



Access and Participation Plan Working Group

Terms of Reference

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Related policies/procedures/guidance/forms	
Staff member responsible for update	Chair of APPMG

Amendment History

Version	Revision Summary	Date Approved	Author



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Objectives

1. The Access and Participation Plan Working Group (APPWG) will implement the College's approved 5 year Access and Participation Plan (APP).

Responsibilities

2. The Access and Participation Plan Working Group is responsible for :
 - a) Reporting to the Access and Participation Plan Monitoring Group (APPMG) on the College's progress in implementing the College's APP
 - b) Drafting the College's annual APP monitoring return
 - c) Proposing alterations to the APP if:
 - new guidelines are published by the Office for Students
 - the measures in the APP need adjusting to deliver its key aims
3. Recommendations made by the group must be sent to the Senior Management Team prior to any action being taken, so that resource and management implications can be assessed.

Reporting

4. The Chair of the Group will present a report of the work of the group twice a year to the APPMG. The Group will produce a written report of its activities at least once a year to the APPMG.

Membership

5. The Group will comprise:
 - Chair, Vice Principal (Ministerial)
 - APP Worker
 - Head of finance
 - Compliance Officer
6. The Principal has the right to attend and speak.
7. Other members of College staff may be invited to meetings of the APPWG to provide specialist advice to the Chair and Group.

Meetings

8. The Group will meet at least three times a year.

9. The Minutes of the Group will constitute a formal record of its meetings and decisions.
10. All members must be present to be quorate.
11. There are no subcommittees of the APP Working Group.