



Terms of Reference for Careers England Young People's Task Group

Version: 1
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1. Purpose

The Young People's 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 careers education, information, advice and guidance (CEIAG) services, providing a voice majoring on young people's issues to HM Government and other influential bodies.

2. Objectives

To promote the young people's CEIAG agenda in line with Careers England policy (Policy Statement September 2014, Part 1).

To evaluate the effectiveness of CEIAG and collate, exchange and disseminate examples of good practice, case studies and research to inform Careers England's policies and reports.

To encourage quality assured processes and delivery across the Careers England membership.

To identify emerging issues concerning young people's CEIAG, developing proposals (for Board approval) to commission research as appropriate.

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

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 the provision of CEIAG in the delivery of learning and work choices, career development and career management for young people.

4. Structure

The Young People's Task Group will meet periodically as per agreed need and report to the Careers England Board through the Chair. Meetings would normally take place at a suitable venue in London and would not normally exceed four per year. The Young People's 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 Task Group will have a strong interest in providing CEIAG for young people. 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 Young People's Task Group. There are no voting rights.

The membership list for the Task Group will be maintained by Jessica Rexworthy, Communications Co-ordinator, as advised by the Task Group Chair. Any member wishing to nominate a representative should contact the Task Group Chair.

6. Meeting and Reporting

Meetings of the Task Group will be chaired by the Task Group Chair, or, in the event of the Chair's non-attendance, by a member of the Task Group as nominated by the Chair. The Chair will make arrangements with the Executive Director, Steve Stewart for meetings to be convened and will arrange for minutes of each meeting to be taken for key discussions and actions to be recorded. These minutes will be reported by the Chair to the next Careers England Board meeting which follows any Task Group meeting.

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.

