

Technical Apprenticeship Consortium – Management Group

Terms of Reference (version September 2020)

1.0 Introduction

Since its launch in 2010, the Technical Apprenticeship Consortium (TAC) has developed eight apprenticeship standards at either Level 3 or 6 in civil engineering, building services design engineering, transport planning, railway engineering design and now environmental practice. This was financially supported by a group of committed engineering consultancy firms. ACE also provided general overhead support and resource to TAC, including providing office space and business support (HR, finance, IT, and marketing and communications).

In July 2020 Association for Consultancy and Engineering (ACE) agreed to financially support TAC, alongside sponsorship from ICE. TAC is now in a new phase of its development, as it is no longer led by a group of subscribing employer members, but is open to all ACE members and other employers that support its five trailblazer groups.

2.0 Objective

The vision of TAC is to drive forward and facilitate technical and professional apprenticeships for the engineering consultancy industry, where appropriate apprenticeships are developed in response to employer identified skills gaps and delivered through a network of high-quality providers. Through this, TAC also aims to encourage employers to widening participation and deliver social value. It achieves this by:

- Broadening the knowledge of technical and professional apprenticeships available within the engineering consultancy sector.
- Promoting these apprenticeships to our industry, aiding it to diversify by attracting, recruiting and retaining talent from a wide range of backgrounds.
- Offering engineering consultancies access to a network of high-quality industry recognised training providers for these apprenticeship standards, with regular updates through regional groups.
- Delivering planned maintenance of technical and professional apprenticeship standards that have been formulated by our industry trailblazer groups and approved by Government.
- Linking apprenticeships to professional registration allowing apprentices to achieve this via end point assessment (where feasible).
- Providing a forum for engineering consultancy employers to identify skills gaps that may be reduced through apprenticeships and take ownership of the design and development of apprenticeships via facilitated trailblazer groups.
- Recommending engineering consultancy sector supported responses to Government process and policy developments around apprenticeships.

3.0 Terms of Reference

The TAC Management Group reports to the ACE Board through the TAC Sponsor Member of the ACE Board.

The Management Group is responsible to the ACE Board for:

- Discharging its responsibilities for apprenticeship management on behalf of the ACE and its Members as agreed by the ACE Board from time to time.
- Providing collaboration across the construction consultancy industry for apprenticeships.
- Providing an apprenticeship voice for employers and the sector by interfacing with Government.

- Developing and maintaining relevant apprenticeship standards for the construction consultancy industry as agreed from time to time by the Management Group.
- Integrating with professional institutions and bodies in the apprenticeship field.
- Providing quality providers via a tender review for provision of apprenticeship training.
- Delivering regional response through regional representation.
- Increasing diversity and inclusion in the apprenticeship field which includes measurement and reporting.
- Being accountable to the ACE membership for measuring performance and improvement.
- Interfacing and collaborating with ACE Future Skills programme.
- Providing observations, feedback and advice to the ACE Board relating to apprenticeships

4.0 Membership of the Group

The membership shall comprise of a minimum of **nine** group members which should include:

- TAC Chair (Refer to Annex A)
- ACE/TAC Apprenticeship and Skills Manager
- TAC Standards Specialist (Consultant)
- ACE Head of Business Support & Corporate Services
- A representative of each professional body contributing to, or providing sponsorship of TAC
- A representative that leads each of the current four workstreams (Refer to Annex B)

There should be good representation of large and SME member firms. The TAC Chair will review the composition of the Group from time to time to ensure appropriate membership.

It is the responsibility of the Chair to bring any policy issues relating to the TAC Management Group and its work to the attention of the ACE Board.

5.0 Co-Option

The Chair shall have the power to co-opt additional members to the Group as necessary.

6.0 Quorum

The Quorum required will be half of the current Group Members plus one

7.0 Period of Appointment

- The Chair shall serve for a period of three years. This may be extended by the agreement of the management group
- Work Stream Leads shall serve for a period of two years. Transition periods will be introduced to ensure continuity of knowledge and experience on the Management Group.
- Steering Committee Chair, Workstream Leads and Regional Chairs will identify and appoint suitable Vice-Chairs

8.0 Representation on other bodies

- The Chair of TAC is a member of the ACE Future Skills working group.

9.0 Records

- Each meeting of the Management Group will be minuted by the Secretariat and distributed within 10 working days of meeting
- Electronic correspondence and decisions will be recorded in the form of a meeting note

10.0 Meetings

- Management Group meetings will be held 6 times a year on a bi-monthly basis. This will be a mixture of face-to-face meetings and virtual meetings.
- Workstream and regional meetings will be held to suit the current workloads and notes to be shared with ACE/TAC Apprenticeship and Skills Manager.

11.0 Secretariat

The Secretariat shall comprise:

- ACE/TAC Apprenticeship and Skills Manager

ANNEX A - Chair of TAC

Criteria/Requirements
<p>The Chair of TAC will have a passion for training and development; and encouraging a career choice in the built & natural environment, which should include engineering and other related professional services i.e. environmental, planning, transport, etc.</p> <p>TAC will work with the Chair to finalise decisions and have high level contacts with the Management Group and ACE Board. This is an opportunity to shape, lead and set the agenda for an organisation whose core remit is to promote the industry and give a powerful voice to its members. The Chair must have relevant experience and be able to commit time to the TAC Management Group and other industry bodies.</p>
Chair's Time Commitment
<p>The Chair's time and contribution to TAC activities is estimated to be approximately 12 days per calendar year, broken down as follows:</p> <ol style="list-style-type: none"> 1. Chair Management Group 1.5/2 hours bi-monthly, every third meeting face to face. 2. Attend ACE Future Skills Group meetings. 3. Representing ACE/TAC at major industry wide stakeholder engagement events and ad-hoc attendance at related conferences and seminars.

ANNEX B - Workstream Leads

Workstream	Criteria/Requirements
Apprenticeship Standards	<ul style="list-style-type: none"> • Passion, enthusiasm, and commitment to apprenticeships, with working knowledge of apprenticeship standards or their development and maintenance. • From large or medium sized firms with technical project delivery experience in the built & natural environment. • Experience and previous involvement of a trailblazer group. • Experience of working with organisations such as IFATE, ESFA or other Government bodies associated with apprenticeship quality. • Profession Institution sponsorship member involvement with organisations such as ICE, CIBSE, CIHT, Engineering Council or Society for the Environment. • To have a passion for developing the future workforce in terms of skills, development and learning needs. • To work with Standards Specialist (Consultant) and with the TAC trailblazer chairs.
Providers	<ul style="list-style-type: none"> • Passion, enthusiasm, and commitment to quality apprenticeship provision. • Existing and good communication with training providers. • To support the ongoing management of TAC approved providers through our quality assurance mechanisms. • To support the identification of appropriate new training providers through the TAC Tender process, ensuring demand to secure stable provision for the long term. • To work with ACE/TAC Apprenticeships and Skills Manager.

<p style="text-align: center;">Regions</p>	<ul style="list-style-type: none"> • Passion, enthusiasm, and commitment to quality apprenticeship provision Experience in overseeing the operational management and running of a consultancy across regions would be beneficial but not essential. • To coordinate and support regional chairs addressing the sharing good practice and supporting the coordination and resolution of regional issues. • Good knowledge of England and Devolved Nations apprenticeship provision and funding. • To work with ACE/TAC Apprenticeships and Skills Manager.
<p style="text-align: center;">Guidance & Communications</p>	<ul style="list-style-type: none"> • Passion, enthusiasm, and commitment to apprenticeships. • To support the communication of construction consultancy apprenticeship information to a wide range of audiences. • To support employers with guidance on construction consultancy apprenticeships and their operation and benefits. • To support with the development and promotion of apprenticeships through a range of stakeholders including employers, apprentices, providers, and professional bodies. • A keen understanding and fresh ideas of communications and social media. • Previous experience and passion for learning and development, leading and delivering positive change. • To work with ACE/TAC Apprenticeships and Skills Manager.
<p>Workstreams Member Time Commitment</p>	
<p>The Member’s time and contribution to the TAC activities is estimated to be approximately 8 days per calendar year, broken down as follows:</p> <ol style="list-style-type: none"> 1. Attend bi-monthly 2-hour meetings. 2. Provide appropriate Workstream leadership with support from key TAC team members. 3. Participate in activities relating to the workstream business plans. 4. All members to support with events and promoting TAC and its good work. 	

ANNEX C – TAC Structure

