

REVISED TERMS OF REFERENCE

1 DESIGNATION

- 1.1 The full title of the committee will be the 'The Education and Training Standards Committee (Wales)'. Its title will be abbreviated to ETS Wales for normal business usage.
- 1.2 The Welsh Local Government Association (WLGA) will receive financial and other support from the Youth Work branch of the Welsh Government to support the work of ETS Wales. ETS Wales will support the Playwork and Community Development sectors in seeking similar arrangements for their own areas of work from appropriate funding bodies.

2 PURPOSE

- 2.1 The purpose of ETS Wales as set out in the Memorandum of Understanding between the WLGA and the Joint Negotiating Committee for Youth & Community Work (JNC) is to be responsible for the endorsement, quality assurance, and accreditation of Youth Work, within the voluntary, independent and local authority sectors by encouraging appropriate organisations to open their practice to review and recognition to meet JNC requirements. In addition to this work, ETS Wales continues to provide support to the Playwork and Community Development sectors in line with the terms of reference agreed in 2006 with the Welsh Government.

3 FUNCTIONS

- 3.1 The functions set out below expressly relate to Youth Work, but in line with the purpose of ETS Wales set out in Section 2 above, ETS Wales will provide support to the Playwork and Community Development sectors in order to secure similar functions in those areas, subject to resources being secured.
- 3.2 The Professional Endorsement of:
 - courses and programmes of initial training leading to a professional qualification;
 - courses and programmes of post-qualifying training;
 - schemes of accreditation and moderation of qualifying training, both full-time and part-time, in the voluntary, independent and local authority sectors.

- 3.3 Support and advice for the development of:
- independent, local authority and voluntary organisations' workforce development strategies and continuing professional development frameworks;
 - independent, local authority and voluntary organisations' policies and procedures for quality assurance;
 - statements concerning the curriculum, values and professional standards for the sector;
 - courses that lead to qualifications in supervision for fieldwork teachers
- 3.4 The preparation, dissemination and review of criteria, guidelines and procedures for endorsement and accreditation.
- 3.5 The establishment and operation of working parties to examine and assess the proposals and practice of agencies seeking endorsement or accreditation.
- 3.6 To assist in work carried out to ensure equivalence and transferability of Youth Work qualifications in the UK and Ireland and to provide advice to the Welsh Government on these matters on request or as ETS Wales sees fit.
- 3.7 To assist in work carried out to prepare for equivalence and transferability of Youth Work qualifications internationally and to provide advice to the Welsh Government on these matters on request or as ETS Wales sees fit.
- 3.8 To initiate and respond to developments in the standards, recognition and provision of Youth Work, and to provide advice to the Welsh Government, the Education Workforce Council and other relevant and appropriate organisations on request or as the ETS Committee sees fit.

4 TERMS OF APPOINTMENT

- 4.1 To become a member of the Committee, individuals will be nominated from an approved partnership organisation. Such nominations will be reviewed by the nominating organisation after three years and the nominee may be re-nominated for one or more additional three-year periods. The Chair of the Group will be appointed through a formal appointments procedure. Additional members may also be co-opted with the agreement of the ETS Committee. No substitutions for nominated members will be accepted unless under exceptional circumstances and with the prior agreement of the ETS Chair.
- 4.2 The appointment of the Chair is made for three years in the first instance. The Chair may be re-appointed for one additional three-year term subject to satisfactory attendance and performance. After six years the appointment of Chair will be subject to open competition and the incumbent may apply. The job description of the Chair will be reviewed at the re-appointment stage.

- 4.3 ETS Wales may elect a Vice-Chair to assist the Chair in their duties and to Chair meetings in the unavoidable absence of the Chair.
- 4.4 The post of Chair will be paid for 4 days per month at a rate agreed with, and subject to, ongoing financial support from Welsh Government.

5 RESPONSIBILITIES OF ETS COMMITTEE MEMBERS

- 5.1 In order to maintain professional objectivity, the committee relies upon the commitment and integrity of partnership agencies, individuals who work for those agencies and individuals who offer their services to the processes of professional formation. Their individual and collective role is to promote professionalism in the sector rather than to guard institutional or parochial interests.
- 5.2 The ability of ETS Wales to represent the interests of Youth Work and allied sectors is predicated upon the concept that support 'in kind' by individuals and/or partnership organisations represents its major financial resource.
- 5.3 All members are required to complete a conflict of interest statement on appointment and to keep that statement updated.
- 5.4 Members are expected to maintain an appropriate attendance record and normally a 'three strikes and out' policy is implemented where absence is unexplained or is unreasonable.
- 5.5 All members are expected to support ETS Wales' Vision and Values, act in accordance with [Nolan's Principles of Public Life](#), maintain an up-to date knowledge of their field, participate in appropriate training and development activities provided or recommended by ETS Wales, participate in self-review of their own and ETS Wales' performance and provide constructive challenge.
- 5.6 Nominated members are responsible for bringing issues from, and reporting back to, their respective nominating organisations.

6 COMPOSITION

- 6.1 ETS Wales will comprise up to twenty-one members (Chair, seventeen nominated by partnership organisations and up to three appointed members, appointed through appropriate selection procedures) representing the wider non-formal education field. In addition, there are places for relevant observers.

COMPOSITION

Post	Number	Remarks
Chair	1	Appointed following an open recruitment procedure conducted in line with the public appointments process.
Vice Chair *	-	Nominated by ETS Wales membership
Staff side representative JNC	1	Nominated by Staff Side of JNC
Employers side representative JNC	1	Nominated by Employers Side of JNC
Voluntary Sector Employers Wales JNC representative	1	Nominated by CWVYS
Professional Adviser (Wales) JNC	1	Nominated by WLGA
Principal Youth Officers Group	3	Nominated by PYOG
Representative of Higher Education Training Agencies Group (Wales)	2	Nominated by endorsed Welsh HEIs
Council for Wales of Voluntary Youth Services	3	Nominated by CWVYS, including Training Committee Chair
Further Education Awarding Body	1	Nominated by Federation of Awarding Bodies Wales
Further Education Delivery Centre	1	Nominated by Colegau Cymru/Colleges Wales
Community Development	1	Nominated by Community Development Cymru
Play Wales	2	Nominated by PlayWales and Playwork Education and Training Council (PETC) Wales
Wider Field Practitioners	Up to 3	Nominated following open recruitment by the ETS appointments panel (or co-option by the ETS Committee)
Total Membership	21	

* drawn from overall membership

Others Attending

Professional and Secretarial Support	As required	0.3 Adviser
ESTYN (Observer Status)	1	OHMCI
Welsh Government Youth Work branch (Observer Status)	1	Welsh Government
WLGA (Observer Status)	1	Welsh Local Government Association
Education Workforce Council Wales (Observer Status)	1	Nominated by EWC
National Youth Agency (Observer Status)	1	Nominated by NYA ETS
All Ireland ETS (Observer Status)	1	Nominated by all Ireland ETS
Scotland (Observer Status)	1	Nominated by Community Learning and Development Standards Council Scotland

7 MEETINGS

The full Committee will normally meet a minimum of three times a year.

8 SUPPORT TO THE COMMITTEE

8.1 The Committee will be supported by the appointment 0.3 of an officer.

9 FINANCIAL MATTERS

9.1 In its use of any funds or other resources provided by the Welsh Government, the Committee will be expected to comply with any requirements imposed by the WG in order to safeguard the use of public resources.

9.2 Members are entitled to claim reasonable travel expenses under WLGA policy and procedures. All expenses must be committed and claimed within the current financial year.

10.0 REVISION

10.1 These terms of reference will be regularly reviewed and updated by ETS Wales to reflect changes to its arrangements or to the context in which it works.

11.0 HISTORY

11.1 The original Education and Training Standards (ETS) Committee for Wales was established by the Wales Youth Agency (WYA) in 1994 through a Memorandum of Understanding between the Joint Negotiating Committee for Youth and Community Workers (JNC), the Welsh Office and WYA. This original memorandum of agreement transferred responsibility for granting professional endorsement of initial courses leading to qualified youth and community work status from the National Youth Agency ETS in England. In addition, it gave the committee the power to grant accreditation to in-service training courses and staff development policies.

11.2 Following WYA's merger into the Welsh Assembly Government (WAG) on 1 January 2006, ETS Wales became an Advisory Group under a revised Memorandum of Understanding with the JNC, making recommendations to the Minister for Education, Lifelong Learning and Skills about the elements of the training programmes that JNC would value as leading to qualified youth and community worker status. If satisfied, JNC would then make the decision to recognise the programme. The Terms of Reference set out by WAG for the Advisory Group also included Playwork and Community Development (although these were not part of the agreement between the WAG and the JNC). The membership of the group was constructed to reflect representation from these sectors.

11.3 In 2009, arrangements were put in place to establish ETS Wales as an independent body, itself responsible for taking decisions on the endorsement and professional recognition of programmes. A Memorandum of Understanding has been agreed between JNC and the Welsh Local Government Association (WLGA) to host the work of ETS Wales.

May 2017