

FIPS Modern Apprenticeship Focus Group

Terms of Reference

July 2017



FIPS Modern Apprenticeship Focus Group

Terms of Reference

Purpose

The purpose of the FIPS MA Focus Group is to:

- Support learning providers in maximising the use of FIPS.
- Promote and share good practice in use of FIPS
- Raise awareness of current and future developments in FIPS
- Address technical areas where learning providers may require clarity.
- Work together to ensure FIPS is a positive experience for all users.

Responsibilities

The FIPS MA Focus Group will oversee, monitor and review the following matters:

- Training / User Guidance / Support
- System processes
- Operating processes

Membership/Composition

The FIPS MA Focus Group will comprise up to a minimum of 5 SDS Operations staff and representatives from up to 16 learning providers. Places will be limited to one representative per learning provider. Meetings will be chaired by the SDS Manager for the NTP Reports and Funding Team.

The FIPS MA Focus Group will be provided with a secretariat function by the SDS Reports and Funding Team.

Quorum

The quorum for meetings shall be 10 or more members being present at meetings.

Meetings

There will be a minimum of four separate meetings during each financial year.

Meetings will normally be held in the SDS Offices, George Square, Monteith House, Glasgow or Shandwick Place, Edinburgh. Where appropriate, meetings may be held at another location or via videoconferencing.

Each meeting will be minuted. Minutes will be produced, circulated to attendees and published on SDS website.

Reporting

The FIPs MA Focus Group will report its actions to the SDS National Operations Management Team and the Chief Executive of STF.

Review

The FIPS MA Focus Group will prepare a summary report following the initial 4 meetings containing (1) summary of group activities / achievements (2) self –evaluation of the groups performance / effectiveness (3) review of the Groups Terms of Reference to ensure and affirm they are fit for purpose.