



TERMS OF REFERENCE

Our vision: Our vision is of a powerful trade association representing the collective interests of the UK's qualifications and assessments industry. We envisage a world in which higher-quality technical, professional and vocational education, results in stronger public confidence in what we do.

Our mission: Our mission is to be the collective voice of the UK's qualifications and assessments industry.

FAB Functional Skills Group

Purpose of group

- To provide FAB members with a forum to discuss, share and consider a range of issues of relevance to Functional Skills (FS) qualifications and regulation relating to all FS subjects and levels.
- To provide Ofqual with a forum for engaging in dialogue with a broad range of awarding organisations on Functional Skills regulation and future regulatory requirements.
- To provide the Education Training Foundation with a forum for engaging in dialogue with a broad range of awarding organisations in relation to the Functional Skills reform project.
- To provide FAB staff with a forum where they can gather members views and information which can be used to strengthen the authority of the Federation in discussions with external agencies and consultation responses.
- To report to the FAB Board on issues that may need to be reflected in FAB policy and identify where further discussion with the regulators is required or other action needs to be considered.
- To be a source of expertise to be called upon when FAB or stakeholders are seeking awarding body representation or views on matters relating to Functional Skills qualifications.



Chair and Membership

- Membership of the group is open to all FAB members with an interest in the awarding of FS qualifications.
- The roles of Chair and Deputy Chair will be elected for a 12 month period by the members of the group. The Chair and Deputy Chair will be elected at the first meeting of the group and then annually.
- Representatives from the regulator and other stakeholders will be invited to attend, as appropriate.
- There is no quorum but meetings may be postponed, at the discretion of the Chair, where confirmed attendance numbers are low and likely to impact on the usefulness of the meeting.
- Meetings will normally be held three times per year but may be held more regularly if required.
- Members of the group will be invited to identify items for meeting agendas, for agreement with the Chair, and prepare information for presentation to the group on these items, as appropriate.
- Meetings will be hosted by members on a rotational basis. The host for the next meeting will be agreed at the end of each meeting. Attendance should be confirmed, in advance of the meetings.
- The purpose and ongoing need for the Forum will be revisited annually.

Reporting

The Group will:

- Maintain a record of the key issues discussed and any actions arising and these will be circulated to all members of the group by FAB.
- Identify and agree the key issues that should be reported to the FAB Board for consideration during the development of FAB policy and/or action to be taken by FAB.