

Apprenticeships Committee

Terms of Reference & Key Priorities 2023 - 24

1. Role and purpose

The Apprenticeships Committee will maintain an overview of developments in degree apprenticeships in business schools across the UK and explore in detail the challenges facing the sector in this area. It will advise Chartered ABS and the Council on initiatives on degree apprenticeships, for example, resources and workshops.

The Apprenticeships Committee is set up and acts in accordance with the [Chartered ABS Committees and Membership Criteria](#).

2. Membership

The membership of the Committee will consist of up to 16 members and reflect a broad representation of business schools across the UK. All members of the working group will play a leading role in degree apprenticeships in their business school.

Committee members are appointed for a three-year term, which is renewable once before a compulsory break of at least one year. The Committee Chair and Vice Chair are appointed by the Chartered ABS and endorsed by the Chartered ABS Council. Both the Chair and Vice Chair appointments are for a three-year period.

Committee members may be asked to represent the body at appropriate forums.

When appointing new members:

- The Committee will make use and maximise the diversity and differences apparent within our Business School community; this includes, but is not limited to: gender, race, skills, experiences, religion, sexual orientation, and other facets of diversity.
- More specific to the Business School community, consideration should also be given to university mission group, geographic location, career stage, career pathways and other facets of organisational diversity.
- In choosing or reviewing membership of the committee, member selection will consider the benefits of having a diverse and inclusive committee. This may manifest itself through active monitoring and recruitment of members from communities that represent one or more protected characteristic(s) and/or selecting members that traditionally are underrepresented in business schools. Where possible, good practice will be reviewed and implemented (e.g. Lord Davies Report on gender representation on boards)
- Where the nature of the committee restricts membership candidature (such as the need to hold specific roles within a business school), the ToR should include the need to consider whether other representative members can be co-opted and should be supplemented with a clear statement on how the committee will engage a diverse range of voices, reflecting the spirit of these membership guidance.
- Attention will be paid to the intersectionality of diverse identities and how this is reflected within the committee and its decisions.

3. Areas of responsibility

- Provide rapid and expert input to Chartered ABS media activity on degree apprenticeships in the sector.

- Provide timely detailed advice and commentary on Chartered ABS policy work on degree apprenticeships, including consultation responses.
- Build and maintain the knowledge base amongst our membership about degree apprenticeships.
- Advise Chartered ABS and its Council of major developments in degree apprenticeships affecting the sector, their implications and an appropriate response.
- Other areas of work on degree apprenticeships as requested by the Chartered ABS or its Council.

4. Ways of working

The Working Group will meet at least three times a year. Meetings may be conducted remotely by video and/or phone and the optimum is to have at least one meeting face-to-face each year.

5. Priorities for 2023-24

- i. The Social Mobility research project
- ii. Host at least one event for the benefit of the membership of the Chartered ABS
- iii. Monitoring and feeding in to IfATE's review of funding bands
- iv. Engaging with Ofsted and the QAA on developing and sharing best practice
- v. Responding to IfATE consultations
- vi. Engagement with Ministers and Shadow Ministers to promote degree apprenticeships in UK business schools