



## **Terms of Reference for Careers England Apprenticeship Task Group**

Version: 2  
Dated: 15/02/2017  
Review: Jan 2018

### **1. Purpose**

The Apprenticeship Task Group is a subsidiary advisory group which reports to the Careers England Board. Its purpose is to provide a strong consultation/representation resource for Careers England on issues relating to careers education, information, advice and guidance (CEIAG) and apprenticeships.

### **2. Objectives**

To develop a Careers England position statement on career decision-making and apprenticeships, which will be reviewed annually.

To collect, disseminate and promote good practice relating to CEIAG and apprenticeships.

To identify emerging issues relating to CEIAG and apprenticeships, particularly round quality and engagement of parents.

To offer policy makers and influencers an informed viewpoint on all issues relating to careers and apprenticeships.

To carry out requests as necessary as directed by the Careers England Board.

To provide an overview and source of comment on developments in technical education.

### **3. Scope**

To encompass all aspects of CEIAG and its relationship to apprenticeship opportunities.

#### **4. Structure**

The Apprenticeship Task Group will meet periodically as per agreed need and report to the Careers England Board through the Chair. Meetings will normally take place at a suitable venue in London and will not normally exceed two per year. The Apprenticeship Task Group may also establish sub-groups, and where appropriate, will offer expertise to the other Task Groups established by Careers England.

#### **5. Membership**

All members of Careers England may nominate a representative to serve on any Task Group. Those nominated to the Apprenticeship Task Group will have a strong interest in apprenticeship issues. Invitations will be extended from time to time to others (members and colleagues from other relevant non-membership organisations or government departments) on a topic basis, as agreed by the Apprenticeship Task Group. There are no voting rights.

The membership list for the Apprenticeship Task Group will be maintained by the Communications Officer, as advised by the Task Group Chair. Any member wishing to nominate a representative should contact the Task Group Chair. The Chair and the Vice-Chair will play an active role in recruiting new members.

#### **6. Meeting and Reporting**

The Chair and the Vice-Chair of the Task Group will identify the dates for task group meetings and agree the agendas and papers for the Executive Director and Communications Officer to send to task group members. They will chair and direct the meetings and approve any minutes.

#### **7. Review**

These terms of reference will be reviewed annually by the Task Group and will be submitted for approval by the Careers England Board.