



## **TERMS OF REFERENCE**

### **Technical Education Policy Group**

#### **Purpose of group**

- To provide the Federation with a forum to gather members views and evidence which can be used to strengthen the authority of the Federation in discussions with external agencies and consultation responses.
- To be a source of expertise to be called upon when the Federation or stakeholders are seeking awarding organisation representation or views on matters relating to technical education in the UK.
- To provide the regulators and other stakeholders such as DfE, ESFA and IfATE with a forum for engaging in dialogue with a sample of awarding organisations on a range of technical education topics.
- To provide members with a forum to discuss, share and consider a range of issues of particular relevance to technical education in the UK.
- To identify issues that need to be reflected in the Federation's policy.
- To report to the National Strategy Forum on issues that need to be reflected in the Federation's policy.
- Areas to be included in the scope of the work of the group include:
  - Apprenticeships, including the Levy
  - End Point Assessment policy\*
  - T-Levels\*
  - Lifelong learning
  - International policy
  - Careers advice
  - Qualifications Reform
  - Funding Reform, including devolution

\*= England only

#### **The Group will:**

- Oversee technical education issues and policy changes across the UK's education landscape.
- Monitor the impact of technical education policies on the financial health of the industry, providing evidence of impact to underpin discussions and formal responses to external stakeholders.



- Consider relevant proposals made by stakeholders and identify key concerns and implications of the proposals for awarding organisations.
- Identify key issues to be included/addressed in FAB formal consultation responses and on-going dialogue with stakeholders. Where meeting dates do not correspond with consultation deadlines, input into consultation responses may be invited via telephone conferences, email or special events.
- Contribute to the development of FAB's policy and strategy in relation to technical education.
- Consider the implications of technical education policy in the UK on the international landscape.
- Propose to stakeholders where a need for guidance has been identified by awarding organisations in relation to technical education.
- Maintain regular and open dialogue with key stakeholders in technical education in order to support the identification and analysis of issues and developments to be considered.
- Identify where a Task & Finish group needs to be formed (subject to Board approval) to carry out a specific piece of work on behalf of the group and to support or contribute to the work of that group, as appropriate.

## **Chair and Membership**

- A Lead Member will be elected by and from the FAB Board to chair the group.
- A Vice Chair will be elected from within the membership of the group.
- The meeting is open to named, nominated and selected full member representatives to attend.
- The group will be formed of 25 representatives of full members, each from a different full member organisation.
- Attendance should be confirmed, in advance of the meetings, via the FAB Events booking system on the FAB Website. Meetings may be attended in person or via a dial-in service which will be provided where possible.
- Where attendance by the named member is not possible, a substitute may occasionally attend a meeting. Any substitute should be briefed in advance by the person they are replacing.
- Representatives of key stakeholders will be invited to attend the meetings as appropriate and as agreed by the Lead Member. The purpose of such representation will be to provide and clarify information to members and receive feedback/information from the group.
- The minimum number of group members required for a meeting will be six, plus the Lead Member.



### **Frequency**

- The Group will meet three times per year.
- Meetings will be scheduled in advance, to provide reasonable notice of meeting dates and times.
- The meetings will usually be held in London.
- Where required, additional meetings may be scheduled to respond to technical education developments in the sector.

### **Reporting**

The Group will:

- Maintain a record of key points discussed/agreed and actions arising which will be circulated to the group for reference.
- Identify and agree the key issues that should be reported to the National Strategy Forum during the development of FAB policy.

The reporting/ accountability line of the group is to the Board via the National Strategy Forum.