

Bury Adult Learning Service

Terms of Reference - Advisory Group

Purpose

The purpose of Bury Adult Learning Service Advisory Group is to provide challenge and gain assurance that:

- The curriculum offer is effectively responding to and meeting the needs of learners, employers and other key stakeholders at a local, regional and, where appropriate, national level
- Learners achieve and progress
- Teaching, learning and assessment are of high quality
- Self-assessment is accurate and quality improvement plans and actions are effective in securing continuous improvement

The Advisory Board will complement other governance and performance management structures within the Council. The Adult Learning Senior Leadership Team will use the outcomes and feedback from the Advisory Group to inform strategic and operational planning for curriculum and quality. In addition, outcomes from each Advisory Group meeting will be reported to Portfolio Group. There will be formalised reporting mechanisms into Overview and Scrutiny Committee. Key strategic decisions will be taken to Cabinet

Terms of Reference and membership of the Advisory Group will be reviewed every three years.

Membership of the Advisory Group:

Deputy Cabinet Member for Communities and Safer Neighbourhoods (Chair)
Head of Service, Adult Learning
Senior Adult Learning Manager, Quality Improvement
Senior Adult Learning Manager, Curriculum
Resources and Management Information Officer, Adult Learning
Councillor Bury East
Councillor Bury West
Councillor Radcliffe
Councillor Whitefield and Unsworth
Councillor Prestwich
Councillor Ramsbottom and Tottington
+1 elected member (with specific knowledge of adult learning)

Administrative support; Adult Learning Service Quality and Marketing Officer

Meeting Structure

Agenda:

Minutes of previous meetings
Matters arising
Previous actions – review progress
Standing items
Key Theme
A.O.B

Standing items

Each meeting will have a number of standing items but not all will necessarily be covered at every meeting; to include analysis of the data dashboard and suite, feedback from learning champion activities, review of the quality improvement plan.

Key Themes

Learner Voice and Self-Assessment preparation, SAR review and validation, Curriculum offer and planning, OTLA and Learning Walks

Meeting's Cycle:

Four times a year: September, December, March, June

Equality and diversity, student welfare, safeguarding, Prevent and promoting British Values will be cross cutting themes

The Advisory Group will seek to ensure that:

- Teaching, learning and assessment are consistently good or better.
- Quality improvement actions and mechanisms to improve the quality of teaching, learning and assessment address shortfalls in performance and narrow any gaps in performance between different groups of learners.
- Achievement, progress and progression of learners are being monitored against internal targets and exceed those achieved by providers nationally.
- Attendance, retention, achievement, success and the rate of learner progress exceed National Averages and meet internal targets.
- Retention, achievement, success, attendance, progression and satisfaction levels are monitored for different groups of learners including those with protected characteristics.
- Learner feedback is effectively used to monitor the quality of provision and prioritise improvements.
- Partner and employer feedback is used to prioritise improvements in training and partnership working.
- Relevant Information, Advice and Guidance (IAG) is provided to learners and prospective learners to enable them to select appropriate courses and achieve positive progression outcomes.
- The Curriculum offer and modes of delivery are appropriate and meet the needs of learners, employers and the local community.
- Robust processes and mechanisms are in place for curriculum planning, quality assurance, self-assessment, quality improvement, strategic planning and learner feedback.

The Advisory Board will:

- Annually review proposed internal targets for retention, achievement and success.
- Review the Self-Assessment report, including Governance, and assure that it identifies strengths and areas for improvement against the relevant sections of the Common Inspection Framework.

- Monitor progress against the quality improvement plan and gain assurance that it is being implemented in a timely manner.
- Engage with learners using a range of approaches including learning walks, learner voice activities, and learner celebrations to gain feedback from learners and insight into the learning experience.
- Maintain an overview of priorities for adult education within a local, regional and national context.
- Make recommendations regarding the service's strategic aims and objectives.
- Raise the profile of the Service with internal departments and external organisations.

Approved: September 2018

Review: September 2021