The purpose of the Apprenticeship Sector Stakeholder Group ('the Group') is to provide UCAS with a robust and representative voice on the subject of Apprenticeships, from key stakeholders who represent the sector. The Group will challenge, advise and make recommendations to UCAS on proposed developments and changes to products and services as well as act as the voice to their members to communicate the UCAS plans and developments to the wider sector.

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

The Group will:

- Be 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 roadmap 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 membership organisations in a timely manner.
- Act as a key channel of communication and consultation with membership organisations in order to facilitate the transition from existing processes and systems to new ones.
- 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.
- Endeavour 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's responsibilities towards the Group are to:**

- Consult it in relation to any changes impacting the 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 made up of stakeholders representing a broad type of organisations in the apprenticeship sector.
- Membership of the Group will be drawn from a range of organisation types reflecting differing experiences and expertise, inclusion and diversity.
- Members should normally be appointed for a maximum term of three years.
- The appointment is personal to the individual representative and deputisation is accepted only by prior agreement with UCAS.
- 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.
- If a member wishes to use Chatham House Rule they must clearly state this at the start before they proceed in providing an update/feedback.
- 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 Chair shall be appointed at the commencement of the Group and shall serve normally for a period of two years. After two years, the Group elects its own Chair from among its members that have served a minimum of one year. The elected Member 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.

A vice-chair will be selected by UCAS and will step up as Chair should the Chair be unable to attend a meeting. When acting as Chair, the vice-chair will have the same responsibilities as the Chair. The term for a vice-chair will be two years. The vice-chair can put themselves forward as Group Chair when a new Chair is being elected.

### **Group responsibilities**

The Group shall:

- Require that UCAS considers and responds to any representations made by the Group.
- Be expected to refer matters to other groups within UCAS (such as other advisory or ARC APG) where the Group feels such matters fall outside of its remit or wider consultation is required.
- 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.
- Each agenda will start with a 'you said, we did' item highlighting the work UCAS has done based on feedback from the Group.
- 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 November, March and July. Meetings will typically be held face to face with an option to join in a hybrid fashion. There is also the expectation that the Group may wish to 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.