

Training Advisory Group

- The advisory group should comprise of a minimum of two Trustees and have a nominated Chair.
- Trustees can be members of more than one advisory group and meet as frequently as agreed amongst the advisory group.
- The Chair of the Advisory Group will be expected to keep Trustees informed and prepare proposals to be put to the Board, ahead of meetings, for considering the approval of recommendations put forward by the Advisory Group.

Key purpose

To provide leadership on issues related to the provision, or oversight, of Training for the CIEA external stakeholders consistent with the objectives, as stated in the CIEA Deed and accompanying Charter and those objectives that develop in the evolving CIEA environment and agreed by the Board.

Key responsibilities

The Advisory Group will be expected to:

- Liaise with the appropriate Staff members
- Prepare papers to inform the Board on:
 - Areas of activity
 - Decisions the Advisory Group has arrived at
 - Recommendations proposed by the Advisory Group

The Chair of each Advisory Group will be responsible for ensuring these activities are undertaken.

Scope

The Training Advisory Group shall undertake tasks related to the provision or oversight of training products and materials for external CIEA stakeholders that shall be agreed upon by the Chair and Director, and shall include, but not be limited to:

x:\education\ciea\website\about us wording\governance\training advisory group.docx

- Continued development, support and oversight for the existing programmes:
 - EiA (Schools)
 - Foundations and Principles of Assessment
 - Certificate in Educational Assessment
 - Chartered Educational Assessor training
 - Oral Language Modification

- Development and or oversight of all CIEA training materials, consistent with the CIEA membership and accreditation framework
 - All materials developed internally or externally will remain the intellectual property of CIEA and should be verified by the Training Advisory Group

- Identification of training needs and appropriate products suitable for organisations including, but not limited to, educational institutions, awarding bodies, and individual members and non-members
 - Products should have associated business plans and budgets to ensure commercial viability and organisational sustainability