

Committee Terms of Reference and Membership

CLD Standards Council Scotland

1 Membership

To be included within any CLD Standards Council (CLDSC) Committee individuals must be registered with CLD Standards Council Scotland – Registered or Associate Membership.

To be considered as a member of a Committee individuals must obtain agreement and support from their line manager to ensure time will be available to attend committee meetings and for participation in committee work.

Committee members are there to represent the views of the CLD field/sector and not the views of their employer/organisation as an employee.

Committee members commit to attending scheduled committee meetings or will intimate apologies as far in advance as possible.

2 Reporting

To the Executive Committee via Committee updates report presented by the Committee Chair at Executive Committee meetings.

Liaising with other committees within CLD Standards Council Scotland on appropriate working groups/discussion forums.

Minutes of each Committee meeting will be posted to the Full Committee area on i-develop.

3 Committees

3.1 The Approvals Committee

3.1.1 Background

The Approvals Committee brings together representation from Further Education, Higher Education, and Third Sector and Local Authority practitioners to recommend final approval of existing and new CLD programmes. The committee also undertakes mid-term reviews of existing provision. The CLD Standards Council has agreed three routes to Approval as follows:-

- Professional
- Standards Mark
- Developmental

The Approvals committee approves education and learning programmes at a number of levels within the field of CLD, from initial training programmes for part-time and volunteer workers through to qualifying programmes at degree level for CLD practitioners. It is the successor to Community Education Validation and Endorsement Scotland (known as CeVe), which was formed in 1989.

The Approval visit is peer-led, reflecting the wide range of employers and agencies involved in community learning and development. It operates through a panel made up of employer representatives from the voluntary and local authority sectors, representatives from learning providers and from associated professional organisations. This principle of peer driven quality assurance and enhancement of education and learning programmes will continue as a core element of the Standard Council's approvals function.

As new programmes are developed by education and learning providers, they will be submitted to the Standards Council for approval. Any existing programmes holding Standard Council approval will be expected to incorporate new policies and to link to developing opportunities to create a continuum of education and learning. This maturing environment will, in turn, influence changes in established initial training routes.

- 3.1.2 **Professional approval** is a quality assurance and enhancement process ensuring that education and learning programmes meet the needs of the CLD field. It is similar to a validation event at a University: a panel of peers considers the programme against a set of Guidelines to ensure that each completing student has the knowledge, understanding and skills to be a confident and competent practitioner. One of the key requirements of approval is that the ratio of practice to theory should be at least 40:60. The process involves a visit to the provider. The panel will meet the day before the visit to discuss the submission and will be provided with evening meal and accommodation from the provider. Programmes are approved for up to 5 years with a mid-term review carried out during that time.
- 3.1.3 The **Developmental Approval** route is for providers offering learning opportunities below degree level that have already been verified by the SQA. The process is paper based: providers are asked to submit their SQA report alongside a brief CLD focused submission; these papers are then shared with the panel electronically and each panel member considers the submission as a desk based exercise and then discussed in teleconference to agree a decision. Programmes are approved for up to 5 years with a mid-term review carried out during that time.
- 3.1.4 The **Standards Council Standards Mark** has been developed to recognise the quality of CLD learning opportunities provided to CLD staff by their employer. The Standards Mark looks at the whole range of learning opportunities offered, not one specific programme, as well as the learning culture of the organisation. The submission is shared with a panel electronically and each panel member considers the submission as a desk based exercise and then discussed in teleconference to agree a decision. Programmes are approved for up to 3 years with a mid-term review carried out during that time.

3.1.5 Terms of Reference

- 3.1.5.1 To approve and mentor CLD learning programmes in Scotland.
- 3.1.5.2 To provide an overview of CLD qualifying provision in Scotland. Details of the current approved programmes/providers can be found via this [Link](#).
- 3.1.5.3 To support the approval of new CLD courses at all levels and all partnerships leading to the delivery of programmes in accordance to the CLD Standard Council approval standards. Providing advice, guidance and direction to those providers seeking approval.
- 3.1.5.4 To ensure that Scottish education and learning programmes are comparable to and complement similar programmes in the rest of the UK and Europe.
- 3.1.5.5 To consider for approval outline proposals for new programmes to ensure that the proposals are consistent with Approval Standards as set out in the published Guidelines.
- 3.1.5.6 To provide official sign off of approved programmes following report from delegated authority panels at approval committees.
- 3.1.5.7 To provide relevant mid-term review reports for the existing approved programmes in line with the Midterm Review Guidelines or to participate in the annual monitoring review process which will be phased in to replace mid-term review process.
- 3.1.5.8 To coordinate virtual panels on I-Develop to approve Standards Mark and Developmental route approvals.
- 3.1.5.9 To develop and maintain Learning & Development (L&D) Pathways.
- 3.1.5.10 To participate in the recruitment and training of panel members.

3.2 Professional Learning Committee

3.2.1 Background

The Professional Learning committee oversees the development, content and implementation of 4 key areas:

- 3.2.1.1 **Professional Development Strategy : Growing the Learning Culture**
Promoting a “learning culture” and providing advice for practitioners, employers and other partners learning, development and improvement.
- 3.2.1.2 **i-develop**
The i-develop web service is designed to support creative and innovative learning and development for CLD practitioners.
- 3.2.1.3 **Supporting the National professional networks**
We work in partnership with the national professional learning networks providing CLD Standards Council staff support and access to funding opportunities. Information on the networks can be found on i-develop.
- 3.2.1.4 Work with the other CLDSC Committees to **ensure Professional Learning is embedded** in the registration, registration renewal and approvals processes.

3.2.2 Terms of Reference

- 3.2.2.1 To promote, support and facilitate CLD professional learning programmes in Scotland.
- 3.2.2.2 To develop and maintain Learning & Development (L&D) Pathways.
- 3.2.2.3 To take part in sample review of professional learning records as part of registration renewal as, as required.

3.3 Registration Committee

3.3.1 Background

At the formation of the CLD Standards Council in 2009 the Scottish Government set 3 main objectives, one of which was to:

Consider and establish a registration system available to practitioners delivering and active in CLD practice.

In collaboration with the sector, the registration system was duly defined and established and registration of practitioners began in 2013.

The purpose of the registration system is to:

- Consolidate CLD as a clear and distinct profession
- Strengthen a shared professional identity within this diverse area of practice
- Define and maintain high standards within CLD Practice

The Registration committee is responsible for:

- the definition of the registration system including Requirements for registration and registration renewal; alternate routes for registration; Process to remove a registered member
- Helping deliver registration process by taking part in review panels and considering the functions and processes used.
- Developing promotion of registration

3.3.2 Terms of reference

- 3.3.2.1 To maintain the definition of the Registration, Renewal and Individual Recognition systems by considering and proposing alterations to the systems to maintain the high standards for professional CLD practice and reflect the current nature of the sector.

In recent years this has included the registration renewal process, the registration removal process, making the register public and a change in length of experience requirement. The committee has also considered different membership categories.

- 3.3.2.2 To review candidate applications for membership as requested by the registration officer in cases where the applicant does not clearly meet the registration requirements, providing advice for the candidate if appropriate.
- 3.3.2.3 To take part in Individual Recognition Panel to review Individual Recognition application, as required. The IRP panel requires 3 members and participation is shared amongst the Committee members on availability and eligibility (committee member would not be eligible if they know candidate).

- 3.3.2.4 To take part in sample review of professional learning records as part of registration renewal, as required.
- 3.3.2.5 To take part in the Complaints Panel to review complaints against a member if needed. The complaints panel requires 3 members and participation is shared amongst the Committee members on availability and eligibility (committee member would not be eligible if they know the candidate or complainant).
- 3.3.2.6 To consider and review the forms, advice and online functions for registration and renewal.
- 3.3.2.7 To consider, propose and develop materials and mechanisms for promotion of registration.

4 Terms of Reference – All Committees

- 4.1 To liaise with all other committees within the Standards Council to attain its overarching objectives.
- 4.2 To promote registration to CLDSC in own settings and to represent CLDSC at local and /or national promotional events, e.g. Scotland's Learning Festival; The Gathering, where available/required.