



## TERMS OF REFERENCE

### JOINT MEETING OF THE EDUCATION AND TRAINING STANDARDS COMMITTEES FOR ENGLAND, IRELAND AND NORTHERN IRELAND, SCOTLAND AND WALES (commonly called Joint ETS)

(amended October 2019)



## 1 MEMBERSHIP

The ETS Committees (or their equivalent) for Youth and Community Work in England and Wales, for Youth Work in Ireland and Northern Ireland, and for Community Learning and Development (CLD) in Scotland are the relevant Professional, Statutory and Regulatory Bodies (PSRBs) for youth and community work.

ETS Committees resolve to come together as Joint ETS in support of the rationale set out in paragraph 2.

Membership is reserved to:

- National Youth Agency (England)
- North South ETS (Ireland and Northern Ireland)
- CLD Standards Council Scotland
- ETS Wales

The primary responsibility of each ETS Committee is to validate / endorse courses leading to qualification in professional and pre-professional youth work (and for CLD in Scotland) in its jurisdiction. This quality assurance function, alongside a broader commitment to continual professional development (CPD) for all staff, is at the heart of the profession's obligation to ensure that youth workers (and CLD Workers in Scotland) are fit to practice.

## 2 RATIONALE

Joint ETS works to promote and protect the profession of youth work (CLD in Scotland). It seeks to protect and uphold professional standards and to promote the values and practices of youth work and CLD. The Joint ETS meets to share good practice, to develop commonality of approach, and to take joint action on relevant issues and concerns.

## 3 EQUALITY AND DIVERSITY

The Joint ETS and any working groups formed to develop joint initiatives will work in line with the spirit and intention of joint commitment to equality and diversity.

## 4 REPRESENTATION

- 4.1 Each ETS Committee is expected to send two (or more at their discretion) representatives to each meeting of the Joint ETS.
- 4.2 The representation will be determined at jurisdiction level, and should reflect a wide experience and expertise in education and training. It will normally include the Chair of each ETS Committee and an officer responsible for the work of ETS.
- 4.3 The Joint ETS may also invite other bodies to attend meetings in an observer capacity as and when appropriate.
- 4.4 In Scotland due to the focus on CLD, there is a standing partnership with YouthLink Scotland to provide a representative with youth work expertise .

## **5 DUTIES**

- 5.1 The Joint ETS will share, debate and where appropriate take joint action on current issues and concerns about education and training standards, and related youth policy and practice issues.
- 5.2 Each ETS Committee has responsibility for approving education and training standards policies and practices within its jurisdiction. Each ETS will, however, invite their partner ETS Committees to comment on any changes to their criteria and requirements, including:
  - The endorsement and validation of youth work, youth and community work and community learning and development training programmes;
  - The monitoring of courses and programmes to ensure the maintenance of standards.
  - The conferring of individual recognition from applicants outwith the UK and Ireland.
  - The accreditation (where relevant) of workforce development policies and/or plans submitted by organisations which may include, local authorities and voluntary youth organisations.
- 5.3 The Joint ETS will, when requested and in order to ensure a consistency of approach, advise the JNC (or other appropriate body) on the appropriateness of education and training standards policies and practices in each jurisdiction.
- 5.4 The Joint ETS will, when appropriate, establish protocols for joint action and commonality of approach. The Mutual Recognition protocol allows qualifications endorsed by one ETS Committee to be recognised in all jurisdictions. Similarly, the joint Individual Recognition protocol provides a process of recognition for individuals obtaining a youth work qualification outside the UK and Ireland.

## **6 WORKING PRACTICES / MEETINGS**

- 6.1 Each ETS will in turn Chair/host meetings of the Joint ETS. CLD Standards Council Scotland (CLDSC) have agreed to undertake the Secretariat/administrative support role within Joint ETS. This will

involve CLDSC liaising with contacts in relevant jurisdictions to make the necessary arrangements for accommodation, meals, and providing secretarial support to the meeting, including issuing agendas, taking minutes and any other administrative tasks arising from the meeting. This arrangement to be periodically reviewed.

- 6.2 The officers responsible for each ETS will normally report to each meeting of the Joint ETS on the current issues within their ETS Committee.
- 6.3 Each ETS will cover the transport and accommodation costs of its representatives.
- 6.4 Joint ETS will meet at least once a year with additional meetings by electronic means (eg Skype) as required. The officers responsible for the work of each ETS will, in addition, meet outside of the Joint ETS meetings as and when required.
- 6.5 The Joint ETS may establish working groups to develop joint initiatives as it sees fit. All working groups will normally be representative of each ETS.

## **7 REPORTING PROCEDURES**

- 7.1 The draft minutes of the Joint ETS meetings will be circulated to the officers responsible for each ETS for approval. Once approved by the officers, the minutes will be circulated to all representatives attending the meeting, who may make them openly available as they see fit.
- 7.2 The officers who approve the draft minutes will need to ensure that the minutes are appropriately worded for their particular constituencies.
- 7.3 Normally papers should be distributed 2 weeks in advance of each meeting. The officers are responsible for the distribution within their jurisdiction.
- 7.4 All documents relating to Joint ETS will be stored on the “My Group” space on i-develop.

## **8 CHANGES TO THE TERMS OF REFERENCE**

The Joint ETS must agree significant changes to these Terms of Reference. Minor changes (such as the name of a member committee) may be notified between meetings and ratified at the following meeting of the Joint ETS. Terms of Reference to be reviewed every 3 years.

Date current version agreed: 24 October 2019

Date to be reviewed: October 2022