

Careers Advisory Forum - Terms of Reference

1. Preparing for Success Careers Strategy 2015-2020

- 1.1 The Department for Employment and Learning and Department of Education, considering the findings and recommendations from both the Careers Review and Assembly Committee for Employment and Learning's Inquiry into Careers Education, Information, Advice and Guidance in Northern Ireland, have developed a joint strategy for careers education and guidance in Northern Ireland.
- 1.2 Building on the achievements of the Preparing for Success careers strategy 2009 – 2014 the refreshed careers strategy covers the period 2015-2020.

2. Careers Advisory Forum

- 2.1 A key action in the careers strategy 2015-2020 is the establishment of a careers advisory forum. This document acts as a terms of reference for the Forum.

3. Role of the Careers Advisory Forum

- 3.1 The role of the Careers Advisory Forum will be to:
 - advise both Departments on current and future Careers provision in the context of the refreshed Careers Strategy 2015-2020;
 - facilitate system level engagement between employers, educators and other key stakeholders, including parents, to support them in their advisory role; and
 - support local level stakeholder involvement with service users and the education and business sectors.
- 3.2 The agenda and work programme of the forum will be developed in consultation with and require the agreement of both Departments. The Forum may be commissioned from time to time by both Departments to provide advice/views on specific issues.

3.3 The Forum members will ensure as far as possible that they reflect the views and opinions of the interests they represent. The views of the Forum will be non-binding on Departments and will be provided in confidence. The Forum is not empowered to make its views/advice publicly available without the express permission of both Departments. Its role is to provide advice to the two Ministers and their Departments.

3.4 The Ministers and their Departments remain accountable to the Assembly.

4. Timescale

4.1 The role of the Careers Advisory Forum will be regularly reviewed on an informal basis with a formal review conducted in 2018.

5. Membership

5.1 The interests of the business and education sectors, and other key stakeholders, including parents, will be reflected in the membership of the forum, with invitations to participate being issued jointly by the Minister for Employment and Learning and the Minister of Education. Deputies with sufficient authority may attend the Forum meetings as necessary.

6. The membership of the Forum may be reviewed as work progresses. The two Departments reserve the right to amend membership.

7. Chair of the Forum

7.1 The Chair of the Forum will be jointly selected by the Minister for Employment and Learning and the Minister of Education.

8. Meetings

8.1 When the Chair is unable to attend, the meetings will be chaired by a deputy nominated by the Chair.

8.2 The Forum will meet in plenary format at least twice a year. In addition, the Forum may also hold ad hoc meetings during the year to discuss issues that may arise and which require discussion with the full membership or an

agreed quorum. Such meetings may facilitate discussion of papers circulated for comment by the two Departments in between meetings.

9. Support

9.1 The Forum's secretariat will be provided by officials from the Department for Employment and Learning. The secretariat is responsible for organising meetings, producing agendas, providing papers, producing minutes of meetings and drafting all formal communication/documents between the Forum and the two Departments.