



### Purpose

The Qualifications Advisory Group (QAG) acts in an advisory capacity to the Agency on qualification matters, specifically:

- the process of approving qualifications for funding for adults
- the annual review of the publicly-funded offer for adults
- alignment between the publicly-funded offer pre-19 and the offer post-19, particularly for young adults, 19 to 23
- the impact of reforms to Adult Vocational Qualifications, including Apprenticeship reform, on the Agency
- particular qualifications and units which may be part of the offer for certain learners
- the implementation and future development of the Innovation Code
- the balance of non-regulated provision
- communications to the sector on qualification-related matters.

The QAG along with the Funding External Technical Advisory Group (FETAG) provides the Agency with joint advice on areas of common interest. This will be through the Funding and Programmes Review Group.

The QAG will establish Task and Finish Groups to carry out detailed work on specific topics or issues as required.

The QAG's Terms of Reference, membership and work programme are reviewed on a regular basis. As a minimum this is done in October of each year at the start of each annual cycle of meetings to ensure the QAG remains fit for purpose in a changing environment.

### Membership

Membership includes nominated and agreed representatives from a range of organisations within the further education and skills sector, as listed below. Unless otherwise stated there is one representative from each type of organisation.

- Agency Representatives (3)
- Department for Business, Innovation and Skills (2)
- Department for Education
- Office of Qualifications and Examinations Regulation
- Association of Colleges
- Association of Employment and Learning Providers
- National Network of Local Adult Education Providers
- National Institute of Adult Continuing Education
- Federation of Awarding Bodies
- Joint Council for Qualifications
- Federation for Industry, Sector Skills and Standards
- Federation of Small Businesses
- Employer representative
- UK Commission for Employment and Skills.

In addition colleagues with specific expertise in qualifications are invited by the Agency to attend specific meetings.

### Chairperson

The QAG is chaired by an independent representative from the further education and skills sector.

### Agenda

- Approval of minutes from previous meeting and matters arising
- Actions from previous meetings
- Papers for consideration
- Items for information

### Inputs

- Agendas
- Decisions from the Funding and Programmes Review Group
- Qualifications related proposals

### Outputs

- Advice and feedback on issues
- Minutes and actions from each meeting will be recorded

### Ways of Working

The work of QAG is transparent and open to the FE and skills sector. The QAG's Terms of Reference and a summary of outputs will be published on the Agency's website. Individual comments will not be identified in the published summary. The membership list the QAG will be published, making it clear that members can be approached by their relevant constituents with concerns or comments to bring to QAG. In providing advice, QAG members are expected to take into account the best interests of the sector as a whole, not just their own organisations, and to observe the Nolan principles of public life. The QAG will meet a minimum of five times an academic year and meetings will alternate between Coventry and London and provide feedback through correspondence when the need arises between meetings. Members of the QAG may send a substitute to a meeting (with prior agreement of the Chair). Failure to attend more than three successive meetings will result in a review of a member's tenure.