

ADULT LEARNING GROUP – TERMS OF REFERENCE

The following are suggested revised Terms of Reference for adoption.

Purpose:

To raise the educational and skill achievement of all adults in Oldham.

Aims:

1. To introduce and plan strategies that deliver the government’s achievement targets set for adults in Oldham to be reflected in the **Local Learning Partnership Learning Plan and Community Strategy**.
2. To develop a capacity building structure that enables high quality training, IT and basic skills acquisition to be delivered in the workplace, in training organisations and in venues, which the target adult groups can and will access.
3. To address identified gaps in the provision for, and/or quality of, adult education provision in the borough.
4. To support the implementation of initiatives, networks and good practice within organisations and bodies who are delivering adult education and training in Oldham.
5. To encourage co-operation and communications between agencies in the joint bidding and delivery of initiatives and programmes.
6. To co-ordinate collective responses to relevant consultative documents.
7. To manage specific projects.

Process:

Working group meetings should be held 5 times a year. Key action points from meetings should be circulated to the Local Learning Partnership executive. The executive should nominate a chair and the working group’s membership.

The Group may, if it wishes, set up its own sub groups, working groups etc to deal with specific items, events, projects etc. Such working parties/sub groups should not be permanent and agendas/terms of reference should be set by the Group.

All the work of the group may be examined, endorsed and, if appropriate, actioned by the Oldham Local Learning Partnership Executive Group.

Membership

Membership of the group should be as representative as possible of the organisations represented by the executive. A key aim of the group is to engage, through a series of planned events, the widest possible network of groups involved in adult education and learning in Oldham.

The working group should comprise of representatives of the following organisations (excludes the chair).

Organisation / Nominating Body	No of Members
Oldham Lifelong Learning (OMBC)	2
The Oldham College	2
Voluntary, Community & Faith Partnership (AR, CR & OREP)	3
Connexions, Adult Guidance	1
Employers (BLNM)	1
Private Sector Training Providers (OTC)	1
GMLSC	__1
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