

## Annex D: Terms of Reference – Industry Skills Groups

NLBC will lead on employer engagement activities through the establishment of 10 Industry Skills Groups, as detailed in the City & Guilds Joint Services Agreement (JSA, Schedule 4).

### 1. Purpose

To provide industry specific guidance and information that can be used in the design and development of technical products and services.

### 2. Membership

Industry Skills Groups (ISG) will be established for the following TEN sectors:

1. Agriculture – Crops/Livestock
2. Animal Care and Management
3. Aquaculture and Fisheries Management
4. Equine Care and Management
5. Forestry/Arb
6. Horticulture/Landscape/Turf
7. Countryside Management and Gamekeeping
8. Vitaculture/Oenology
9. Land Based Engineering
10. Floristry

**NB:** There may be a requirement to have further sub-division e.g. arable farmers may want separate conversation to dairy farmers.

- a. A minimum of 6 and maximum of 12 employer representatives to attend each ISG to be agreed between NLBC and City & Guilds.
- b. Membership shall include appropriate representation of all UK nations.
- c. Each of the consultative NLBC Industry Skills Groups will bring together NLBC members of staff and external individuals and representatives.
- d. City & Guilds will have a representative on each of the groups.
- e. A member of the industry will Chair each of the Industry Skills Groups and they (or their deputy) will have a seat on the NLBC Council. Chairs will be proposed by NLBC for joint agreement.
- f. The NLBC Board Chair and Vice Chairs will be ex-officio members of all Industry Groups and will attend as appropriate.

- g. NLBC staff representation will comprise of the NLBC Chief Executive and/or Programme Development Manager, with other staff brought in to provide papers/make presentations as required.
- h. The number of external members in each Industry Group will be varied to meet evolving needs, but will provide for manageable groups in which consultation can be business-like and meaningful, with members providing a well-informed consultation panel.
- i. Guest speakers and other visitors to the Groups may be invited on a temporary basis as approved by each Industry Group Chair.
- j. NC shall procure that City & Guilds has the right to appoint an additional representative to each group.
- k. The NLBC will act as Senior Administrator to each Industry group.
- l. Members of an Industry Skills Group shall normally undertake a term of 4 years.

### **3. Functions**

The function of each sub-Industry Skills Group are to:

- a. Give advice and assistance to enable a greater understanding of the policies and changes within the sector to be realised;
- b. Advise on market trends within the sector;
- c. Advise on and contribute to the development of strategy, products and services;
- d. Identify potential quality concerns.

### **4. Meetings and Administration**

NLBC will manage & be responsible for all activity in relation to the running of each group:

- Frequency of meetings: Each Industry Skills Group will meet twice per year.
- Each Industry Skills Group reports through the Chair to the Strategic Partnership Group.

### **5. Connection to Existing Industry Groups:**

A number of areas of land based industries already have groups that have a remit, either in part or entirely, for education, training and skills e.g.

- AHDB Dairy Pro – the dairy farming industry’s one-stop-shop for training and development.
- Chartered Institute of Horticulture, Training and Education Group.
- Forestry Learning and Development Working Group Meeting.

The Aim is to link to these groups as appropriate and take advantage of existing industry engagement and enthusiasm around the skills agenda. We must be seen to make best use of existing networks and not create new groups if not required. Relationship with such existing groups will be reviewed and proposed on a case-by-case basis.