

DRAFT TERMS OF REFERENCE

Title of Group:	Workforce Group
Membership Composition	Head Teacher College Principal Strategic Lead WFD 14-19 Team Member Consortium Director TPA Representative Manager of FHE Service ISSS
Chair	Chris Robertson Email: c.robertson@worc.ac.uk
Accountable to:	14-19 Partnership Board
Membership Review	Members nominated on a 1 year basis
Chair Review	Every 2 years
Aim of the Group	To advise the 14-19 Partnership Board on activity needed to: Meet the training needs of the current and future workforce in order to meet the 2013 entitlement.
Objectives:	The group will: <ol style="list-style-type: none"> 1. Identify the needs of the current workforce to meet immediate priorities of delivering the curriculum planned for 2009 and 2010 2. Audit external and internal support available 3. Identify gaps in provision and propose solutions 4. Monitor and review how well ongoing 14-19 CPD is successfully closing the gap between skills needed, staffing balance needed and staffing/skills in place 5. Review workforce needs to meet 2013 entitlement, e.g. retraining of staff to deliver new qualifications, support staff, awareness raising of all staff for IAG purposes etc. (see also IAG group) 6. Review county workforce initiatives and recommend decisions on long term county strategy needed to meet 2013

Operating Procedure:

Meets

Alternative rep if nominated member not available

Visiting Speakers/Advisors invited as and when appropriate

Secretariat

Dissemination:

Members to disseminate to their organisation/teams; including implementation of decisions.

Chair reports to 14-19 Partnership Board

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