



Trainee Teacher Advisory Group: Terms of Reference

1. Purpose

1.1. This document sets out:

1.1.1. The role of the Trainee Teacher Advisory Group in relation to the Society for Education and Training (SET) management team

1.1.2. The organisation of the Trainee Teacher Advisory Group

1.1.3. Ground rules for conduct of meetings

1.1.4. The means by which the Trainee Teacher Advisory Group will feed back its views and its right to be heard.

2. The role of the Trainee Teacher Advisory Group in relation to SET's management team

2.1. The Society for Education and Training (SET) is a professional body dedicated to professionals working across further education, vocational teaching and training. It is the membership arm of the ETF. SET will regularly engage with its members in deciding its priorities, the development of member benefits and its programmes of work. A key means of achieving this will be through the work of the Trainee Teacher Advisory Group (see 2.2).

2.2. The Trainee Teacher Advisory Group will work alongside the SET staff team. The Trainee Teacher Advisory Group is an advisory group that makes recommendations to the SET team. It will provide a crucial channel of member feedback and advice on the work carried out by SET in meeting its strategy and operational plan, as well as providing members with information on SET's activities and future plans. Recommendations from the Group will be discussed with other panels across the Education and Training Foundation.

2.3. The Trainee Teacher Advisory Group's role is to:

2.3.1. Provide SET/ETF staff with feedback, drawing on members' own experience and their knowledge of the part of the sector in which they work, on existing and proposed SET benefits and services offered as part of SET membership, in order to improve and develop the membership offer for all members.

2.3.2. Advise SET/ETF on key issues impacting on the sector that can be addressed through existing and potential SET services and benefits.

2.3.3. Promote the work of SET (in collective and individual capacities as Trainee Teacher Advisory Group members).

2.4. Feedback from the Trainee Teacher Advisory Group will be shared with the SET Management Board (SMB) so that they can take this into consideration when making decisions, as well as being used by SET/ETF staff in their day-to-day running of SET.

3. Trainee Teacher Advisory Group: Organisation

- 3.1. The Trainee Teacher Advisory Group will comprise up to 8 members.
- 3.2. Members of the Trainee Teacher Advisory Group will all be current members of SET, at the relevant member level. Any member of the Group whose SET membership lapses will automatically cease to be a member of the group.
- 3.3. Members will be drawn from the sector through an open and public recruitment process.
- 3.4. Trainee Teacher Advisory Group members will be drawn from current ITE students and recently graduated practitioners employed within the sector. It will seek to have a diverse mixture of practitioners proportionate to the composition of SET, drawn from the different parts of the sector, such as FE colleges, independent training providers, and adult and community learning.
- 3.5. The Trainee Teacher Advisory Group will be attended and co-ordinated by a Secretariat role provided by SET staff.

4. Terms of Office

- 4.1. Trainee Teacher Advisory Group membership is for a two-year term but members may resign at any time.
- 4.2. Trainee Teacher Advisory Group members' attendance and contributions outside of meetings will be recorded. Participation will be reviewed on a regular basis, and if it is felt that a member is not sufficiently contributing to the group by attending meetings and responding to ad-hoc requests for feedback, SET has the option to revoke Group membership. Cases such as this will be handled on a subjective basis and take into account personal circumstances.
- 4.3. Membership of the Trainee Teacher Advisory Group can also be revoked where the member advises of his / her resignation from the role or where the member is considered to no longer suitable for the role. A member will be considered no longer suitable if a conflict of interest in their continued membership is identified or if they are found to have breached the SET Code of Professional Practice.
- 4.4. The SET Code of Professional Practice details the process for reviewing and / or revoking SET membership (Membership Procedures: Action against members). This can be found on the SET website.

5. Remuneration

- 5.1. The member positions will be unremunerated, although reasonable expenses may be claimed. For more details, please refer to ETF's Expenses Policy.

6. Meetings

6.1. The Trainee Teacher Advisory Group will meet three times a year. Additional meetings and discussions (whether in person or virtual) may be convened as and when required at the discretion of the Group and SET.

6.2. Trainee Teacher Advisory Group members must attend at least two meetings a year.

6.3. Meetings will be held virtually for the foreseeable future; this will be looked at in line with needs and government guidance.

7. Conduct of meetings

7.1. The secretariat present at the Trainee Teacher Advisory Group will ensure that notes are taken at each meeting. A summary of the meeting will be circulated to group members within fourteen days of the meeting (unless otherwise agreed) and will be circulated to SET Staff.

8. Code of conduct and conflicts of interest

8.1. All Trainee Teacher Advisory Group members will be expected to adhere to the SET's Code of Practice (as per 4.4). Group members are asked to notify SET of conflicts of interest (using the designated form) on an annual basis.

8.2. Conflicts of interest should also be declared at the start of each meeting, and in relation to the particular agenda item. Those who have declared conflicts of interest will normally be asked to leave the room for the discussion. Amendments to this approach will be at the discretion of SET Staff.

9. Review

9.1. The Trainee Teacher Advisory Group will review its terms of reference, as and when required, but at least every three years, and propose amendments to SET Staff for approval.

1 <https://set.et-foundation.co.uk/media/4404536/set-policy-actions-against-members.pdf>

2 <http://www.et-foundation.co.uk/wp-content/uploads/2014/03/Updated-Complaints-Policy-7.03.17.pdf>