

Employer Skills Forums – Terms of Reference (25/26)

What We're Here For:

The Employer Skills Forums bring together employers, community voices, and Stanmore College staff to help shape and strengthen our curriculum and support student success. We aim to give useful guidance, build genuine partnerships, and make sure what we do connects with the College's mission and the needs of today's learners.

What We Do:

Our forums help Stanmore College by -

- Offering ideas, feedback, and healthy challenge to curriculum leaders as they plan.
- Helping the College develop its position in key professional areas where members have real-world expertise.
- Building strong two-way relationships with employers, industry, and government to raise the College's profile and support employability, professional development, and external engagement.
- Acting as ambassadors for the College locally and nationally and identifying any gaps in what our community or businesses need.
- Keeping an eye on the local landscape and helping the College adapt as things change.

Who's Involved:

- Each Skills Forum is a formal College group with agendas and minutes.
- A Chair—usually from Business Development or a Curriculum Manager—leads the group and reviews it each year.
- The Chair shares key updates with the Director of Business Development for relevant committees.
- Members include curriculum leaders, employers, and community representatives.

How We Work:

- We meet termly at Stanmore College.
- The Chair builds the agenda with input from group members and Business Development.
- Actions are taken forward by the right managers.

What We're Responsible For:

- Helping shape the strategic direction of the curriculum and careers for students of all ages.
- Championing student voice, inclusion, and engagement.
- Supporting the College to offer competitive, industry-relevant courses.
- Encouraging partnerships with external organisations.
- Sharing insight on facilities, equipment and resource needs.
- Promoting wellbeing, leadership and teamwork.
- Providing constructive challenge to senior leaders where needed.
- Staying updated on funding and key issues.
- Reviewing the department's SAR, QIP, and performance targets to assure quality and make recommendations.
- Supporting managers to keep improvement work on track and at the right pace.