



Training Committee - Terms of Reference

Purpose

The Training Committee is responsible for identifying skills and training-related objectives based on the needs of the EWI Industry in order to support members to develop their current and future operatives ensuring the industry has a qualified and skilled workforce that maintains quality standards.

Activities

The Committee will:

- Identify members' skills and training needs based on responses to specific questions in the INCA Annual Return
- Agree an annual Partnership Action Plan (PAP) with CITB setting high level skills and training objectives
- Produce and update as required an EWI Training Guide to provide information on skills and training in the sector including qualification routes, training providers, CSCS cards and CITB grants
- Monitor EWI qualifications to ensure they meet the needs of members and promote uptake
- Monitor the provision of EWI training to ensure it meets the needs of members and promote uptake
- Support the Secretariat to provide advice and guidance on training-related matters where necessary.

Membership and Chair

Members of the Committee are elected on an annual basis by the INCA Board in December. Members should have relevant training experience and knowledge.

The Committee comprises a maximum of 12 members which include:

- Chairman
- Vice Chairman
- Secretariat representative
- A minimum of two Contractor members
- A minimum of two System Designer members
- A minimum of two Associate members
- Three other members.

The Committee will be chaired by Paul Rigby (Weber) and Secretariat support will be provided by Katie Nurcombe (INCA Director).

In the absence of the Chair, a nominated member may chair the Committee.

Authority

The Committee is advisory and supports the INCA Board of Management.

Frequency of Meetings

The Committee will meet three times a year, generally in March, July and November.

Attendance and Participation

Members are expected to attend all meetings. If members attend less than two of the three meetings held in a year, they will not be eligible for re-election the following year. Proxies or additional attendees may be accepted where particular issues are under consideration.

Committee members are expected to:

- Engage with the Committee on an impartial basis to the benefit of the industry
- Actively participate in meetings
- Proactively raise issues and points of interest that are relevant to the wider membership
- Engage with requests for information/comment outside of meetings.

Quorum

A quorum will be the Chair, or his nominee, and six other members.

Secretariat

The Secretariat is responsible for circulating agendas and papers, producing and publishing minutes, and taking forward actions following the meeting with the support of Committee members.

Written Procedure

Issues or matters taken by the Committee will normally be considered in written form with papers and documents circulated at least two weeks prior to each meeting.

Reporting

Minutes taken from each meeting will be produced and published no later than four weeks after the meeting. Minutes will record key discussion points and actions to be taken forward.

Sub-Committees

The Committee has the authority to establish sub-committees to deal with specific issues.

Review

These terms of reference will be reviewed as required but no less frequently than annually.