



Terms of Reference for Careers England Quality Task Group

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1. Purpose

The Quality 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 the delivery of quality assured careers education, information, advice and guidance (CEIAG) services, providing a voice majoring on all-age quality issues to HM Government and other influential bodies.

2. Objectives

To promote quality issues concerned with the delivery of CEIAG to people of all ages.

To evaluate the effectiveness of and to collate, exchange and disseminate examples of good practice, case studies and research to inform Careers England's policies and reports and to encourage quality processes and delivery across the Careers England membership.

To identify emerging issues concerning quality, developing proposals (for Board approval) to commission research into 'what constitutes quality' with careers related activity.

To devise impact measures to demonstrate quality CEIAG and to promote the sharing of qualitative and quantitative data and impact measures across the Careers England membership. This will involve funding and supporting research into impact measures.

To offer policy makers and the Careers England membership an informed viewpoint on key areas of concern and development in all matters relating to quality.

To drive Careers England's contribution to the setting of standards for the delivery of CEIAG, through commissioning and participating in longitudinal research in order to gather an evidence base to demonstrate the value and importance of careers support.

To support Careers England's other Task Groups as appropriate to advance the association's wider business plans and objectives.

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

3. Scope

To encompass all aspects of quality assurance for the provision of CEIAG in the delivery of learning and work choices, career development and career management for both young people and adults.

4. Structure

The Quality 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 Quality 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 Quality Task Group will have a strong interest in quality 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 Quality Task Group. There are no voting rights.

The membership list for the Quality 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.