



## Purpose

Funding External Technical Advisory Group (FETAG) acts in an advisory capacity to the Agency on funding matters, specifically:

- the funding system for adult skills
- the monitoring of the implementation of the funding system
- the approach to setting and maintaining funding rates and related processes for learning aims funded by the Agency
- the effectiveness of funding policies (Funding Rules)
- any potential issues that may arise from current or proposed funding policies
- communications to the sector on funding related matters.

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

FETAG establish Task and Finish Groups to carry out detailed work on specific topics or issues.

FETAG's Terms of Reference and membership are reviewed on a regular basis. As a minimum this is done in August of each year, to ensure FETAG remains fit for purpose in a changing environment.

## Membership

Membership includes will include 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 (5)
- Department for Business, Innovation and Skills
- BIS/DfE Apprenticeship Unit
- Education Funding Agency
- Association of Colleges
- Association of Employment and Learning Providers
- Third Sector, The National Learning Alliance
- Employer representatives (2)
- Colleges (4)
- Training organisations (4)
- Higher Education Institution delivering further education
- Landex
- Halex.

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

## Chairperson

FETAG 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
- Funding Proposals.

## Outputs:

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

## Ways of Working

The work of FETAG is transparent and open to the Further Education and skills sector. FETAG's Terms of Reference and a summary of outputs is published on the Agency's website. Individual comments will not be identified in the published summary. The membership list of FETAG is published, making it clear that members can be approached by their relevant constituents with concerns or comments to bring to FETAG. In providing advice, 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. FETAG will meet on a monthly basis in Coventry and provide feedback via correspondence when the need arises between meetings.

External members of FETAG (excluding partner organisations) can be reimbursed for travel expenses incurred in relation to the meetings, by the Agency. Reimbursement will be in line with the Agency Expenses Policy; claimants are responsible for "assessing the costs and benefits prior to travel to determine that the most appropriate, cost effective and economical options are chosen": Members of FETAG may not send a substitute to a meeting (with the exception of partner organisations). Failure to attend more than three successive meetings will result in a review of a member's tenure.