

TERMS OF REFERENCE OF EDUCATION AND LEARNING COMMITTEE

1. PURPOSE

This Committee oversees the CII Group's activity in respect of building the knowledge base of the profession. Its primary responsibility is to ensure the relevance, accessibility and quality of the CII's learning and assessment products whilst maintaining processes which are transparent, fair to candidates and compliant with our regulators' requirements. The Committee has delegated to it powers of consideration and powers of authority.

2. SCOPE

- 2.1 Consideration of all aspects of CII learning products and processes including qualifications and assessments and development of their new delivery methodologies subject to the Professional Standards Committee's direction as to the applicable rules.
- 2.2 Consideration of the processes for identifying, prioritising and developing content for the continuing professional development of CII members.
- 2.3 Consideration of approaches to learning provision for the purpose of attracting new talent to the profession.
- 2.4 Consideration of the processes for accreditation, endorsement and approval of standards and schemes for prior learning, CPD and qualification provision.
- 2.5 Consideration of any issues escalated to it from the CII Executive Management Team or the Awarding Body Panel

3. AUTHORITY

The Committee is authorised by the Board to:

- 3.1 review and provide input on processes to ensure the relevance, accessibility and quality of qualifications, assessments and continuing professional development content;
- 3.2 review and provide input on processes to ensure that qualifications, assessments and continuing professional development are relevant, fair and of a high quality;
- 3.3 review and provide input on process and standards for new accreditation schemes and ensure they are fair, relevant and complied with;
- 3.4 establish, at the request of the Learning and Assessment Director or their representative, a working group on an annual basis to review and approve the statement of compliance for Ofqual and any other appropriate regulators;
- 3.5 establish panels, at the request of the Company Secretary or their representative, to hear appeals against the CII in relation to qualifications and assessment decisions (such as assessment results, recognition of prior learning application outcomes, special consideration decisions or reasonable adjustment decisions) or decisions about approval or accreditation of external parties;
- 3.6 ensure that there are processes in place to advise on the development of qualifications and learning content of syllabi in line with relevant market requirements.

- 3.7 The Committee shall carry out the duties below in relation to the CII, the CII's subsidiary undertakings and the CII Group as a whole, as appropriate, and will work collaboratively across the subsidiary entities to ensure a holistic approach to Education and Learning matters that secures coherence across the Group.

4. DELIVERABLES

The Committee shall:

- 4.1. consider the regulatory and legislative environment and seek assurance that the CII is compliant;
- 4.2 review and develop the relevance, accessibility and quality of all CII learning products and processes and ensure that they are fair to candidates. This includes apprenticeship assessments and continuing professional development content;
- 4.3 give consideration as to how the quality and design principles for CII learning products can be developed to take advantage of pedagogical developments;
- 4.4 monitor processes for ensuring that qualifications and syllabi are developed in line with the requirements of relevant markets;
- 4.5 seek assurance that accreditation and approval decisions for CPD and qualification delivery are fair and compliant;
- 4.6 approve the criteria for examination and assessment prizes and the prizewinners on an annual basis

MEMBERSHIP

- 5.1 The membership shall comprise a minimum of 7 and maximum of 9 people which should include:
 - 5.1.1 An independent Chair (who shall also be a member of the Board) with either pedagogical understanding or assessment and qualification design
 - 5.1.2 A person with knowledge and understanding of Ofqual regulation
 - 5.1.3 A person with knowledge and understanding of Further Education
 - 5.1.4 A person with knowledge and understanding of Higher Education
 - 5.1.5 A person with knowledge and understanding of professional body needs
 - 5.1.6 A person with knowledge and understanding of learning and development
 - 5.1.7 A person with knowledge and understanding of accreditation
 - 5.1.8 A member appointed from the Local Institutes National Forum
 - 5.1.9 A representative from the Personal Finance Society Board
- 5.2 Consideration will be given to the composition of the Committee in terms of knowledge and experience of insurance and financial planning.
- 5.3 Only members of the Committee have the right to attend Committee meetings. A standing invitation is extended to the Learning and Assessment Director and Company Secretary or their representative who may advise the Committee and make representations on agenda matters and otherwise.
- 5.4 A representative from the New Generation Programme may be invited to attend Committee meetings as an Observer.

- 5.4 In the absence of the Committee Chair, the remaining members present shall elect one of their number to chair the meeting.
- 5.5 Appointments to the Committee shall be for a term of up to three years, which may be extended, subject to Board approval, for one further three-year term provided the member remains eligible throughout that period.

6. MEETING ARRANGEMENTS

6.1 Secretary

The Company Secretary, or their nominee, shall act as the Secretary of the Committee.

6.2 Quorum

- 6.2.1 The quorum necessary for the transaction of business shall be one third of the total number on the Committee, or three members, whichever is the greater.
- 6.2.2 A duly convened meeting of the Committee, at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in, or exercisable by, the Committee.

6.3 Meeting Administration

- 6.3.1 The Committee shall meet at least three times a year and at such other times as the Chair of the Committee shall require.
- 6.3.2 If any member of the Committee fails to attend three consecutive meetings, without good cause, they may be removed from the Committee by the Chair, subject to Board approval.
- 6.3.3 Non-attendance by the Chair at three consecutive meetings, without good cause, shall be referred by the Secretary to the Board for discussion and if thought fit, consideration for removal.
- 6.3.4 The Committee may meet in the absence of any invited members at 6.2 above.

6.4 Notice of Meetings

- 6.4.1 Meetings of the Committee shall be summoned by the Secretary of the Committee or otherwise at the request of the Chair of the Committee.
- 6.4.2 Unless otherwise agreed, notice of each meeting, confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend, no later than five working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time

6.5 Minutes of Meetings

- 6.5.1 The Secretary of the Committee shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.
- 6.5.2 Minutes of Committee meetings shall be circulated within four weeks of the meeting to all members of the Committee. An action list shall be issued two weeks following the meeting for information.

7. REPORTING

- 7.1 The Committee Chair shall report formally to the Board on its proceedings once per year on all matters within its duties and responsibilities and may report at any time on matters of urgency and importance as they see fit.
- 7.2 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit.
- 7.3 The Committee shall make a statement in the annual report about its activities during the year.
- 7.4 The Chair of the Committee or his/her nominee shall attend the Annual General Meeting and be prepared to respond to any questions on the Committee's activities.

8. RESOURCES AND BUDGET

- 8.1 The Committee is authorised to seek any information it requires from any employee of the CII in order to perform its duties.
- 8.1 The Committee shall have access to sufficient resources in order to carry out its duties and is authorised to obtain, at the CII's expense, outside legal or other professional advice on any matters within its terms of reference, such advice, in the aggregate not to exceed ten thousand pounds, per calendar year, without the further approval of the Board.

9. REVIEW

The Committee shall, at least once a year, review its own performance, and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

10. ADDITIONAL NOTES

- 10.1 Members shall be provided with an appropriate and timely induction programme together with relevant training when required.
- 10.2 The Committee shall give due regard to applicable laws and regulations and any published guidelines or recommendations regarding qualifications, assessments and continuing professional development as applicable to the CII
- 10.3 The Learning and Assessment Director or their representative will ensure that the Committee is provided with market input which shall be obtained from the Expert Advisory Panels and will inform Committee decisions and considerations.
- 10.4 The Committee shall keep up to date and fully informed about strategic issues and commercial changes affecting the company and the market in which it operates.
- 10.5 The Committee shall ensure that diversity and inclusion considerations are taken in account when carrying out all its duties and reflected in its decisions and recommendations – ensuring that Equality Impact Assessments (EIAs) on related processes are undertaken by Staff when required.

- 10.6 The Committee may work and liaise with other committees, Societies and panels as it sees fit.

11. GLOSSARY

The following words shall have the meanings shown:

“Committee” shall mean the Education and Learning Committee.

“Board” shall mean the CII’s governing body

“Independent” means a person who has had no previous involvement with the Institute

“Staff” means the employees of the CII excluding the executive members of the Board.

“Regulators” means any appropriate regulators (both UK based or international) including educational requirements of standards bodies and sector regulators

“Awarding Body Panel” means an internal CII panel attended by the Learning and Assessment, Legal and Customer Services department set up to look at common issues relating to the CII’s Awarding Body function

“CII Executive Management Team” means the CII Executive Directors.