

Professionalism Working Party

Terms of Reference

1. Status

The Professionalism Working Party reports and is accountable to the AGCAS Board of Directors.

2. Purpose

The principal aims of the working party are to:

2.1. Implement and embed the AGCAS Membership Quality Standard and Code of Ethics for Higher Education careers and employability services.

2.2. Recruit, train and provide ongoing support to AGCAS Membership Quality Standard Peer Reviewers

2.3. Develop a professional pathways competency framework for higher education student career development and graduate employment professionals.

2.4. Identify and recommend, if appropriate, routes to professional status

2.5. Ensure that the working party's activities meet the charitable objects of the articles of association

2.6. To ensure that the working party's activities support AGCAS strategic objectives

3. Duration of the working party

The working party will exist until 28 February 2023. During this time it will report progress on delivery against its principal aims to each meeting of the AGCAS Board.

The working party will make a final report and recommendations to the Board on 28 February 2023. At this point, the working party will be reviewed by the Board.

NB: The working party originally ran from 1 April 2017, with a review date of 28 February 2020. At its meeting on 4 December 2019, the Board extended the working party's duration to 28 February 2023.

4. Constitution and membership

The Chair of the working party will normally be the AGCAS Quality Director. Other appointments will be based on self-nominations from the membership and can include nominees from other AGCAS Committees and groups

These appointments will be subject to approval by the Board of Directors.

4.1 Membership of the working party shall comprise:

- Quality Director (Chair)
- A member of the senior management of AGCAS, nominated on the advice of the Executive Director
- Up to 10 other members, of whom the majority should be Full Members of AGCAS. Such members can include representatives from other AGCAS Committees and groups and may include those co-opted by the Chair.

5. Approval and Review

These Terms of Reference shall be approved by the Board of Directors. They form part of the Board of Directors' Regulations. The Board of Directors will review them on an annual basis, usually at the first meeting following the AGM.

Last updated 14 January 2020