25 November 2023

Career Development Policy Group

**Career Development Policy Group (CDPG)**

**Terms of Reference**

# Purpose

It is essential that young people and adults can access ongoing career development support throughout their lives. The CDPG’s purpose is to advance the provision of lifelong career guidance and skills support through the development of clear and compelling policy positions, as well as leading co-ordinated campaigns to effect change, speaking with one voice on behalf of the career development sector.

Our policy approaches include establishing the value of career guidance in its own right, influencing government to regard career guidance as an investment rather than a cost, and recognising the vital role that it plays in addressing major economic and social issues, including social mobility, productivity and the transition to a net zero economy.

# Scope

The scope of the CDPG includes;

* Lifelong career development.
* Careers policy, careers system performance and evidencing the value of the sector.
* Developing policy positions to advance career development, instigating research and involving relevant individuals and organisations to ensure positions are robust and well-supported.
* Leading campaigns to promote the policy positions, influence stakeholders including local and national government, and effect change.
* Politically neutral engagement with political parties, government departments, publicly funded careers delivery organisations (e.g. CEC, NCS, SDS, CW) and other key stakeholders.

The scope of the CDPG excludes:

* Directly influencing careers policy internationally.
* Research and training specifically on professional best practice in career development.
* Acting as a research organisation (though may fund research by others).
* Acting as a professional or trade body for career development.
* Promoting the use of any specific commercial careers products.

CDPG key spheres of influence are:

* The All-Party Parliamentary Group for Skills, Careers & Employment, managed by Policy Connect, raising the profile of career development alongside skills and employment policy.
* National and local governments and other stakeholders to influence policymaking and implement initiatives that support career development.
* Organisations and individuals across all areas of the career development sector to help shape policy positions and engage them in supporting campaigns around those positions.

# Organisation

The CDPG is formed of the founding organisations as well as a small number of organisations representing key areas of the career development and related sectors. This approach has been effective in developing and agreeing policy positions, notably the Career Guidance Guarantee, and launching them both to the career development sector and to businesses, stakeholders and policymakers.

As of November 2023, the members of the CDPG are AGCAS, Career Development Institute, Careers England, CRAC, International Centre for Guidance Studies, Institute of Student Employers, Jisc and the Institute of Employability Professionals.

To maintain effective direction and decision-making, the CDPG will remain as a group of no more than 12 organisations to lead the development of policy positions and campaigns. The CDPG will invite representation on the group from key organisations that have a commitment to the purpose of the CDPG, up to the 12-organisation limit. In identifying potential members of the group, the following criteria will be considered:

* Prominence within career development.
* Representation of a key part of the wider education or skills system (e.g. schools, FE, HE and adult services).
* Ability to amplify the CDPG policy positions and campaigns, for example through political connections, communications capability, etc.

The CDPG is an informal coalition of organisations, working to achieve the purpose set out in these terms of reference. It is not a formally constituted organisation and the activities of the CDPG will be delivered by members of the organisations forming the group. Core roles in the CDPG are:

* Chair – rotating on a two-yearly basis among the CDPG organisations. The Chair organises and chairs meetings and puts their name to CDPG statements and letters.
* Secretary – a member of the CDPG or co-opted person to take minutes from the meeting and support the Chair in organising meetings.
* Finance organisation – handling the annual subscription payment from CDPG organisations as well as any supporter funds, contracting with Policy Connect and managing any other significant spend or commitments on behalf of the group. This role is to be covered by a separate Memorandum of Understanding.

Additional roles may be covered on a temporary or ongoing basis by organisations that are part of the CDPG, or organisations and individuals who support the CDPG’s purpose. These roles may be voluntary or, where the level of effort over a period of time justifies it, may be a funded role administered through one of the CDPG organisations.

# Engagement

In addition to the CDPG organisations, many organisations and individuals support the overall work of the group and individual campaigns. The CDPG will grow its supporter network and engage them to enhance the CDPG’s policy positions and campaigns. This may take many forms such as;

* Opportunities to contribute to policy and campaign development through surveys, roundtables and other input and review sessions.
* Adding their names to key campaign calls to action, to demonstrate their support.
* Amplifying the policy and campaign messages through their own networks and communications activities.

There may be opportunities for supporters to be more involved in individual campaigns and activities, by contributing more substantial resources such as funding, delivery capability or network connections. In such cases, these organisations may be promoted as a specific sponsor of the activity.

# Funding

The core costs of the group will be met by each of the CDPG organisations paying an equal share of the projected costs for the year. These costs will cover Policy Connect’s fees, a policy event (in 2023 this was in the House of Lords) and any other costs agreed by the CDPG organisations as part of the budget setting discussions. In 2023-24, the cost per organisation was £1,250.

Organisations that join the CDPG part-way through the year will pay a pro-rata amount of this share, then pay a full share at the next budgeting period.

In addition, supporters may be encouraged to offer funding or resources for specific campaigns or activities, and in return may be identified as a sponsor of that activity. For example, if a supporter helps fund an event, they may be identified as a sponsor, have a speaking opportunity or other benefit to be agreed on a case-by-case basis.