

Working Group Terms of Reference

Skills for Life and Entry into Employment work

Working Group co-ordinated by: SAVO.

This Working Group is accountable to the Suffolk VCS Learning Consortium Steering Group and will support the relevant Terms of Reference of the Steering Group.

Purpose

To seek developments in the scope of delivery of Skills for Life learning, and supporting Entry into Employment, by the Voluntary and Community Sector.

Objectives

1. to draw together a database of those organisations with a skills for life or entry into employment remit
2. to work with these organisations to share good practice and develop common resources in their work with staff, volunteers and clients with skills gaps
3. to widen participation in organisations offering skills for life opportunities
4. to provide better information resources for those groups with people with additional learning needs
5. to assist organisations who use or support volunteers as a step into the work environment, can be better helped through advice and learning initiatives
6. to represent the VCS on County Skills for Life bodies
7. to liaise with colleges and other organisations to provide a coordinated approach in sharing knowledge and developing new initiatives
8. to coordinate approaches in Local Infrastructure Partnership (LIP) areas.
9. to share and disseminate information gained as widely as possible

Membership

The Working Group shall have a 'rotating' chair, who is a member of the Steering Group, or nominated deputy, who will report back to the Steering Group.

Members will invited / welcomed who are representative of the Voluntary and Community Sector, relevant educational and statutory organisations, funding bodies and individuals with relevant expertise.

SAVO shall provide the secretariat for each meeting.

Meetings

The frequency of Working Group meetings shall be flexible to meet the demand for such meetings and on dates agreed by the members.