

Hospitality Skills and Quality Board Terms of Reference

The role of board members, supported by its special interest groups and facilitated by People 1st, is to:

- Drive a 'one voice' strategy on all matters relating to apprenticeships, work-based learning and vocational education in the UK, bringing together all partners that have an interest in these areas.
- Input into, maintain and performance manage an annual plan comprising of agreed targets, objectives and measurable outcomes for the benefit of the hospitality sector.
- Be informed by the apprenticeship EQA group on the quality of apprenticeship end-point assessment and receive / act on recommendations on the design / content of hospitality apprenticeships to support on-going improvement.
- Oversee the development and maintenance of fit for purpose, high quality apprenticeships and other work-based learning for the UK, which is undertaken by special interest groups (SIGs).
- Be informed on progress relating to the People 1st accredited colleges and provide advice and guidance on full time vocational education.
- Keep under review developments relating to T-levels, contributing to and influencing the government's plans for sector vocational training to ensure it will meet employer demand, utilising as appropriate the existing provision (i.e. the Professional Chef Diploma).
- Be aware of and advise on skills and vocational education developments in the devolved nations, and relevant international work, to maximise alignment where appropriate.
- Maintain a regular review of skills provision and identify the need for new / modified provision and ensuring that ongoing development is future proofed through a clear understanding of existing and developing occupational profiles.
- Take a joint view on skills and apprenticeship policy that has an implication for the hospitality sector and provide joint responses to public consultations to inform and influence policy.
- Contribute to relevant consultations (e.g. those conducted by government, IfA, ESFA).
- Contribute to research undertaken by People 1st and other members that is relevant to the board.
- Disseminate the outputs of the board and its SIGs to own professional networks.
- Communicate specific matters of the board to external parties within the appropriate capacity – e.g. lobbying undertaken by trade associations as agreed by the board and their members.
- Actively support relevant initiatives operated by other groups and organisations to align as far as possible skills activities for the sector.
- Work transparently and openly, challenge, innovate and drive the sector's commitment to skills, quality apprenticeships and vocational education.

Membership

Voting members of the board to include:

- Approximately 8-10 x employers (voting members).

Other membership organisations to be invited, which will be non voting members.

It is not expected that membership of the board will exceed 15 voting members (employers only) and 7 non-voting. Once established additional or changes to membership of the board is based on:

An open process, requiring an up to date CV / LinkedIn profile and personal statement from the applicant. In the first instance potential new members should approach People 1st, the Chair / Deputy Chair of the board.

Member eligibility

Members of the board must:

- Be a duly appointed representative of an appropriate organisation with influential capability (meaning the 'organisation' is the member, not the individual).
- Have legitimate interests in skills, learning and development.
- Have legitimate interests in the hospitality sector as a whole.
- Have no commercial interests or affiliations which create a conflict of interest e.g. in relation to training providers and end-point assessment organisations.
- Have interests aligned with, and which do not conflict with, the activities of the board.
- Adhere to the Nolan Seven Principles of Public Life (see Annex A).

Removal from membership

In the board's absolute discretion, any member can be asked to relinquish membership of to the board if he/she:

- Commits a serious breach or repeats or continues to breach the Terms of Reference.
- Fails to attend two consecutive meetings of the board without reasonable reason; attendance being either in person or via suitable technology or; by the nominated colleague.
- Ceases to be an eligible member.

Meetings of the board

- Meetings will be held approximately every quarter with additional meetings will be held at the board's discretion.
- Members will be provided with a secure password to access papers from a dedicated and restricted area of the People 1st website.
- The agenda and papers will be published one week in advance of scheduled meetings.
- Meetings will typically run for three hours, unless otherwise agreed by the members.
- Non-members will be invited to meetings on agreement of the chair or in her (his) absence the agreement of a deputy chair(s).
- The organisation and management of meetings will be the responsibility of People 1st.
- The location of meetings will be agreed by the board to ensure fair access to all.

Chair of the board

To provide continuation and build on the work of the employer-led trailblazers, **Kathryn Porter, Hilton** will act as Chair of the Skills and Quality Board for a term of two years (commencing November 2018). At the end of that term People 1st will facilitate a nominations process for Chair, as agreed with the board. The Chair (and vice chair) will:

- Manage meetings to ensure all members are given a fair and equal opportunity to contribute.
- Maintain regular contact with People 1st and engage in pre and post-meeting and briefings.
- Agree proposed meeting agendas and outcomes.
- Approve the need for interim meetings with board members.
- Attend key meetings regarding hospitality skills and apprenticeship as agreed.

Special interest groups

An important part of the board structure are a number of specialist groups which will feed into it – each special interest group will be chaired or include an employer member of the board.

There will be a terms of reference for each special interest group. Meetings will be a combination of face to face, conference calls / Skype scheduled according to the programme of work.

External Quality Assurance

The EQA group plays a particularly important and on-going role working with People 1st to report to the IfA on the audited quality of end-point assessment.

This group will include a maximum of 6 members that have a specific interest, understanding and direct experience of end-point assessment and / or quality assurance reporting. Members will:

- Agree the measures to benchmark EQA process managed by People 1st.
- Oversee EQA outputs, based on quarterly reports provided by People 1st, and agree corrective action as necessary.
- Work collaboratively with end-point assessment organisations to identify and address matters relating to the end-point assessment plan and process.
- Review evaluation results to ensure that hospitality apprenticeship remains fit for purpose, and advise on the maintenance of standards and assessment plans.
- Review and address complaints regarding the hospitality apprenticeships and external quality assurance activity.

This is an all employer sub group.

Accreditation panel

This is an existing panel chair by Sean Wheeler, director of people development, Principal Hotels that will be brought into the structure of the Skills and Quality board. The panel reviews colleges' applications to be recognised as an accredited college and is responsible for devising and delivering a strategy to promote and raise the profile of hospitality vocational excellence

within their own professional networks. The panel also takes part in related activities such as the College Restaurant of the Year, operated in partnership with AA Hotel service.

Culinary special interest group

This group will initially evaluate existing culinary apprenticeships (commis and chef de partie) and having determined the need for a level 4 senior culinary arts apprenticeship, have hands on involvement in developing the content. Moving forward the group will also consider the need for patisserie and confectionary and other gaps in culinary provision.

It is likely that this group will also join with the T-level sub group at some point in relation to full time culinary vocational education.

The group will be informed / involved in culinary developments in the devolved nations and internationally, that have implications for their activities.

Membership of this group to include employers, training providers, end-point assessment organisations and relevant professional bodies.

Hospitality special interest group

This group will give particular attention to the evaluation of hospitality apprentices and their ability to meet evolving occupational profiles and will respond to IfA / government consultations for example funding band reviews.

The group will also input into **The Next Tourism Generation (NTG) Skills Alliance**. This the first European skills alliance for improving a collaborative and productive relationship between education and industry of which People 1st is one of a multi-disciplinary partnership of 14 tourism organisations drawn from 8 EU countries that aims to establish a **Blue Print for Sectoral Skills Development in Tourism** to respond to the fast changing skills gaps in digital, green and social skills sets. The four year project, funded by the European Commission will provide a detailed assessment of the current and expected skills shortages and gaps in the sector, respond to the identified needs and offer concrete, innovative and relevant sector led skills solutions.

The group will be kept informed and involved in traineeship and apprenticeship developments in Northern Ireland and other relevant devolved nations and international activities.

Membership of this group to include employers, training providers, end-point assessment organisations and relevant sector representative.

T-Level special interest group

This small group will initially identify and feed into the government's plans for T-levels.

People 1st facilitated the existing Professional Chef diploma which is widely supported by the sector and already provides a sound basis on which to develop further technical education.

Both the accreditation panel and culinary special interest group will have an interest in T-levels.

Membership of this group is expected to include employers, further education colleges, training providers and awarding organisations.

Annex A

 Committee on Standards
in Public Life

Guidance
The 7 principles of public life
Published 31 May 1995

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.