

Adult, Apprenticeship and HE Educational Excellence Committee

Terms of Reference

2025/26



Purpose

To consider and advise the Corporation on the College's adult, apprenticeship and higher education (HE) strategy and oversee the performance of these provisions to ensure it provides the highest standards of education, student experience and is compliant with the regulations of Ofsted, the Office for Students (OfS) and Quality Assurance Agency (QAA); as well as with the terms of the agreements with our university validation partners.

To challenge and hold to account the Executive on matters of compliance, educational quality and the student experience, seeking continual improvement.

Responsibilities

1. To approve the implementation and monitor the impact of educational quality improvement strategies across the apprenticeship and higher education curriculum provision;
2. To monitor curriculum performance KPIs and review performance against internal and external targets/benchmarks, and set appropriate targets for the forthcoming academic year as required;
3. To review the impact of teacher development and staff CPD to enhance the quality of the apprenticeship and higher education curriculum provision;
4. To receive staff, student and stakeholder survey outcomes relating to the adult, apprenticeship and higher education curriculum provision, and ensure this feedback informs improvement plans;
5. To receive and comment on the apprenticeship section of the annual Self-Assessment Report and US's annual Self-Evaluation Document, identifying emerging trends and risks, and recommend the reports and associated Quality Improvement Plans to the Corporation for approval;
6. To review progress reports on the implementation of Quality Improvement Plans ;
7. To support any Ofsted or OfS regulatory inspection as required;
8. Consider how well the education provision meets local, regional and national needs, consider what action might be taken in order to meet those needs better, as links to WSC's annual Accountability Agreement and our Access and Participation Plan;
9. To review and recommend adult, apprenticeship and higher educational policies
10. Consider the impact of employer engagement and employer partnerships, in improving opportunities and the employability of our students;
11. To advise the Corporation on strategic partnerships with other HE providers and our validation partners;
12. To consider the strategy of the College's adult, apprenticeship and higher education provision overall;
13. To oversee and provide assurance to the Corporation that we are and continue to be compliant with the OfS conditions of registration;
14. To receive regular reports and provide assurance on the effectiveness of wrap-around student support and safeguarding of our adult, apprenticeship and higher education students;
15. To give due consideration to issues of Equality and Diversity in all areas of work.

Delegated Authorities

None.

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Policies/Reports to scrutinise and recommend to the Corporation:

1. Annual Self-Assessment Report and Quality Improvement Plans
2. HE Admissions policy
3. HE Admissions appeals and complaints policy
4. The US General Terms and Conditions
5. The US Student Protection Plan/Policy
6. The US Student Transfer Policy
7. The US Tuition Fee Policy
8. The US Student Charter

Membership

The Committee shall comprise at least 3 up to 10 voting members, including the CEO (as accounting officer), the Student Governor (if an adult, apprentice or higher education student), and at least two members who have relevant - skills.

The Committee may invite the advisers or other third parties to attend meetings of the Committee as appropriate (such persons shall be entitled to speak at the meeting, but not to vote).

There shall be a standing invitation for the Group Principal for University and Professional Development and the senior leaders of the Adult, Apprenticeships and Higher Education provisions to attend meetings of the Committee. Other members of staff may also attend on specific invitation of the Committee Chair.

The quorum for meetings of the Committee shall be three or, if greater, one third of appointed Committee members.

Chair

The Corporation will appoint a Governor (but not the CEO) as the Committee Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

Vice-Chair

The Corporation will appoint a Governor (but not the CEO) as the Committee Vice Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

Clerk

The Governance Professional shall act as Clerk to the Committee

Frequency of Meetings

The Committee will meet termly.

Term of Office

Appointment of members of the Committee will cease at the end of their term of office as a Governor or Committee member, unless members opt to terminate their membership by issuing notice of resignation to the Governance Professional.

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Powers

This Committee is advisory to the Corporation, apart from the specific powers delegated above and any additional powers as delegated by the Corporation, from time to time.