SCHOOL OF TECHNOLOGY

EXECUTIVE AND PROFESSIONAL EDUCATION WORKING GROUP

TERMS OF REFERENCE

1 MEMBERSHIP

The membership of the Executive and Professional Education Working Group will consist of:

- Head of School (or a deputy appointed by the Head of School)
- Director of the JBS, Director of CISL, Head of Division E, or their deputies, and another Engineering representative from outside Division E if required,
- A “business representative” from each of the Department of Engineering, the JBS and CPSL appointed by the members in Class (b)
- Up to three other members co-opted by the Working Group.

The Secretary of the School should act as Secretary.

Equivalent representatives from other departments within the School would be added to the group should those departments start to develop Executive and Professional Education activities.

2 ROLE AND RESPONSIBILITIES

The remit of the Working Group covers executive and professional education activities which are either non-award bearing or award-bearing to the level below a Degree.

The Working Group should be responsible for the following:

- Maintaining an oversight of executive and continuing education activities within the School of Technology\(^2\),
- Exchanging information to help further develop executive and continuing education opportunities within the School and encouraging compliance with relevant University regulations,
- Developing a framework for executive and professional education activities within the School in terms of pricing and any other areas which may be considered desirable,
- Responding to consultations from the University's Executive and Professional Education Working Group/the Board of Executive Education (or equivalent when it is set up) on behalf of the School on executive and related activities within the School, raising issues of common concern if necessary
- Addressing the question “Where would the School like to be in a few years’ time in terms of executive and continuing education?”

The Group will meet as necessary and should report to the Council of the School of Technology via the Needs Committee.

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\(^2\) The School of Technology includes all the Departments within the School as well as the companies, i.e. JBSEEL, IfM/ECS.
It is desirable for the Working Group to be granted time to bed down for a year or so. The role and responsibilities of the Working Group and the status of the Working Group should be reviewed in the academic year 2011-12.

3 ACCOUNTABILITIES

Accountable to the Council of the School of Technology

4 FREQUENCY OF MEETINGS

As required.

12 May 2014