



Terms of Reference for Careers England Lifelong CEIAG Task Group

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Review: Feb 2018

1. Purpose

The Lifelong Careers Education, Information, Advice and Guidance (CEIAG) Task Group is a subsidiary advisory group which reports to the Careers England Board. Its purpose is to provide a strong consultative and creative response for Careers England on all issues relating to the development of an all-age careers guidance service. It will shape feedback to the government and other policy makers/influencers on developments relating to an all-age careers guidance.

2. Objectives

To develop a Careers England position statement on lifelong CEIAG and review its content annually.

To promote the lifelong careers guidance agenda for all individuals.

To identify emerging issues relating to the lifelong careers agenda.

To develop and offer policy makers and Careers England members an informed viewpoint on areas of concern and developments relating to a lifelong CEIAG service.

To recommend and support research to improve the quality and quantity of lifelong CEIAG.

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

To provide a reference point on issues relating to learning difficulties and disabilities.

3. Scope

To encompass all aspects of lifelong CEIAG.

4. Structure

The Lifelong CEIAG 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 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 Lifelong CEIAG Task Group will have a strong interest in all-age 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 Task Group. There are no voting rights.

The membership list for the 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.
