

**Terms of Reference for Careers England**

**NEET Task Group**

Version: 1

Dated: 25/11/2020

Review:

# Purpose

The NEET 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 as it relates to services for young people who are NEET aged 16-24.

# Objectives

To develop a Careers England position statement on NEET policy and practice, which will be used to inform the newly established DfE NEET Advisory Group.

To collect, disseminate and promote good practice relating to work with NEET young people.

To identify emerging issues relating to NEET, particularly with regard to the engagement of young people and their pathway to participation and progression

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

To provide an overview and source of comment on local authorities’ statutory duty in relation to the engagement and participation of young people, aged 16-18.

To provide an analysis of the transition of young people at age 18 as they enter adult unemployment and benefit services.

# Scope

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

# Structure

The NEET Task Group will meet periodically as per agreed need and report to the Careers England Board through the Chair. Meetings will normally take place virtually via Zoom, with provision for a physical meeting where this is agreed to be necessary and feasible The NEET Task Group may also establish sub-groups, and where appropriate co-opt support from outside Careers England membership.

# Membership

All members of Careers England may nominate a representative to serve on any Task Group. Those nominated to the NEET Task Group will have a strong in and preferably a track record in working with NEET young people. The Task Group is a consultative forum and therefore will have no voting rights.

The membership list for the NEET Task Group will be maintained by Executive Director, as advised by the Task Group Chair, who is appointed by the Careers England Board. Any member wishing to nominate a representative should contact the Task Group Chair. The Chair and the ViceChair will play an active role in recruiting new members.

# 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 to send to task group members. They will chair and direct the meetings and approve any minutes.

# Review

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

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